**CSU-AAUP Faculty Research Grants
Guidelines for Spring 2024 Competition
Special Instructions for Southern Connecticut State University Faculty**

**Submit through** [**Kuali Build**](https://southernct.kualibuild.com/app/5ffddabf37f3b5001d3b13e4/run)

*The following instructions are meant to amend the directions regarding submission of the CSU-AAUP Faculty Research Grants for the Spring 2024 Competition. Please review this first.*

All submissions by Southern Connecticut State University faculty members for the Spring 2024 CSU-AAUP Competition (Performance Period July 1, 2024 – June 30, 2025) **must** be shared with the Office of Faculty Development through submission of an electronic application in [Kuali Build.](https://southernct.kualibuild.com/app/5ffddabf37f3b5001d3b13e4/run) **Please do not submit your materials via email.**

Instructions for each portion of the form are as follows.

**Cover Sheet**

The form on [Kuali Build](https://southernct.kualibuild.com/app/5ffddabf37f3b5001d3b13e4/run) is intended to exactly replicate the information provided via the traditional CSU-AAUP Faculty Research Grant Cover Sheet.

The first section relates to basic contact information such as the faculty member’s name, rank, phone number, and campus address. Selecting **‘Yes’** in answer to the question **‘Is this a joint proposal?’** will cause additional fields to appear; this is the place where more names can be entered related to Co-Proposers.



If you select **‘Yes’** in answer to the question **‘Is this a continuation project?’** then the following additional field will appear. Please upload an attachment summarizing results of your previous CSU-AAUP funding.



The next section of the form will allow you to enter a title (150 characters maximum, including spaces) and an abstract (100 words total). Selecting **‘Yes’** to the question **‘Does your research involve human beings as research subjects’** and/or **‘Does your research involve vertebrate animals?’** will cause additional instructions to appear regarding IRB and IACUC policies and institutional points of contact.



The final section provides a space to upload the CSU-AAUP attachments that are detailed further in the CSU-AAUP funding opportunity announcement: a **Budget Form** (required), a **Proposal Narrative** (required), a **CV** of the Principal Contact (required), and **Appendices** (optional). A space is also provided for the CVs of optional Co-Proposers. Uploads may be as PDFs, .DOCXs, or .DOCs.



There are several options on the right-hand menu [at the top of the page] when you have finished working on the application:



**‘Submit’** will send the form and attachments forward to the SCSU Office of Faculty Development for final acceptance and processing. You will receive a notification when this proposal is received and approved, OR if it is incomplete and is denied.

**‘Save’** will not submit the form, and a draft will be accessible to you when you visit the [Kuali Build Home Page.](https://southernct.kualibuild.com/app/builder/#/home) To return to your drafted applications that have not yet been submitted, please select **‘Submissions.’** There will be a space to select between ‘Submitted’ and ‘Drafts.’



Select **‘Discard’** only if you wish to clear the application form and start over.

NOTE: If you would like to correct an application **prior** to the January 26th, 2024 deadline, **please resubmit the application using** [**Kuali Build.**](https://southernct.kualibuild.com/app/5ffddabf37f3b5001d3b13e4/run) In keeping with standard grant practices, the application with the most recent timestamp will be the only application that moves forward for review. Corrections or revisions received **after** the January 26, 2024 5:00 PM deadline will not be accepted.

* Please contact Jennifer Hudson (hudsonj1@southernct.edu) with questions related to the proposal content and formatting of attachments.
* Please contact spar@southernct.edu with questions related to technical difficulties or form troubleshooting