Siena College
Committee on Teaching and Faculty Development

SUMMER 2019 FACULTY RESEARCH FELLOWSHIPS & GRANTS INFORMATION & APPLICATION PACKET

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TIMETABLE

Memos concerning the deadlines for Summer Faculty Research Fellowships and Grants will be distributed via FSA Digest messages each year.

Summer Faculty Research Fellowships and Grants

Faculty may apply for either a Research Fellowship or a Research Grant or for both. If applying for both, you need only fill out one application. If applying for both, don’t overlook the budget justification required for the Research Grant application.

1) Carefully read the general information and the review guidelines for this fellowship and/or grant. If you have any questions about the application, the appropriateness of your plans, or your proposed project for this funding opportunity, please contact committee co-chairs: Emily Smith and Dan DiTursi (esmith@siena.edu; dditursi@siena.edu).

2) COTFD funding has become increasingly competitive. While special consideration will be given to first-time recipients, the quality, clarity, and completeness of each application also weighs heavily.

3) While you may apply for more than one fellowship or grant in different categories (Research, International Travel, Pedagogy) from the COTFD, you may receive no more than one fellowship and one grant per academic year. You must submit a separate application for each category. Projects submitted in the same academic year must be considerably different (i.e., please do not submit the same project to multiple categories). Do not submit multiple applications per category.

4) Funding will not be available until June 1, 2019.

5) If you receive a Research Fellowship or Grant you may be asked to present your findings of this research at a future COTFD-sponsored event.
GENERAL INFORMATION

The COTFD provides two types of awards to support faculty research: Summer Faculty Research Fellowships and Faculty Research Grants.

**Summer Faculty Research Fellowships** provide financial support for faculty conducting research or creative work during the summer months. In the 2018-2019 academic year, compensation for fellowships is between $2500-$3000. If more than one fellowship is requested for a group project, separate applications must be submitted by each faculty member involved. This requirement is to ascertain that support for each faculty member can be separately justified. Fellowships are reported as income and are taxable.

**Summer Faculty Research Grants** are small grants that are awarded directly to faculty for assistance with research projects. Some examples of research-associated expenses which qualify for funding include, but are not limited to: special equipment not currently available to the researcher; project supplies; travel expenses for the researcher to related facilities or sites; computerized data sets or programs, and technical assistance. The amount of the Summer Faculty Research Grant will vary. In determining the amount to fund, the committee will consider the budget justification, the total number of grants to be funded, and the total funds available to the committee. Requests for travel outside of the continental U.S. may receive only partial funding due to the limited budget available. Faculty members who wish to request funding for travel outside the continental U.S. are strongly urged to apply for an International Travel Fellowship.

Summer Faculty Research Grants may be taken in one of two ways, (i) as personal income, or (ii) as an account established by the College. If taken as personal income, the grant will be subject to tax. Equipment or supplies purchased with the grant would become the property of the researcher. If, however, the recipient chooses to have the College establish an account for the grant, then funds would not be taxable. However, purchases would be governed by current College policies and all equipment would become College property. More detailed information on this payment option will be included with the award letter.

Award recipients are required to send an electronic summary, via a mechanism to be determined, describing fellowship objectives and how the goals of this international experience have been implemented. This summary, as submitted, will be posted online on the Committee on Teaching and Faculty Development (COTFD) website. Detailed instructions for writing this summary and the due date will be included with the award letter; due dates are typically in January of the following school year.
REVIEW GUIDELINES FOR SUMMER FACULTY RESEARCH FELLOWSHIPS & RESEARCH GRANTS

Applicants who do not follow these guidelines risk having their application removed from consideration.

The Summer Faculty Research Fellowships and Grants Review Subcommittee of the COTFD will use the following guidelines in reviewing the proposals:

1. The members of the COTFD who comprise the Summer Faculty Research Fellowships and Grants Review Subcommittee will evaluate applications. Review Subcommittee members represent all Schools of the College; therefore, your application should be intelligible and convincing to faculty from any of the Schools.

2. Funds are awarded for research projects, scholarship, and creative activity. Funding decisions will be based primarily on the intellectual merit, clarity, and completeness of the proposal. Special consideration will be given to first-time applicants.

3. All full-time faculty (as defined in the current Faculty Handbook), teaching faculty, and core adjuncts may apply for Summer Faculty Research Fellowships and Summer Faculty Research Grants. All awards are contingent on continued employment for the next academic year at Siena College. Thus, applications from full-time visiting/teaching faculty and core adjuncts are welcome, but final approval will not be made until and unless the recipient has signed a contract for the next academic year.

4. Previous recipients of Summer Faculty Research Fellowships are welcome to apply again. However, financial constraints may preclude applicants from receiving a fellowship for two consecutive years after receiving funding. For applicants who have received past funding, the committee will want to see evidence that the aid lead to scholarly productivity and dissemination appropriate to the applicant’s field.

5. Recipients of fellowships or grants are required to submit a research summary to the Faculty Support Services Office. Failure to submit this summary by the deadline will have a negative impact on consideration for future awards from the COTFD.

6. Grants and fellowships will not be awarded for:
   a. Previous work;
   b. Personal supplies;
   c. Pedagogically-oriented or previous training or development;
   d. School or College needs;
   e. Equipment already available;
   f. Assistance to complete advanced degrees or participation in specialized training programs.

