

Maxwell School Office of the Dean – Summer Project Assistantship Program

To: Maxwell Faculty
From: Christina Leigh Deitz, Grant Development Administrator
Date: April 7, 2016
Subject: Summer Project Assistantship
Deadline: April 22, 2016

For 2016, the Dean's Office at the Maxwell School will be offering up to ten Summer Project Assistantship (SPA) awards for \$1,800 each to Maxwell graduate assistants (GAs) for the purpose of working with faculty to develop a research proposal. Successful faculty applicants will receive funding for the graduate assistant of their choice for summer research, and will be expected to provide a written report on the submission of a related proposal to an external funder within one year of the issuance of the award. The deadline for applications is 5:00 PM, Friday, **April 22nd, 2016**. Awards will be announced by Friday, April 29th.

General Guidelines

1. Funding decisions will primarily be based on the merit of the proposal submitted. Emphasis will be given to applications from faculty members who have not received SPA awards in the past. However, all applications will be considered based on the likelihood of the award resulting in the submission of an external proposal. *External proposals are expected to include funding for one or more graduate students.*
2. You may submit a proposal before selecting a graduate assistant; however, student names and SU ID numbers must be provided to Holly Johnson (hjohns02@maxwell.syr.edu) in the Dean's Office by Tuesday, May 31st. In addition, project proposals may list multiple faculty applicants but can only be used to support one GA. You must confirm that the student has not been awarded another SPA from a different Maxwell unit before promising an award. The GA is expected to complete approximately 80 hours of work on the project over the course of the summer.
3. Faculty who intend to use their GA to prepare applications for awards involving academic leaves must arrange for such leave with their Department head and the Senior Associate Dean.
4. Failure to submit a written report by June 15, 2017 will exclude recipients from subsequent SPA funding cycles, as will failure to include funding for graduate student(s) on the proposal.

Please contact Christina Leigh Deitz with any questions. To apply, please complete the attached application and submit electronically to cldeitz@maxwell.syr.edu. A copy of the required final report format is also included.

cc: Holly Johnson
Mary Pat Cornish
Michael Wasylenko

Enclosure

**Maxwell School Office of the Dean
2016 Summer Project Assistantship Program Application**

APPLICATION INSTRUCTIONS: Enter your information after each required heading, using as much space as necessary while keeping application length to a maximum of 3 pages.

I. Faculty and Project Information

- a. Faculty Name(s):**
- b. Project Title:**
- c. Project Description:**

II. Graduate Assistant Information

- a. Graduate Assistant's Name:**
- b. Overview of Anticipated Summer Activities for Student:**

III. Future Proposal Information

a. Scope of Proposal to be Submitted for External Funding

- i. Project duration:**
- ii. Location of research:**
- iii. Anticipated budget needs:**
- iv. Potential academic collaborators:**
- v. Any other relevant project information:**

b. Proposed Sponsor(s):

(List the external funding source(s) to which you plan to submit your related proposal)

**Maxwell School Office of the Dean
2016 Summer Project Assistantship Program Report**

FINAL REPORT INSTRUCTIONS: Enter your information after each required heading, using as much space as necessary to complete your response.

I. Name

a. Faculty Recipient:

b. Graduate Assistant:

c. Funding Cycle: (e.g., Summer 2016)

II. Project Title:

III. Project Abstract:

IV. Description of Work Completed by GA:

V. External Proposals Submitted:

(List title of proposal, funding agency, amount requested, and date submitted)

VI. Support for Graduate Student:

(Note how support for student(s) was included in proposal)

VII. Plans for Future Funding:

(Including funding agencies to which you will apply and a projected timeline)

VIII. Relevant Publications:

(List, with complete citations, any publications that have resulted from this project)

Final Report to be submitted cldeitz@maxwell.syr.edu BY THURSDAY, JUNE 15, 2017