



## Summer Support of Research

Guidelines for FY20 (Summer 2019)

### Purpose

The Summer Support of Research program is designed to foster an institutional culture of faculty research productivity. To this end, the University has made available a limited number of Summer Support of Research funds for full-time faculty. It is the expectation that this program will lead to scholarly productivity as well as the potential to increase our external funding. Therefore, recipients of support from this internal grant are required to submit a proposal to an external funding agency.

**March 1, 2019:** Summer Support of Research applications are due to the Office of Grants and Sponsored Research.

### Requirements & Eligibility

A faculty member accepting support under this program must:

- a) Devote full-time effort to the research during two of the three summer months. For this reason, if a faculty member is currently involved in a grant program administered through the Office of Grants and Sponsored Research and is being compensated during the summer; he or she is ineligible to receive Summer Support funds.
- b) Exclude her/him from summer teaching.
- c) **October 1, 2019:** Submit to his/her Dean and the Office of Grants and Sponsored Research a *Final Report* containing the details and outcomes of the research project.
- d) **March 1, 2020:** A proposal must be submitted to an *external funding source* (be it federal/state/city or private). The minimum external grant request must be **\$20,000.00** in direct costs.
- e) **Letters of Inquiry, individual grants, Fellowship applications and pre-proposal submissions** do not apply to this program, and will not satisfy the applicant's institutional obligation to submit a complete proposal to a federal, state or private sponsor.
- f) Each applicant must bear the designation of **Project Director or Principal Investigator**, noting that their research is being conducted on behalf of St. John's University. A Co-PI status will not fulfill the institutional obligation pertinent to this program.
- g) An applicant can serve as the primary Project Director/Principal Investigator on external proposal subcontracts listing SJU as the secondary institution, provided that the total budget request is \$20,000.00 in direct costs (minimum) and that the federal negotiated IDC rate is applied.

- h) Contact **OGSR** upon notification of award ([giovannk@stjohns.edu](mailto:giovannk@stjohns.edu)) so that we can assist you in identifying potential funding opportunities to which you can apply.

### **Amount of the Award**

Individual awards of \$10,000 will be granted to any one recipient or project for full-time summer research. The award will be dispersed in two installments. The recipient will receive \$5,000 during the summer months and the remaining \$5,000 once the external grant proposal has been submitted.

Grant support goes directly to faculty as summer salary (no additional budget is required).

### **How to apply**

**March 1, 2019:** Faculty members must submit one copy of this Summer Support of Research Fund Application, with an attached proposal narrative to the Office of Grants and Sponsored Research. Email the file to [littmanj@stjohns.edu](mailto:littmanj@stjohns.edu) and copy [berlinga@stjohns.edu](mailto:berlinga@stjohns.edu).

Proposed narratives should not exceed 6 double-spaced typed pages. Proposals must contain the following:

- a) **Overview of the research:** State the need or problem that your project will address -generally addressing what you want to do, why you wish to conduct the research, and what benefits could accrue if your project is successful.
- b) **Goals:** State your project goal – what you plan to accomplish or the impact/outcome your project will have.
- c) **Objectives:** Define those steps that you will take to accomplish your goals in a bulleted or number list. Your goal and objectives should be directly tied to your overview. (Your objectives should be stated in measurable terms and be realistic. Avoid any tendency you may have to promise too much or to over-reach.)
- d) **Projected Deliverables:** Explain the end results you expect and / or any product(s) that will be developed (**if applicable**). For deliverables, list any materials, products or methods that will be developed by your project, and explain how you will disseminate them. Explain how you will make results and products available to others. Conference presentations, workshops, publication, and web site postings are among the more common dissemination methods.
- e) An indication as to how this proposal is **significant to the department/division's need** and the faculty members plan for growth and development.
- f) **Identify** agencies, foundations or other organizations to which external requests for grants will be made at the conclusion of the Summer Support grant.
- g) **List of published manuscripts** over the past three years, as well as grant proposals submitted and grants awards received all within the past three years.

Each application must carry the signature of the departmental/division head or chair and Dean.

### **Criteria**

Strength of Research Proposal	50%
Published manuscripts past three years	30%
Grant proposals submitted past three years	15%
Grants received past three years	5%

**April 1, 2019:** The selection committee will make the decision regarding the conferral of the award and communicate it to the applicant.

### **Final Report**

**October 1, 2019:** A final report must be electronically submitted via email by the faculty member to his/her academic dean and to the Office of Grants and Sponsored Research (attention of Jared Littman at [littmanj@stjohns.edu](mailto:littmanj@stjohns.edu)).

The report should be five (5) pages maximum.

This report must include a summary of progress made toward the achievement of the originally stated objectives and a summary of results (positive or negative). It must also address how these outcomes will be used to strengthen the external grant proposal listed in the original application.

### **External Proposal Submission**

**March 1, 2020:** A proposal for an external grant must be submitted to the appropriate sponsor through the Office of Grants and Sponsored Research. If the recipient does not meet this obligation, he/she forfeits their second installment of the award.

### **Indirect Costs**

While the application of Indirect Costs are strongly encouraged (at minimum 26% of total direct costs requested), the University recognizes that such recovery varies per discipline. Please discuss with OGSF.

### **List of Key Dates**

- Electronically (via email) submit the Summer Support of Research Fund Application, with an attached proposal narrative, submitted to the Office of Grants and Sponsored Research by **March 1, 2019**.
- The selection committee will make the decision regarding the conferral of the award and communicate it to the applicant by **April 1, 2019**.
- Submission of recipient Final Report is due by **October 1, 2019**.
- Deadline to submit full proposal to external sponsor: **March 1, 2020**.

- Per payroll purposes, the directives to issue your payment must be submitted no later than **May 1, 2020**.



## Summer Support of Research Application FY 2020 (Summer 2019)

**Faculty Member Name:**

**New Faculty:** 24 months or less (yes)/ (no)

**College or School:**

**Department/Division:**

**Email:**

**Phone Number:**

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**1. Title of Proposed Research:**

**2. Have you previously received Summer Support of Research?**

*If yes, please indicate the year/s:*

**3. During the last two years, have you had a reduction in your teaching load to support research (a research reduction)? (If yes, please indicate which semester/s.)**

**4. If publications have resulted from a grant, leave reduction or other support in the past three years, please list them here:**

**5. List all published manuscripts in past three years:**

**6. Is this proposal currently funded?**

**7. Is this proposal currently under consideration by an external funding source?**

*(If yes, please indicate the name of the funding agency, date proposal submitted, amount requested and current status of the proposal.)*

**8. Do you have any other extramural support?**  
**(If yes, list all awards, cite agency or source, coverage and amount:**

**9. List all grant proposals that you have submitted in the past three years:**

**10. Which external agency will you be applying to? (List maximum of three potential sponsors.)**

**Proposal Narrative**

Please do not exceed **6** double spaced pages. Please include all required elements under “How to Apply” on the first page of this document.

**Signature of the Chair (with date indicating the proposal is consistent with the Department/division’s academic programs and needs and the faculty member’s plan for professional growth and development.**

**Signature of the Chair**

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**Signature of the Dean**

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**Signature of the faculty applicant**

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