RESEARCH AND SCHOLARSHIP AWARDS (RASA)
Guidelines and Instructions

Summer 2016, Fall 2016, and Spring 2017

The Graduate School invites applications for Research and Scholarship Awards (RASA; formerly GRB) from full-time tenured and tenure-track faculty members at the University of Maryland at College Park with the rank of assistant, associate, or full professor. RASA are for support of research and scholarship and applications are now available for Summer 2016, Fall 2016, and Spring 2017.

An application (to be completed by the applicant) and a Letter of Evaluation (to be completed by the applicant's Department Chair) are required for consideration.

SEMMESTER RASA DEADLINES
Applicants must submit the complete application by noon on Monday, October 5, 2015.
(Please see page 3 for detailed instructions on how to prepare and submit the Application)

Department Chairs must submit their Letter of Evaluation by noon on Friday, October 9, 2015.
(Please see page 4 for detailed instructions on how to prepare and submit the Letter of Evaluation)

SUMMER RASA DEADLINES
Applicants must submit the complete application by noon on Monday, October 12, 2015.
(Please see page 3 for detailed instructions on how to prepare and submit the Application)

Department Chairs must submit their Letter of Evaluation by noon on Friday, October 16, 2015.
(Please see page 4 for detailed instructions on how to prepare and submit the Letter of Evaluation)

AWARD GUIDELINES

Faculty awarded a Semester RASA will be released from teaching duties during the semester for which the award is granted, and for which the faculty's department will be compensated. Faculty awarded a Summer RASA will receive a stipend of $9,000 for two months during the summer for which the award is granted.

Awards are made with the understanding that the holder will relinquish the RASA if external support is received for the same project for the same period.

Award recipients are strongly encouraged to be mentor to a graduate student or students in the funded project. Recipients are also encouraged to present methods and results of the funded project, during or immediately following the period of the award, in a forum or fora directed specifically to graduate students (e.g., a lecture, reading, colloquium, workshop, etc).

Award recipients are strongly encouraged to apply for external funding in the form of fellowships or grants as appropriate. A demonstrable attempt to secure external funding following the period of a RASA, even if unsuccessful, will be a prerequisite for receiving a subsequent RASA.

Award recipients are expected to submit a report on the results of the award and the progress of the funded project within three months of the completion of the award period.
The Graduate School will maintain an archive of materials resulting from funded projects. Copies of work supported by RASA should be submitted to the Graduate School upon publication.

Award recipients are expected to acknowledge the Graduate School RASA in publications or other materials supported by the award. Where appropriate, performance programs should acknowledge the support of the RASA.

Award recipients may be called upon by the Graduate School to serve on the RASA Committee in subsequent years.

**AWARD ELIGIBILITY**

Faculty members may not apply for a RASA and a CAPAA (or a Semester and Summer RASA) in the same year.

RASA can be accepted only by faculty members who will remain on the University of Maryland, College Park faculty in the year following the receipt of the award.

The Summer RASA is available only to faculty on 9-, 9.5-, or 10-month contracts who are not teaching during the summer and whose projects are not funded from other sources during the summer.

Faculty members are eligible for only one CAPAA or RASA (formerly GRB) in any three-year-period:

- A faculty member who took a **semester award** in AY 2012-2013 is first eligible to receive another **semester award** in AY 2016-17, and is welcome to apply in this current competition cycle (Fall 2015).
- A faculty member who took a **semester award** in AY 2012-2013 is first eligible to receive a **summer award** in Summer 2016, and is welcome to apply in this current competition cycle (Fall 2015).
- A faculty member who took a **summer award** in Summer 2013 is first eligible to receive a **semester award** in AY 2016-17, and is welcome to apply in this current competition cycle (Fall 2015).
- A faculty member who took a **summer award** in Summer 2013 will be eligible to receive another **summer award** in Summer 2017, and should apply during the next competition cycle (Fall 2016).

**RASA SELECTION COMMITTEE**

The RASA selection committee comprises individuals from various disciplines across the campus and therefore is not a disciplinary peer review committee in the usual sense. Please present your proposal in language and format understandable by scholars who are not specialists in your discipline. The application requires a summary and a description for your proposal. For the summary, it is essential to define the project’s importance to your discipline in terms clear to non-specialists. Technical details should be provided in the Project Description. Clarity and comprehensibility will be part of the criteria for evaluation.

