**Recommendations from 2013-14 RSCA Committee for changes to RSCA forms and procedures.**

***(Approved by Faculty Council 10/8/14 for approval for implementation 2014-15)***

2013-14 Committee: Susan Carlile (Chair), Kim Vu, Misty Jaffe, Martine Van Elk, Hugh Wilford, Elizabeth Dahab, Bonnie Gasior Courtney Ahrens, Sarah Schrank.

1. Change page limit requirements (currently 2 pages for body of proposal) to 1200 words. Have an electronic submission process whereby faculty submit Word documents to the Dean's office, copied to Chair/ASM, and receive a confirmation of receipt.

2. Specify that the body of the proposal cannot include a bibliographic reference section or footnotes; in text citations are allowed.

3. Remove "proposal clusters," as they are remnants of the University process that is no longer in place.

4. Specify that proposals should be intelligible to faculty members outside the discipline, and state that this criterion will be applied to both the Description/Background and Significance sections of the evaluation.

5. Merge "Description" and "Background and Significance" in the description of the sections of the proposal and on the rating sheets.

6. Change faculty history to 3 pages, 12 pt. Times New Roman, 1-inch margins. State that it shall only include scholarly and creative activity and funded grants.  Also, separate headings should be provided to separate peer-reviewed/referred publications/presentations from other publications/presentations. Allow a 4th page for previous RSCA awards and their outcomes.

7. Application form:

a. Add percentage values to the application form:  
 40%: Description, Background and Significance

30% points: Research design/Methodology

10% points: Anticipated outcomes and goals

20% points: Faculty History

b. Background and significance: add "previous work in **the field**" and

"Locate project in the context of its contribution to the discipline/creative domain."

c. Research design/methodology: remove reference to timeline. Add: "Specify the project tasks that will be completed during the semester in which RSCA will be taken and clearly indicate, in the case of collaborations, what your contribution will be.

8. Align evaluation form with categories, above. Remove reference to student involvement on rating form. Correct faculty history to 5 years.