

**FAIRFIELD UNIVERSITY FACULTY RESEARCH COMMITTEE**  
**Guidelines for Summer Research Stipends**

**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 research and writing

**DEADLINE FOR APPLICATIONS**

The deadline is generally January 20. Applicants must submit their completed proposal and 6 additional copies to CNS 300 c/o the chair of the Faculty Research Committee by 4:30 p.m. on the deadline announced. It is the candidate's responsibility to submit completed applications by the due date and time at the appropriate office.

**CONDITIONS OF ELIGIBILITY**

- All tenure-track or tenured faculty are eligible for the summer research stipends.
- Awards will be made on the following conditions:
  - o 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;
  - o professors approved for Summer Research Stipends cannot have duplicate funding that pays for time for the same or a similar project;
- Projects that involve human subjects must be approved by the Institutional Review Board; and the applicant must have filed all required reports on prior committee research grants, summer stipends, and sabbaticals.
- 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, or (2) who were approved for a sabbatical leave, (3) who were approved for a pre-tenure research leave, or (4) 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.

### **PROPOSAL**

Information required in the application is described below. The proposal should be presented in a manner so that persons not acquainted with the field could understand and evaluate the project. The completed application should be sent to CNS 300 c/o the Chair of the Faculty Research Committee.

1. Name
2. Date
3. Department
4. Title of project
5. A Statement of the research problem (or scholarly project) and its importance. The general nature of the problem should be described, as well as the manner of its investigation. The importance of the problem should be discussed, and its relevance to the investigator's long-term research plans explained. A brief description of related work by the applicant should also be included.
6. Plan or Procedure. The tasks to be performed should be described and the expected results should be outlined in detail.
7. Resources. If access to special facilities or resources is necessary, please discuss how this will be provided (special library collections, computer services, instrumentation, etc.).
8. Relevant Bibliography
9. Previous Research Support. If the applicant is receiving research funding in the current academic year or has received research funding for the previous two academic years from internal university sources or from external corporate, foundation, or governmental sources, these should be briefly listed, including the amount of the funding. If any funding requests are pending, these should also be listed.
10. Copies of most recent report(s) from each of the following categories: Sabbatical, Pre-Tenure research leave, Senior Summer Fellowship, Research Grant, and/or Summer Research Stipend.
11. Comments

12. IRB Review, if applicable

13. Curriculum Vitae. (the curriculum vitae should reflect the applicant's record of teaching, research, and service)

#### **REVIEW AND EVALUATION**

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.

#### **ANNOUNCEMENT OF AWARDS**

Although stipends shall be announced to the academic community, the members of the Committee will consider the names and applications of those who have been denied to be confidential information. Awards for Summer Research Stipends will be announced on or about February 15.

#### **REPORTING REQUIREMENT**

Final report is due March 1, following receipt of the award.

Final report is sent to Faculty Research Committee Administrative Liaison, CNS 300.

Subsequent updates on the published disposition of the research are sent to Faculty Research Committee Administrative Liaison, CNS 300.

AC: 02/12/2001

AC: 11/03/2003

AC: 09/11/2006

AC: 04/30/2007

AC: 04/28/2008