Creative Scholarship Award Application Template

Radow College of Humanities and Social Sciences

I. Cover Page

- Project Title:
- Project Director(s):
- Department/School(s):
- Contact Information (email, phone):

II. Abstract (1 page maximum)

Provide a concise summary addressing:

- Primary objectives of the project
- Significance of the project or activity
- Key deliverables/outcomes

III. Project Narrative (up to 3 pages, double-spaced)

Organize with clear headings:

1. Background and Significance

- Briefly describe the context for the proposed project
- Summarize relevant literature or prior work (as applicable)
- Identify the problem, gap, or opportunity your project addresses
- Explain why this issue is important for your discipline, college, or community

2. Impact and Innovation

- Discuss potential impact on knowledge, artistic practice, curriculum, or professional development
- Highlight innovative methods, approaches, or contributions
- Explain alignment with the goals of the Creative Scholarship Award and Radow College's mission

3. Objectives

- State specific objectives for your project (what you plan to achieve and why)

4. Project Methods and Plan

- Outline your approach: steps, activities, or process

- Describe roles of any collaborators, students, or community partners
- Timeline for key activities

IV. Budget and Justification

- Attach a basic budget table (see sample below or provide Excel attachment if needed)
- For each item, provide a brief rationale for how it supports project aims

Sample Format:

Item/Category	Amount	Justification
Equipment/Materials	$	
Supplies	$	
Travel	$	
Other (specify)	$	

Total Request: $_____ (up to $7,500)

V. Future Plans

- Explain how you will build on the project's outcomes after the award period
- Timeline and milestones for continued work (e.g., external grant proposal, course development, broader dissemination, etc.)
- Steps to ensure broader impact or application of your results

VI. Compliance Checklist (Optional)

- Application follows formatting guidelines (1" margins, 12-pt font, double-spaced)
- Each Roman-numerated section starts on a new page
- All materials are in MS Word-compatible format

Appendix (Optional)

- Letters of support (from community partners, departments, etc.)
- Supporting Materials

Submission Instructions

Submit your application as a single PDF or Word file via the InfoReady @ KSU portal by October 31, 2025.

Questions? Contact the Radow College Office of Research