**CONTACT INFORMATION:** Please direct any questions to Robyn Kotzker, Assistant Director for Fellowships and Awards, The Graduate School (x5-0281; rkitzen@umd.edu).

July 2015
APPLICATION INSTRUCTIONS
For the RASA Applicant

For your RASA application, please prepare all the required materials in a single PDF file and submit to the Graduate School by the application deadlines set forth on page one of this document. Complete RASA award guidelines and instructions are found on the Graduate School website at https://gradschool.umd.edu/funding/fellowships-awards/faculty-and-staff-awards/research-and-scholarship-awards-rasa.

The RASA application must include: 1) the application cover sheet, 2) project summary, 3) project description, 4) mentorship and presentation statement, and 5) the applicant’s CV.

Application Cover Sheet
The Application Cover Sheet is found on the Graduate School website.

Project Summary (one page, single spaced)
This one-page summary of the research/scholarship proposal should be written for an audience of non-specialists and should include the scope of the investigation and how the anticipated results will contribute to the body of knowledge within your discipline.

Project Description (up to four pages, single spaced)
The detailed description of the research/scholarship proposal should include discussion of the problem to be dealt with, significance and expected impact of the project; work completed to date; timetable for completion; site where the project will be conducted; methods to be used; anticipated deliverables (book, technical report, journal article, paper for scholarly meeting, etc.). Please also address how the project relates to your long-range professional development. Description should not exceed four (4) single-spaced pages. The bibliography does not count as part of the page length of the proposal.

Mentoring and Presentation Statement (one paragraph)
Award recipients are strongly encouraged to be a mentor to a graduate student or students in the funded project and to present methods and results of the funded project, during or immediately following the period of the award, in a forum or fora directed specifically to graduate students (e.g., a lecture, reading, colloquium, workshop, etc). Please explain in one paragraph how you will meet these objectives.

Curriculum Vitae (four page limit)
Please include a CV of no more than 4 pages.

SUBMIT THE APPLICATION (Using GS Awards System)
Please submit your application to the Graduate School by logging on to the Graduate School Awards System available at http://apps.gradschool.umd.edu/GSAwardsSystem/

REQUEST THE EVALUATION LETTER
Please inform your Department Chair of your intention to apply for the RASA and request a Letter of Evaluation. Your Department Chair will submit his/her letter separately from the application. Instructions for preparing and submitting the Letter of Evaluation are found on page 4 of this document.

Applications without an evaluation will not be considered.

July 2015
LETTER OF EVALUATION INSTRUCTIONS
For the Department Chair or Program Director

Department chairs or program directors are asked to prepare a letter to evaluate the project of an applicant for a Semester or Summer RASA (formerly GRB). Your letter of evaluation must be in PDF file format and must be submitted to the Graduate School using the Graduate School Awards System. Applications without an evaluation will not be considered.

DEADLINE INFORMATION

Semester RASA: The Letter of Evaluation is due by noon on Friday, October 9, 2015.

Summer RASA: The Letter of Evaluation is due by noon on Friday, October 16, 2015.

PREPARING THE LETTER

The Letter of Evaluation should address these questions:

1. Are there sources of external funding for which this proposal would be appropriate and attractive? Has the applicant sought external support? Would RASA funding be likely to lead to additional or subsequent external funding?

2. What is your evaluation of the proposed project?

3. Please do not rank the RASA applications within your department or program.

SUBMITTING THE LETTER

Please prepare your letter in PDF file format and submit it online using the Graduate School Awards System at http://apps.gradschool.umd.edu/GSAwardsSystem/

The Awards System will first require you to log on with your Directory ID and password. Then, to identify the applicant, the system will ask for the Applicant’s Directory ID (or UMD email address).

CONTACT INFORMATION

Please direct any questions to Robyn Kotzker, Assistant Director for Fellowships and Awards at the Graduate School (x5-0281; rkotzker@umd.edu).

July 2015