

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

The Faculty Research Committee invites applications from tenured and tenure-track faculty from all academic disciplines for a Summer Research Stipend. The program will fund grants of \$3,500 each.

### **PURPOSE**

The purpose of the Summer Research Stipends Program is to support tenure-track or tenured faculty members during the summer for a concentrated period of at least 8 weeks of research and writing.

### **DEADLINE FOR APPLICATION**

The deadline is generally around January 20. 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**

- All tenure-track or tenured faculty are eligible for the summer research stipends.
- Awards will be made on the following conditions:
  - professors approved for Summer Research Stipends must teach no more than one summer session course or engage in more than the normal (academic year) one-day-per-week consultative activities during the period from May 30 to August 30;
  - professors approved for Summer Research Stipends cannot have duplicate funding that pays for time for the same or a similar project;
- Applications from faculty falling into the following four categories will be considered only if there is not a sufficient number of high quality applications: faculty members (1) who held summer research stipends during the previous summer's period, (2) who were approved for a sabbatical leave for the two academic years contiguous with that summer, (3) who were approved for a pre-tenure research leave for the two academic years contiguous with that summer, (4) who were approved for a senior summer fellowship during the previous summer's period, (5) who received the Robert Wall Award for the two academic years contiguous with that summer.
- 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. It is important that the applicant provide complete and specific information about the project itself, its importance to the applicant's professional life, and its value to the university. The proposal should use

language that clearly communicates to a committee of people not in that person's discipline the subject matter, the plan, and the methods involved. 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. Date(s) of prior external and internal research support in the past 10 years (Append copies of the most recent prior sabbatical, pre-tenure, senior summer fellowship, research grant, and summer research stipend reports)
4. Title of project
5. Primary focus of project: research, pedagogical development, or professional development
6. Short project summary of no more than 250 words
7. Benefit of the project to the university
8. Detailed description of proposed project. The tasks to be performed should be described, and the expected results should be outlined in detail. The importance of the project should be discussed and its relevance to the investigator's long-term research plans explained. Indicate resources necessary for completion, any related work already done, a detailed timeline for completion, expected final product(s), and dissemination plan (e.g., in an appropriate peer reviewed venue.)
9. Relevant bibliography
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 applicant's record of teaching, research, and service).

## **REVIEW**

If the applicant has not followed the guidelines approved by the faculty, or does not follow the timetable specified in the *Faculty Handbook*, the application will not be further considered.

The proposed project should demonstrate a reasonable expectation of completion or substantial progress, with access to necessary resources.

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 receipt of the award.

This report should discuss your accomplishments and the immediate outcomes and products of your summer research stipend. 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 your project.

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.

AC: 02/12/2001

AC: 11/03/2003

AC: 09/11/2006

AC: 04/30/2007

AC: 04/28/2008

AC: 04/08/2013