



## Summer Support of Research Guidelines

### Purpose

The purpose of the Summer Support of Research program is 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 should submit an external grant or fellowship application within -three-months after the final report is provided to the academic dean.

### Requirements

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 through the Office of Grants and Research **and is being compensated during the summer, he or she is ineligible to receive Summer Support funds.**
- b) Exclude her/himself from summer teaching. to receive Summer Support funds.
- c) Submit to his/her Dean and the Office of Grants and Sponsored Research a report containing the details and outcomes of the research project by September 30.
- d) Submit by November 30th (of the same year) the application/s to an external funding source.

### 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 may be used for faculty salary, student employee salary at an hourly wage, supplies, small equipment purchases, consultant costs, travel directly relating to the project or other relevant costs.

### How to apply

Faculty members must submit two copies of this Summer Support of Research Fund Application, with an attached proposal narrative and budget estimate to their Academic Dean.

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

- a) An abstract of the proposal; a general discussion of what is intended to be accomplished during the award period; and specifically, **how it contributes to the external grant or fellowship proposal that will be submitted.**
- b) An indication as to how this proposal is significant to the department/division's need and the faculty members plan for growth and development.
- c) Identification of the agencies, foundations or other organizations to which external requests for grants or fellowships will be made at the conclusion of the University grant.
- d) A budget and justification. (*See the last page of this application for a suggested budget outline.*)
- e) Each application must carry the signature of the departmental/division chair

The academic dean will make the decision regarding the conferral of the award and communicate it to applicant. The academic dean will also send a list and copy of each recipient's name and proposal to



the Office of Grants and Sponsored Research, which will administer the award. A list of recipients should be sent to the Office of the Provost.

### **Final Report**

By September 30, a final report must be submitted by the faculty member to his/her academic dean and to the Office of Grants and Sponsored Research. This report must list in detail the goals, objectives, and special activities from the proposal narrative that were completed and any outcomes achieved. It must address how these outcomes will be used to strengthen the external grant or fellowship proposal listed in the original application.

By November 30th (of the same year) a proposal for external grant or fellowship is expected.



## Summer Support of Research Funds

### Application Form

Faculty Member Name: \_\_\_\_\_

College or School: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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**Title of Proposed Research:** \_\_\_\_\_

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

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

**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:** \_\_\_\_\_

**If publications have resulted from a grant, leave reduction or other support, please list them here:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Is this proposal currently funded?** \_\_\_\_\_

\_\_\_\_\_



**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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you have any other extramural support?  
If yes, cite agency or source, coverage and amount:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**At the conclusion of the project period to which organization/s do you plan to submit a  
grant proposal or fellowship application?**  
\_\_\_\_\_  
\_\_\_\_\_

**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.

**Suggested Budget Outline:**

Estimate amount and provide brief explanation. If you need assistance, please contact the office of **Grants and Sponsored Research**

**Salaries and Wages:** Faculty salary: \_\_\_\_\_

Student(s) salary: \_\_\_\_\_

**Fringe benefits** (8% Faculty & Students): \_\_\_\_\_

**Consultants:** \_\_\_\_\_

**Supplies:** \_\_\_\_\_

**Travel:** \_\_\_\_\_

**Equipment:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Budget total** (not to exceed \$10,000): \_\_\_\_\_

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.)

\_\_\_\_\_

\_\_\_\_\_ Date

Signature of the faculty applicant

\_\_\_\_\_ Date