

**Research and Professional Development
Internal Award Program
Guidelines**

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General Guidelines and Requirements

Internal grants offer funding for projects that are consistent with the mission and goals of the University and which have the potential to lead to significant outside funding, scholarly publications, creative work, or activities that support special University-wide initiatives. Applicants may request funds for salaries, supplies, student and professional assistance, publication subvention, and travel related to scholarly activities. Some programs allow for release time. All requests for internal grant must be supported and acknowledged in writing by the applicant's Dean. All applicants are encouraged to read these general guidelines, relevant to R&PD Main Round, and specific program requirements carefully.

The Office of Research and Sponsored Programs (ORSP) is available to review internal proposals by appointment prior to the submission date. Proposals will not be reviewed by the ORSP once they have been submitted. It is the responsibility of the applicant to ensure that the submitted application includes all required elements of the proposal as well as adheres to program guidelines (page limitations, etc.). Incomplete applications and those not adhering to the guidelines will be scored accordingly and/or deemed ineligible for review by the committee.

Awards are competitive and funding is limited. Some meritorious proposals may not be funded. All award programs are subject to availability of funds.

Eligibility

- Internal award programs are limited to Stockton University Full-time Faculty who presently have a contract and will have a contract for the coming academic year. (Please see the individual program descriptions for exceptions).
- A faculty member may submit only one application per award, and only one application should be submitted on behalf of a collaborative group, although multiple awards may be made for a collaborative project
- Specific projects may only receive internal funding one time, from one internal funding source. The applicant can receive a second award from the same source but it must be for a clearly defined different phase of the project, and must be within a different fiscal year.
- Review committee members are ineligible to apply for funding reviewed by the committee they serve on.

Outside Funding Support

Stockton's internal funding sources are limited. Faculty are encouraged to seek support from sources outside of the University. Assistance in acquiring external funding can be found by calling the Office of Research and Sponsored Programs (609) 652.4844 or visiting the ORSP web page.

Awards and Accountability

See the ORSP Calendar for breakdowns of awards and their corresponding funding dates per call. Awardees must submit a Final Report by October 15 of the year in which the award ended. The report should include a summary of the project, as well as indicate the extent to which goals and objectives have been achieved. Failure to submit an Annual Report may hinder future Internal Award consideration. AFOF and PFOF Outcome Reports should be submitted within 30 days after completion of project.

Award recipients will be notified by email, and in some cases by official University letter, of their award and/or denial. Failure to receive a grant will in no way prejudice future applications under this program.

General Application Procedure and Content Requirement Elements

**For specific procedure and content requirement, see the individual program listings.*

- **Font size** - 11pt or greater and margins of at least 1 inch.
- **Online Application** - Login to [Online Application System](#) to complete the application and subsequent pages in their entirety using your GO Portal Login credentials.
- **Funding History/Accountability Section** - (Not required for all programs - see individual descriptions.)
- **Description of project** - Include a brief introduction to your project which places it into a broad context and provides references to the current scholarly trends, when appropriate.
 1. **Statement of the aims and objectives of the project.** In plain, jargon-free language. Where appropriate, your proposal should include information about previous efforts to address your subject/challenge.
 2. **Background work already accomplished.** Explain your preparation for undertaking the project proposed and how it places this project within your overall scholarly plan or professional career goals.
 3. **Statement of the Procedures/Methodology.** Description/plan of proposed activities, how they will be accomplished, and a rationale for using this procedure. A time line is strongly encouraged.
 4. **Importance or Value.** Describe the expected significance or importance of the results of your project. Briefly describe how your specific project contributes to the broader academic community.
 5. **Project Outcome(s).** Describe anticipated next steps, including plans for continued funding.
 6. **Dissemination of results.** Describe your plans for disseminating the results of this project. Be specific.
- **Budget and Budget Justification** - Explain how the budget costs were calculated and justify why each budgetary item is necessary for the successful completion of the project. Budget requests and expenses must comply with University policies. Requests for release time during the academic year must be justified and supported by the applicant's Dean. Equipment purchases will become the property of the University.
- **Curriculum Vitae** - (2 pages maximum)
- **Understanding of Conditions for Internal Awards** - (Electronic agreement required)
- **Supplementary materials** - (See individual program for specifics) In general, applicants are discouraged from including supplementary materials. Exceptions include information that substantiates or explains statements in the proposal - a collaborative agreement, invitation to present, offer for publication, etc. Reference and clearly explain why the materials are necessary in your project description.
- **Dean's Signature** - acknowledging request for funding and/or indicating amount of shared support.

Applications are to be submitted using the Online Internal Award Application System:

- [Faculty Login](#)
- [Committee Login](#)
- [Dean Login](#)

Late submissions will not be accepted.

