

<p style="text-align: center;"><b>FAIRFIELD UNIVERSITY FACULTY RESEARCH COMMITTEE GUIDELINES FOR RESEARCH GRANT</b></p>
---

### **INTRODUCTION**

The Faculty Research Committee invites applications from tenure-track and tenured faculty in all academic disciplines for research grants. The maximum grant amount is \$1,000.

### **PURPOSE**

The purpose of the Research Grants is to encourage and assist research and scholarly work of all tenure-track or tenured faculty.

### **DEADLINE FOR APPLICATION**

The deadline is generally around March 1. The official deadline is published each year by the Research Committee. Applications must be submitted on or before the deadline. Late applications will NOT be reviewed.

### **ELIGIBILITY**

- Proposals in all academic areas will be considered.
- Special consideration will be given to work in areas where the researcher has not received previous financial support and in disciplines where outside support is limited.
- Where possible, results from initial work supported by University funds should be used as a basis for seeking outside support of future work, in cooperation with the Grants Office.
- All materials acquired with grant funds become the property of the University.
- Members of the Faculty Research Committee are not eligible to apply during their term in order to avoid conflict of interest.

### **PROCEDURE**

Applicants must submit their completed proposal in the manner indicated on the website for the general faculty secretary.

The Research Committee reviews the application and makes recommendations to the Senior Vice President for Academic Affairs.

### **PROPOSAL**

The proposal should provide the Research Committee with the information necessary for evaluation. The proposal should use language that clearly communicates to a committee of people not in that person's discipline so that they can understand and evaluate the proposal. The following information in clearly labeled sections and paginated contiguously for the whole document is required:

1. Name, department, rank, and date of application
2. Date of initial appointment
3. Title of project
4. Purpose and significance of identified area needing funding: research, pedagogical development, or professional development

5. Plan to accomplish above stated purpose
6. Related work by applicant
7. Relevant bibliography
8. Date(s) of prior external and internal research support of the past 10 years (Append copies of the most recent prior sabbatical, pre-tenure, senior summer fellowship, research grant, and summer research stipend reports)
9. Detailed, itemized budget
10. Comments
11. For projects involving research with human subjects or animals, Institutional Review Board (IRB) approval or Institutional Animal Care and Use Committee (IACUC) approval is not needed at the time of this proposal but it is expected to be obtained before commencement of the project. Indicate here if IRB or IACUC approval is required. A copy of the IRB or IACUC approval letter should be submitted to the Faculty Research Committee Administrative Liaison, CNS 300.
12. Curriculum Vitae (the curriculum vitae should be no more than five pages and it should reflect the applicant's record of teaching, research, and service).

#### **REVIEW**

Applications are reviewed by the Faculty Research Committee. When the Committee members do not deem themselves qualified to judge the merit of a proposal, consultation with other educators may be undertaken.

#### **REPORTING REQUIREMENT**

Funds can be encumbered for a period of eighteen months after the grant date. A final report is due at the completion of the project, or after a maximum of two years, whichever is sooner. The final report should discuss your accomplishments and the immediate outcomes and products of your project. This should be related back to the original goals and plans in your proposal, explicitly noting any necessary modifications in their implementation. In addition, you should note any intended future outcomes and products that will likely stem from the project. A financial report itemizing spending should accompany the final report.

The final report should be sent to Faculty Research Committee Administrative Liaison (CNS 300), and to the Senior Vice President for Academic Affairs, the applicant's Dean, and the applicant's Chair.

#### **GUIDELINES CONCERNING RESEARCH GRANTS**

A. Assistance will normally be given on the basis of the merit of the proposal and funds available to assist in defraying costs of the following:

1. Services, equipment, travel, or supplies considered necessary or beneficial for the pursuit of investigations. Examples include:
  - Microfilm or other reproduction of source materials
  - Reasonable travel to libraries or other sources of data (New York City and New Haven are not included)
  - Equipment and/or supplies, and software

- Data collection or other appropriate work by students or technical assistants where payment is a necessity (this does not include payment to such assistants for their research or creative efforts)
- Data processing

2. Preparation of an application for outside support of a project when secretarial help, etc., are not available through normal University channels

B. Normally, the Research Committee will not consider support in the following areas, although the University may wish to support them (or already does) through other means and channels (inquiries should be made to the Senior Vice President for Academic Affairs for action or referral where alternate procedure is not clear):

- Research and/or manuscript preparation which is directed toward an advanced degree
- Attendance or presentations at conventions, conferences, group meetings, etc.
- Classroom notes (However, after use has made it clear that these notes have begun to take the form of a text, which may be of interest to a publisher, consideration can be given. The problem of royalties in such cases is a complicating factor that may have to be considered.)
- Actual publication costs in a scholarly journal or for a book
- Research previously conducted

AC: 10/04/1993

AC: 11/03/2003

AC: 09/11/2006

AC: 04/30/2007

AC: 04/08/2013