Guidelines for Summer Research Fellowship Application

These grants consist of a summer stipend that must represent a minimum of 120 hours of activity at a flat rate of $3,000. A proposed project shall not duplicate any other project already funded from any other source within the university. As a rule, requests for other uses of this money such as equipment or student assistants will not be approved.

Faculty in 12-month classifications or instructional faculty teaching during the summer session might not be eligible for this award due to the limitations on total time base found in Article 36 "Additional Employment" of the Collective Bargaining Agreement. The Summer Research Fellowship is considered to be at a one-month time base and should be considered the equivalent of one 4-unit course in determining summer workload. Also, faculty who receive the Research Fellowship are no longer eligible for the $150/unit bonus for teaching summer courses.

All proposals will be blind reviewed by the appropriate College Professional Awards Committee. To maintain the integrity of the blind review process, the proposal should not include the name or other identifying information about the applicant except on the cover page.

1. Proposals must clearly demonstrate quality in terms of the following:

a. CLARITY: The proposal must clearly and concisely describe the project as whole, using non-specialist language.

b. OBJECTIVES: The proposal must describe the objectives of the project and elaborate on the following: (1) the reasons for the applicant's undertaking the project; (2) the purpose of the project; (3) the projected results of the project; (4) how the results fit the applicant's future research plans; and (5) the project's relation to other activity being conducted by the faculty member.

c. METHODS: The proposal must clearly describe the activities, including methods and procedures that the faculty member will conduct and must clearly show that the faculty member has designed these activities to meet the stated objectives.

d. FEASIBILITY: The proposal must present an organized plan of action that demonstrates that the project is feasible.

e. RESULTS: The proposal must elaborate on the expected end product of the project. This can be results such as publication (i.e., books, monographs, articles, or scholarly papers), creative activity (i.e., gallery showings, concerts or theatrical productions) or external grants.
f. PRIOR GRANT ACTIVITY: The proposals must include the faculty member’s prior three year record in the use of internal grant awards.

g. REPORT: A 2-page report will be submitted to the Associate Provost for Research (AR-111A) summarizing activities and outcomes of the project by December 1 following the summer award.

2. Proposals must show importance in terms of both the professional development of the faculty members, and also the body of knowledge of the faculty member’s academic discipline or areas of expertise.

The deadline for submitting a Summer 2015 Grant Fellowship application is February 23, 2015.

TO SUBMIT A PROPOSAL: Follow the format indicated below and submit seven (7) copies to your College/Library office.

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Faculty Professional Development - Summer Research Fellowship Format Guidelines

Please follow this format and limit your proposal narrative to 2 pages. Failure to follow this format will disqualify your proposal regardless of merit.

I) Cover Page including Name, Department, and project title (only one copy of the cover page should be submitted)

II) Narrative (two pages maximum)

A) Title of Project