

<p style="text-align: center;"><b>FAIRFIELD UNIVERSITY FACULTY RESEARCH COMMITTEE GUIDELINES FOR SENIOR SUMMER FELLOWSHIP</b></p>
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## **INTRODUCTION**

The Faculty Research Committee invites applications from all academic disciplines for a Senior Summer Fellowship from tenured faculty who hold the rank of either associate or full professor. One award of \$7,000 will be made per year.

## **PURPOSE**

The purpose of the Senior Summer Fellowship is to allow faculty to pursue advanced work and make a significant contribution to thought and knowledge in his or her respective discipline.

The Fellowship supports creative projects and research activities that can be completed during the summer of the award. The project/activities may be part of a larger research agenda.

It is usually expected that the Fellowship will result in juried performances or peer reviewed publications.

## **DEADLINE FOR APPLICATION**

The deadline is November 1. Applications must be submitted on or before the deadline. Late applications will NOT be reviewed.

Note: If the deadline falls on a weekend or holiday, the application is due on the first business day following the deadline.

## **ELIGIBILITY**

- The applicant must be a tenured associate or full professor.
- The applicant must be recommended by the Department Chair. Department Chairs who wish to apply should seek a letter of recommendation from a senior colleague.
- The applicant must devote two consecutive and uninterrupted months to full-time research or artistic work, and may not hold other major external fellowships or other internal research grants during the summer of the award.
- Recipients are not eligible to teach during the summer of the award.
- Members of the Faculty Research Committee are not eligible to apply during their term in order to avoid conflict of interest.

Faculty members approved for sabbatical leave or who receive the Robert Wall Award will not be eligible for a Senior Summer Fellowship for either summer contiguous to the academic year of the sabbatical leave.

## **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 Provost.

## **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 and date of tenure
3. Date(s) of prior external and internal research support of the past 10 years (Append copies of the most recent reports for each of the following 5 categories, if applicable, sabbatical, pre-tenure, senior summer fellowship, research grant, and summer research stipend)
4. Title of project
5. Dates for undertaking the work
6. Primary focus of project: research, pedagogical development, or professional development
7. Short project summary of no more than 250 words
8. Detailed description of proposed project. Of no more than 1000 words
  - A. Tasks: The tasks to be performed should be described, and the expected results should be outlined in detail. Any related work already done should also be described.
  - B. Importance and relevance: The importance of the project should be discussed and its relevance to the investigator's long-term research plans explained.
  - C. Timeline: A detailed timeline of the tasks to be performed during the duration of the award should be included.
  - D. Expected final product(s): The expected final product(s) should be explicitly described.
  - E. Dissemination plan: The plan for disseminating research findings or product(s) in an appropriate peer-reviewed venue should be described.
  - F. Resources: Resources necessary for the completion of the proposed project should be described, if applicable.
9. Relevant bibliography. Works related to the project recently published in the applicant's field should be included.
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 reflect applicant's record of teaching, research, and service.
13. Department/Program Chair's letter of support (must be part of the application.)

## 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. **When ranking two or more proposals of equal merit, the Faculty Research Committee will privilege the applicant who has not received previous funding.** Decisions of the Research Committee shall be final.

## REPORTING REQUIREMENT

Final report is due March 1 following the summer of the award.

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.

The final report should be sent to the Faculty Research Committee Administrative Liaison via email at [FRCApplications@fairfield.edu](mailto:FRCApplications@fairfield.edu) with a copy to the Associate Vice Provost for Research and Scholarship, the applicant's Dean, and the applicant's Chair/Head of Curriculum Area.

## GUIDELINES FOR LETTERS FOR SENIOR SUMMER FELLOWSHIP

The letter must:

1. Mention the contributions the applicant is likely to make to the department/program area through scholarly publications and teaching.

AC: 09/11/2006

AC: 04/30/2007

AC: 04/28/2008

AC: 04/08/2013

AC: 05/03/2019

AC: 05/16/2024

AC: 10/07/2024