Review of Proposals

The RPD Committee evaluates each proposal according to the following criteria:

- a. Adherence to format
- b. Completeness—including summary of past grants
- c. Clarity
- d. Merit - meaning whether the project addresses an important issue, and/or contributes to scholarship, and/or supports a programmatic/school/University goal
- e. Qualifications of the applicant to carry out the project
- f. Likelihood that the project will be completed with intended outcome(s)
- g. Whether the methods are appropriate and likely to result in successful and timely outcome(s)

The membership of the RPD committee and its procedures are governed by the Faculty Assembly Constitution and its bylaws.

INDIVIDUAL PROGRAM SPECIFIC INFORMATION AND DESCRIPTIONS

AFOF - ADJUNCT FACULTY OPPORTUNITY FUND

Purpose, Eligibility Specifics

Supports projects of adjunct faculty as well as 1/2 and 3/4 time faculty that enhance their professional development and the reputation of the University. To be eligible, applicants must be employed part-time during the term in which they apply. Those employed as professional staff, administration, or librarians who also teach part-time are not eligible to apply. Individual awards are capped at \$1000 and individual applicants are limited to one award per funding cycle.

Funds are available for travel, supplies for research and other expenses, and dissemination of scholarly activities and/or results. Research or travel (and all expenses incurred) must be completed during the academic semester in which the adjunct is employed by Stockton.

Required Content

- Online Application - (completed in its entirety)
- Description of project (2 page maximum)
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards (Electronic agreement required)
- Dean's signature (downloadable form available)

PFOF - PROVOST FACULTY OPPORTUNITIES FUND

Purpose, Eligibility Specifics

Funds are available for projects aligned with Stockton 2020 strategic themes or other identified University priorities. Additional support from another source such as School travel funds is encouraged. Funding supports:

- Travel to conferences beyond the ability of the faculty member's School to support, e.g. international travel.
- Student assistant (funds for student travel are applied for separately)
- Faculty professional development.
- Dissemination of disciplinary or interdisciplinary scholarship or creative activity and scholarship of teaching and learning.

PFOF is not primarily intended to provide summer research stipends.

Funds Available

Individual awards are capped at \$2,000.

Required Content

- Online Application - (completed in its entirety)
- Description of project (3 page maximum)
- Online Application Budget Justification
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards Form (Electronic agreement required)
- Dean's signature (downloadable form available)

Process

- Proposal should spell out in detail how it meets one or more of the conditions listed above, and must follow the application form completely.
- Online application will provide space for indicating other support already obtained.

Request for Payment of Publication, Exhibit, Professional Poster or Performance Charges

Purpose, Eligibility Specifics

To offset required charges so that scholarly work has a venue for academic and/or public audience and to promote scholarly work. Only works that have been refereed, invited, or juried by a body external to the University are eligible for this fund. Charges are required by the publisher, gallery or organization as a condition of participation and next steps.

Funds Available

Funds are limited. One request from this fund per fiscal year up to \$300. Awards are subject to availability of funds.

Required Content

- Online Application - (completed in its entirety)
- Official documents showing acceptance of work, result of review, charges required for participation.
- Proof of payment or official bill/invoice.
- Dean's signature (downloadable form available)

Process

When approved, the applicant and the Dean will be notified. At which time, the appropriate paperwork should be completed in the School office and payments made on a departmental account. When the invoice is processed for payment, a copy of the Direct Pay or P-Card purchase should be forwarded to the ORSP. Funds will then be transferred to reimburse the invoiced account.

R&PD - COURSE RELEASE

Purpose, Eligibility Specifics

Support projects in research, planning, proposal writing, professional development, and creative work.

Funds Available

The R&PD Course Release funding is offered per semester with an average award of 1 course release granted per approved applicant.

Required Content

- Online Application - (completed in its entirety)
- Description of project (3 page maximum)
- Online Application Budget Justification
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards Form (Electronic agreement required)
- Dean's signature (downloadable form available)

Process

The R&PD Committee will evaluate proposals and make recommendations to the Provost.

R&PD - SCHOLARSHIP OF ENGAGEMENT

Purpose, Eligibility Specifics

To strengthen our community engagement with community partners; affecting change by making positive impacts in our local community; documenting and gathering evidence for successfully engaged public scholarship; and differentiating civically focused scholarship from service in such a way as to add to the positive development of southern New Jersey.

Proposals will be reviewed based on R&PD basic evaluation criteria. Proposals for Scholarship of Engagement must fall into one of the following categories:

1. Community Engagement Impact Research: designed to determine the effects of Stockton/community partnerships, to examine the impact of community work for best practices, or analyze methods for evaluating quality of community engagement;
2. Community-engaged Research: develop and initiate a community-based research project that addresses a community issue and contributes to the scholarly literature and discourse on engagement.

Projects should be rooted in community needs; draw on collaborative community partnerships; and demonstrate knowledge of best practices for community-based research. Plans to publish in ways that share results with a larger community should be an outcome, as well as offering the project to outside evaluation.

Funds Available

Individual awards average \$6,000.

Required Content

- Online Application - (completed in its entirety)
- Description of project (3 page maximum)
- Online Application Budget Justification
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards Form (Electronic agreement required)
- Dean's signature (downloadable form available)

Process

The R&PD Committee will evaluate proposals and make recommendations to the Provost.