7. The Research Subcommittee reports its recommendations to the COTFD, which then forwards these recommendations to the General Faculty Committee for approval. Deliberations about funding decisions are confidential. However, to prevent duplication of awards across all funding sources on campus, the COTFD and other College funding committees will meet to discuss decisions.

8. The General Faculty Committee will notify applicants of funding decisions. All inquiries or appeals concerning grants or fellowships should be directed to the General Faculty Committee, which will decide whether to request clarification or additional information from the COTFD.
APPLICATION PROCEDURE FOR SUMMER RESEARCH FELLOWSHIPS AND/OR RESEARCH GRANTS

If applying for both a Summer Faculty Research Fellowship and a Summer Faculty Research Grant, only one application need be submitted. If more than one faculty member will be supported by a single Faculty Research Grant, then one individual must be designated as having responsibility for funding administration and submission of a final research summary to the Faculty Support Services Office.

The application must include: 1) a completed cover sheet and 2) clearly labeled responses (by proposal section number) to each of the required proposal sections below. If an area is not applicable, write N/A and provide a brief explanation. For example, for proposal section #6, one could indicate, "No outside individuals or institutions are required for successful completion of this research."

In order to support a double-blind initial review (to the extent that such is possible in a small community like Siena) by the Research Fellowships and Grants Subcommittee of the COTFD, please keep your proposal as described below anonymous. Your name and other information by which you can easily be identified should be included only on the cover sheet.

Your proposal should not exceed five pages in length, single-spaced, in 12-point font.

Proposal Sections

1. Abstract: Include a 250-word abstract of your Summer Faculty Research Fellowship and/or Research Grant suitable for the lay reader. If your grant or fellowship is awarded, this abstract as submitted will be posted online by the COTFD and used by Academic Affairs to promote awareness of research activities at Siena College.

2. Describe the research objectives for the current proposal and the general plan for the work including an explanation of methods and procedures.

3. Indicate how you intend to disseminate your results to others and when you anticipate beginning and completing each step of your project. If applicable, include a table summarizing the timeframe for your project.

4. State the significance of the research objectives to your discipline, the relationship of your proposed research to the present state of knowledge in your field, and the relationship of the proposed research to related work in progress elsewhere.

5. Describe any contractual agreements currently existing or contemplated with any publisher or outside agency.

6. If this project depends on the cooperation of outside individuals or institutions, specifically identify them and describe what agreements currently exist that would ensure the availability of the required assistance.

7. If your research involves the use of humans or other vertebrate animals, submit proof that your research plan was reviewed and approved by either the College's Human Subjects Research Review Committee or Institutional Animal Care and Use Committee as soon as it is available.
8. If you are applying for a Faculty Research Grant, submit an itemized budget detailing how the funds will be spent. This should be accompanied by a budget justification explaining the rationale for each item and how the budgeted amount was determined.

9. List the titles and dates of all past awards from the Faculty COTFD. Briefly describe the results of your most recent award and how these results were disseminated (e.g. via conference presentations or publication).

Formatting:

Please read and follow the formatting guidelines carefully. Applications that do not follow these guidelines may be removed from consideration.

1. Your proposal must not exceed five single-spaced pages in length.

2. Your proposal must be single-spaced.

3. Your proposal should be in a standard, easy-to-read font such as Times New Roman.

4. Your proposal must be in 12-point font.

5. Your proposal should have one-inch margins on all sides of the page.

6. Your proposal should be carefully proofread.

You will need to create a single PDF file including your signed cover sheet and the main text of the proposal. Only the anonymous portions of your application file will be distributed to the subcommittee for initial review.

Late applications will not be accepted. Each year’s deadline will be posted on the COTFD website. Submit a as a single PDF file (including both the cover sheet and the main text of the proposal) through the EasyChair system as linked from the COTFD website. Your 250-word abstract will be entered as plain text on the submission form. Awards will be announced by the Chairperson of the General Faculty Committee.
# COVER SHEET

## SUMMER 2019 FACULTY RESEARCH FELLOWSHIPS & RESEARCH GRANTS

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<th>Date:</th>
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<tr>
<th>TYPE OF ASSISTANCE REQUESTED: (check one)</th>
<th>Total budget requested for the Research Grant portion only (“N/A” if only requesting a Fellowship):</th>
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<td>[ ] Summer Research Fellowship</td>
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<td>[ ] Faculty Research Grant</td>
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<td>[ ] Both Summer Research Fellowship and Faculty Research Grant</td>
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<th>Name of Principal Applicant:</th>
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<th>Name(s) of Other Applicant(s):</th>
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<tr>
<th>Title of Research Grant and/or Fellowship Project:</th>
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### Concurrent Submissions

Please indicate if you are requesting funds from the following for the summer of 2019:

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<tr>
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<th>Yes</th>
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<tbody>
<tr>
<td>COTFD Pedagogy Assistance Fellowships and Grants</td>
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<tr>
<td>COTFD International Travel Faculty Fellowship</td>
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<td>Diversity Action Committee Summer Fellowship</td>
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If you have received or you plan to request additional funds related to this project from any other funding source at Siena or from another institution or agency, please explain.

| Have you previously received any summer funding from COTFD? |
|---|---|
| If yes, provide the title of your latest funded project and the date of that funding. | Yes | No |
**Employment Status:** (Please check one.)
I will be employed by Siena at the time the funding will be awarded.
If yes, provide your title at the time the funding will be awarded.

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**Signature of Principal Applicant**

**Date**

**Signature(s) of Other Applicant(s), if any**

**Date**