

**Memorandum of Agreement (MOA)
Between Montclair State University (the University) and AFT Local 1904 (the Local) regarding Faculty
Interdisciplinary Teaching and Research Engagement (FITRE) Grants**

The purpose of this MOA is to establish the terms and conditions for the administration of the FITRE Grants program, supporting interdisciplinary teaching and research activities at the University.

1. *Eligibility – there are two categories of grants:*

- a. Teaching Grants – Applicants for teaching grants must have a full-time appointment as a Tenure-Track/Tenured Faculty member or a Non-Tenure Track (NTP) Teaching Faculty member.
- b. Research Grants – Applicants for research grants must have a full-time appointment as a Tenure-Track/Tenured Faculty member or a Librarian.
- c. Waiting Time between Applications – Applicants may only apply once in an academic year.

2. *Grant Cycles and Deadlines*

a. Fall Cycle

- i. The call for proposals in the Fall will be made by the Office of the Provost in the middle of September.
- ii. The proposal deadline in the Fall will be no later than November 15th for AY26, and for subsequent years the deadline will be October 15th or the Monday after if the 15th falls on a weekend.
- iii. The period of the award will be the ensuing Spring Semester for Research Grants and the ensuing Spring Semester or Fall Semester for Teaching Grants.

b. Spring Cycle

- i. The call for proposals in the Spring will be made by the Office of the Provost in early February.
- ii. The proposal deadline in the Spring will be March 15th or the Monday after if the 15th falls on a weekend.
- iii. The period of the award will be the ensuing Fall Semester for Research Grants and the ensuing Fall of Spring Semester for Teaching Grants.

- c. Exact dates for the Fall and Spring Cycles will be determined by the Office of the Provost and will be consistent with the dates set forth in Sections 2a and 2b.

3. *Application and Review Process*

- a. The Office of the Provost will provide application criteria and instructions at least twenty (20) business days prior to the application deadline.
- b. The Local will be notified prior to any changes in the evaluation criteria.
- c. Applications will be processed through an electronic form.
- d. The applications will be reviewed by the Advisory Board for Interdisciplinary Initiatives (ABII).

- e. This ABII will be composed of the chairpersons from each College Research Committee, the chairperson from Feliciano School of Business Research Committee, and two (2) additional at-large members appointed by the Provost. The ABII will be chaired by the Provost or their designee and include a non-voting AFT observer.
- f. Each applicant will be informed of their acceptance or declination within thirty (30) business days after the submission deadline.
- g. The Letter of Acceptance will include: the grant beginning and end date; deadlines for reporting (interim and final reports); the amount of the grant; distribution details; instructions for extension requests; and any other information specific to the particular grant.
- h. Upon request by the Local, the University shall provide the Local with copies of the offer letters made pursuant to this Agreement, including a record of the acceptance or nonacceptance of each offer.

4. *Award Amounts and Distribution*

- a. Teaching Grants
 - i. The maximum award is \$3500. In the case of multiple awardees, the maximum is a \$1000 stipend per faculty member not to exceed three people, and \$500 for supplies, materials, services related to the execution of the course.
 - ii. Payment schedule is one half (\$500) during the course planning semester, and second half (\$500) during the course delivery semester.
 - iii. Reimbursements must be submitted before the last day of the semester in which the course is taught.
- b. Research Grants
 - i. The maximum award is \$5,000 (regardless of the number of faculty and can be used towards reimbursed expenses).
- c. Maximum Grant Period – one (1) calendar year from award notification.
- d. Successful applicants will have five (5) business days to accept or decline.
 - i. Award letters will specify all terms, conditions, and deadlines.

5. *Deliverables*

- a. All grantees must provide an interim report to the Provost or their designee by the end of the semester following the beginning of the project.
- b. All grantees must provide a final report to the Provost or their designee within a calendar year following the beginning of the project.
- c. All grantees must make a public presentation within one calendar year from the commencement of the project.
- d. All teaching grantees must provide a publicly available course syllabus and teach the course during the grant period.
- e. All Research grantees are expected to apply for an external grant within one (1) calendar year of the last day of the grant period.

6. *Term of Agreement*

- a. This Agreement shall remain in effect unless and until either party shall provide written notice to the other of their intention to reopen and to renegotiate the Agreement.
- b. Reopener negotiations shall commence within twenty (20) business days after receipt of the notice unless otherwise agreed upon by the Parties.
- c. During the pendency of any reopener negotiations, this Agreement will remain in full force and effect.
- d. FITRE grants are subject to the availability of funds as determined by the Provost's Office in consultation with Budget and Planning.

This Agreement does not otherwise alter nor supersede other agreements between the State of NJ and the Council of NJ State College Locals, nor any agreements between Montclair State University and AFT Local 1904, including the Local Selected Procedures Agreement.


In witness whereof, the representatives of the University Administration and AFT Local 1904 have acknowledged their understanding of this Memorandum of Agreement and affix their signatures below.

On behalf of the University

9/17/2025

Junius Gonzales
Provost and Senior VPAA

On behalf of AFT Local 1904

9/16/2025

Hugh Curnutt
VP for Negotiations