SABBATICAL

Purpose, Eligibility Specifics

To support projects that will result in advancing scholarship with tangible outcomes. Faculty members eligible for sabbatical leave must be full-time, tenured, and who, as of June 30 prior to the year for which the leave is requested, have completed six or more years of service. A faculty member can be granted a sabbatical leave no more than once every seven years. Applicants who have received internal funding recommended by the R & PD committee for multiple projects during the past five years will be given lower priority. Projects with other funding sources are eligible for this competition on an equal footing with those without additional funding.

**As per the terms of the Master Agreement, each faculty member or librarian accepting a leave must sign a written statement obligating him or her to continue to serve for at least one (1) year after expiration of the term of the leave, unless waived by the President of the College/University.*

Funds Available

An average award of one semester is granted per applicant.

Required Content

The sabbatical applicant need not request a replacement, but should discuss with the program coordinator and the Dean as to how her or his courses might be covered during the Sabbatical leave should they be awarded leave time.

- Online Application - (completed in its entirety)
- Description of project (3 page maximum)
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards Form (Electronic agreement required)
- Dean's signature (downloadable form available)

Process

Applications are submitted to the ORSP and reviewed by the R&PD Committee. Recommendations by the committee for Sabbatical Leave are forwarded to the Board for approval prior to confirmation of award.

SABBATICAL SUBVENTION

Purpose, Eligibility Specifics

The request for additional subvention must be necessary to complete the project proposed for the sabbatical.

Requests for Subvention should be submitted in the same fiscal year as the sabbatical award and during the semester preceding or at the beginning of the sabbatical period. Use of these funds must follow relevant University procedures, including completion of required paperwork, and abide by University policies.

Eligible costs might include the following:

- Travel and housing outside the region pertinent to the project.
- Professional assistance or services such as provided by a translator, copy-editor, statistician, analytical or technical assistant, and so on.
- Purchase of materials necessary to the project such as datasets, books, films and so on.

Note: Stipends and salaries are ineligible for payments under this funding program.

Funds Available

Maximum award of \$2,000 per each sabbatical semester approved.

Required Content

- Online Application - (completed in its entirety, including budget justification)
- Dean's signature (downloadable form available)

Process

Submit application online with Dean signature. ORSP will then route the application to the Provost for final approval.

Travel Fund - Available for Prospective PIs

Rationale

The possibility of funding increases if the project director (PD) or principal investigator (PI) pursues advice and comments from the sponsor's program officers. These interactions are enhanced and made more meaningful when done with some planning and in person. In order to encourage and facilitate these conversations, a budget has been established to offer PIs access to a special travel fund.

Purpose, Eligibility Specifics

- To provide opportunities to interact with program officers and/or attend a sponsor hosted informative for a specific funding opportunity.
- To increase chances for outside funding through focused interviews with program officers.
- The fund is open to PIs who are already involved in the grant-seeking process: 1) a PI/PD has drafted at least a 2-3 page white paper for outside funding and seeks to strengthen it before submission through an invited or approved in-person dialogue with the proposed sponsor; 2) a PI/PD has submitted a proposal to an outside sponsor, been denied funding but with good reviews, and wishes to rewrite and resubmit.

Funds Available

Minimum of \$100 and up to \$500 may be requested. The ORSP and other funding sources may combine resources to cover travel costs.

Required Content

- Online Application - (completed in its entirety)
- Dean's approval and signature (downloadable form available)
- 2-3 page white paper
- Rejection letter with feedback (if applicable)
- Invitation or approval to visit sponsor

Process

1. A proposal/white paper has been drafted and a sponsor identified. A PI/PD contacts the program officer to discuss project ideas and gains approval for an in-person meeting.
2. When notified about a rejection, the PI/PD should request copies of written reviews of the proposal. With these recommendations in mind, reconsider the project and respond to the reviewers' feedback. As early as possible thereafter, the PI/PD contacts the program officer to discuss reviews and arrange a meeting, if the program officer feels it would be beneficial.
3. A PI/PD receives an invitation to attend a funding informative at the sponsor's location. The 2-3 page white paper, meeting the criteria of the intended fund, must already be drafted.

In advance of an in-person meeting, the intended proposal or revised draft with "talking points" should be sent to the program officer so that recommendations can be prepared. Such an approach to grant-seeking will clarify the project, enrich the process, and improve chances for funding.

The PI must fully justify the need and the potential benefits of the travel, in writing, to ORSP.

When approved for this fund, the applicant and the Dean will be notified. At which time, the appropriate travel paperwork should be completed in the School office and payments made on a departmental account. Use of University vehicles is encouraged, especially for group travel. When the invoice is processed for payment, a copy of the Direct Pay should be forwarded to the Office of Research and Sponsored Programs, E226. Funds will then be transferred to reimburse the invoiced account. For more information, please call the Office of Research and Sponsored Programs, X 4844.