

Collaborative Faculty-Student Project Awards (CFSPA) encourage and support joint faculty-student research or creative pursuits within NKU's College of Arts and Sciences. Basic award guidelines follow:

1. **Award Purpose and Priorities:** Funding is allocated on a competitive basis to proposals that might best achieve the following outcomes:
 - a) Encourage collaborative, learner-centered research/creative endeavors between NKU faculty and students;
 - b) Elevate NKU's presence in the region (or beyond); strengthen the potential for securing external grants for future research/creative projects;
 - c) Contribute to students' professional growth in Arts & Sciences disciplines;
 - d) Enrich the research base or creative scholarship within Arts & Sciences disciplines.
2. **Faculty Eligibility:** NKU Arts & Sciences faculty are eligible to apply including Tenured/tenure-track, Teaching Professors, Visiting Teaching Professors with three years or more full-time service, and chairs/directors.
 - a) Faculty must participate actively in all aspects of the project, even when working collaboratively with other colleagues;
 - b) Faculty may receive this award and still teach summer classes if the department chair approves the combination of assignments.
3. **Student Eligibility:** Full-time NKU undergraduate students majoring or minoring in College of Arts & Sciences disciplines are eligible, however priority consideration will be given to students majoring in disciplines within the college. NKU graduate students in the College of Arts & Sciences disciplines are also eligible.
 - a) Students must complete their portion of the project *before* they graduate;
 - b) Student participants **must be named** in the proposal application;
 - c) Students are highly encouraged to present some aspect of the project at the Celebration of Student Research and Creativity, after the project is complete.
4. **Funding:**
Maximum allocation = \$7500/project. Recipients may receive the full amount requested or a smaller amount as determined by proposal reviewers and the Dean of Arts & Sciences.
5. **Proposal:**
The faculty member submits all materials through the CFSPA assignment found in the CAS Funding Opportunities Canvas shell by October 20, 2025 by 4:30pm, or sooner. For any questions, contact CASfunding@nku.edu
 - a) Cover Page (submit as .pdf)
 - i. Cover page must include the chair's signature/approval for the faculty member to pursue the award; electronic signatures are permissible.
 - b) Full project proposal (submit as . pdf or .docx)
 - i. The proposal must clearly and fully explain the nature of student involvement.
 - ii. The review committee will consider only those proposals that conform exactly to stipulated guidelines.
 - c) Budget Excel (submit as .xlsx)
4. **Proposal Review Process:**
A representative of the College of Arts & Sciences Dean's Office or a faculty representative serves as chair for the preliminary review committee.

- a) Preliminary review: A committee of Arts & Sciences faculty from various disciplines reviews award proposals. Using project selection criteria noted below, the committee makes award recommendations to the Dean of Arts & Sciences. ***Committee members may not also be project award applicants.***
- b) Final review: The Dean of Arts & Sciences reviews award proposals and preliminary review committee recommendations and then determines awards.

7. **Proposal Selection Criteria:**

You will strengthen your proposal significantly by clearly addressing all of the following essential criteria:

- a) Clarity of the project purpose and expected outcomes and their potential significance.
- b) Relevance of the research/creative project to the discipline.
- c) Clarity and appropriateness of project procedure(s).
- d) Documented qualifications of faculty and students to engage in this particular project.
- e) Feasibility of successfully completing the project within the estimated timeframe.
- f) Learning potential for collaborating students (i.e., likelihood they will learn, refine, and/or utilize appropriate research/creative techniques and methodologies).
- g) Appropriateness of budget requests.
- h) Potential to elevate NKU's presence in the region and strengthen potential for external grant funding
- i) Plan for dissemination of results/outcomes.

8. **Summary Report:**

- a) The faculty member submits a final project report by the deadline.
- b) The report is a maximum 2 single-spaced pages (12-font) and includes a summary of the project purpose, the methodology used, the project outcomes, and any publications and/or presentations generated by the project. Photographs, when feasible, help enhance potential impacts of report.
- c) Submit the summary report electronically via Canvas as a Word document (.docx). An assignment will be created specifically for CFSPA summary reports.

9. **Timeframe & Deadlines:**

- a) Full proposal (cover page with chair's signature of approval, proposal, and budget) due no later than **4:30 p.m. on October 20, 2025** (or sooner).
- b) Awards will be announced in **December 2025**.
- c) Funds are accessible upon receipt of award letter.
- d) Project completion deadline **December 31, 2026**(or sooner).
- e) Summary report deadline **Feb 15, 2027** (or sooner).

Project abstracts or proposals submitted after indicated deadlines will not be accepted or reviewed. Project proposals without required signatures will not be accepted or reviewed.

10. **Acknowledgement:**

All publications, presentations, and/or performances resulting from CFSPA supported projects must acknowledge "Northern Kentucky University College of Arts and Sciences Collaborative Faculty-Student Project Award" for partial or full funding.

All funds must be spent by December 31, 2026. Expenditures must follow university policies and procedures: <https://procurement.nku.edu/policies.html>.