

Pabst Steinmetz Creative Futures Award at UCF Application Questions

More information about the awards is at cah.ucf.edu/research/pabst-steinmetz-awards/

Application Questions and Required Uploads:

1. Title of Project. Provide a descriptive title for your project.
2. Project Concept: Briefly describe the initiative, project, program or activity, the community problem being addressed and the intended outcomes (text box 3,000 characters maximum)
3. Name and Email of Primary Applicant
4. Arts & Humanities Applicant Information (Name, College unit, Title, Email Address, Phone)
5. Non-CAH UCF Applicant Information (Name, UCF unit, Title, Email Address, Phone)
6. Community Organization Information (Name, Company/Department/division, Title, Email Address, Phone)
7. Additional teammates: Names, affiliations and emails
8. Is this project new or existing? (drop down and text boxes)
 - If new, please explain how this award will propel or expand additional research opportunities or other activities. (1,500 characters maximum)
 - If existing/ongoing, how will this project proceed -- if at all -- if this funding is not received? (1,500 characters maximum)

Narrative and Budget documents should be minimum 11-point font, 1" margins. Page numbers are OK. Upload as PDFs. Images, graphs and figures are permitted (legibility is paramount). **Start all file names with YOURLASTNAME** (last name of the individual submitting the package on behalf of their team).

9. Project Narrative.

- Upload one PDF file named: YOURLASTNAME.narrative
- 3-5 page Narrative of your project activities.
- Using the following headers, describe your project activities and the intended outcomes.
 - **Community Need** (What is the specific community need, challenge or opportunity? Why is this need important and timely? How will your proposed work address this need?)
 - **Tech for Human Good** (How does this proposal incorporate this year's theme into its framework?)
 - **Project Team** (Who is on your team, how are they contributing, and why are they important to the project?)
 - **Evaluation Framework** (Describe your project's activities using an evaluation framework format (Inputs > Activities > Outputs > Outcomes > Impact). The framework should include project resources, major activities, timeline, milestones, roles/responsibilities, anticipated deliverables, evaluation methods, measures of success, and expected short-, intermediate-, and long-term outcomes and impact.)
 - **Sustainability and Future Growth** (How is the project expected to continue beyond the award period? Are there opportunities for growth or expansion? Opportunities for additional funding or partnership opportunities? Potential for replication in other communities?)

10. Budget and Budget Justification.

- Upload a single PDF file (suggested 2 pages) named: YOURLASTNAME.budget
- There is no required template. We recommend including a summary table of major budget categories (e.g. personnel, software, travel) followed by a budget justification explaining each cost, how it was calculated, and how it supports the project. You can include estimates or quotes as part of your supporting materials if desired. Please note: UCF budgeting requirements apply; please refer to [Institutional Info Facts - Office of Research](#) for current

fringe benefit rates for personnel and travel guidelines. You may also reach out to the CAH research administrator at kara.gajentan@ucf.edu for clarifications or questions.

11. **Key Personnel CVs/Resumes/Bios:** Upload a CV/resume (recommended 2 pages) or bio (recommended 1 page) for each of the following: the UCF CAH applicant, the non-CAH applicant, and the community partner. Use this naming convention: YOURLASTNAMEcv, YOURLASTNAMEcv2, YOURLASTNAMEcv3
12. **Supporting Material Uploads.** You may include up to three supporting materials to be included with your application. To maximize upload space, group similar items together as one upload and name the attachment accordingly. Begin file names with YOURLASTNAME followed by the type of supporting material. Supporting materials may include:
 - Flyers, articles highlighting past work, artwork portfolios, training materials, surveys, marketing materials, budget backup materials, or references cited list.
 - We suggest uploading one PDF document with links to group websites, videos and images if possible. List each link with a brief description of the sample and how it pertains to your project.
 - Websites (up to 3). Can include links to websites, articles, portfolios or similar. Include in the description where the reviewer should focus/review if necessary.
 - Videos (up to 3 videos/audio clips of up to 3 minutes each). If a clip is longer than 3 minutes, please indicate the start time for the reviewers. Reviewers are not expected to watch longer than 3 minutes for each clip.
 - Images (up to 10). Insert up to 10 images into the PDF with a description of activities taking place in the photo along with dates and any photographer credit.
13. **AI Confirmation.** Select one:
 - No AI was used in proposal preparation,
 - AI was used only for proofreading, editing, formatting, or readability improvements,
 - AI was used to assist with drafting proposal content; all content was reviewed, verified, and approved by the proposal team.
14. **Please highlight all statements that your proposal meets.**
 - The initiative is interdisciplinary and involves at least two UCF departments.
 - This proposal involves at least one community partner.
 - The proposal contains an evaluation framework (quantitative or qualitative.)
 - The proposal has the potential to be a sustainable and/or scalable model.
 - The initiative addresses this year's theme.
15. **By checking this box, you certify that your submission is accurate and agree to let the committee review the materials. Selecting the next button will submit your application.**