UNIVERSITY RESEARCH COMMITTEE ANNOUNCEMENT
Separately Budgeted Research (SBR)

The total amount of funding for this competition has not yet been determined.

The calendar below lists the governing dates for applications and recommendations:

03/21/17  Final date for submission of SBR applications to Academic Deans
04/18/17  Academic Deans forward recommended SBR applications to Office of Research and Sponsored Programs for forwarding to University Research Committee
05/10/17  University Research Committee sends SBR recommendations to Provost and Vice President for Academic Affairs
05/24/17  Provost and Vice President for Academic Affairs will notify SBR applicants of decisions within 10 days after the amount of the appropriation for this purpose is known by the University

Each College/School has a duly constituted Research Committee and has a representative to the University Research Committee. Applicants are encouraged to seek guidance from their College/School’s Research Committee. Copies of proposals submitted in the past are on file in the Dean’s Office in each College/School.
UNIVERSITY RESEARCH COMMITTEE
GUIDELINES FOR SEPARATELY BUDGETED RESEARCH

Separately Budgeted Research (SBR) funds are provided by Montclair State University for faculty (this includes librarians) to conduct well-defined and purposeful research, creative or scholarly activities.

The primary purpose is to provide faculty members time to engage in activities in the summer months. Faculty members who wish to teach in July and/or August must do so at a reduced level.

The following SBR guidelines have been developed for use by the faculty of the University. They are meant to serve as a framework both for individuals who apply for financial support and for those who evaluate the proposals submitted.

ELIGIBILITY
Any full-time tenured or tenure-track faculty member is eligible to apply with priority given to non-tenured faculty or tenured faculty that are expanding into new areas of research, creative activities or scholarship. Awards will be limited to a maximum of $5,000. Awards in smaller amounts may be awarded. The funding will begin on July 1, 2017 following the award announcement and continue to June 30, 2018. Project expenses incurred before July 1, 2017 are ineligible.

In order to avoid the potential of a conflict of interest, faculty members who serve on the Colleges/Schools’ Research Committees or the University Research Committee may not submit an application to the Separately Budgeted Research, Student Faculty Scholarship, Summer Grant Proposal Development or University Distinguished Scholar programs. In addition, if any committee member believes that he/she has a conflict of interest due to an application submitted by a research collaborator, family member or another conflicting relationship, the committee member is advised to contact ORSP as soon as he/she learns of the potential conflict. ORSP will seek guidance and resolution from the University Research Committee Chair (if elected at the time of disclosure), the Union Observer and the Administration Observer.

INELIGIBLE PROJECTS
No more than one Separately Budgeted Research proposal per faculty member will be considered for each round of application. SBR funds are not available for:

- projects and/or expenses that will produce items for sale and personal profit
- expenses that are considered peripheral or administrative tasks to the research, creative or scholarly activities (i.e. indexing of books, production of CD copies, etc.)
- curriculum development
- institutional research
- the investigation of problems that fall within normal departmental responsibilities

APPLICATION
The University Research Committee (URC) has developed a standard application form which is attached to these guidelines. Proposals should provide the information requested on the funding application form which is attached. Applications are due in the Academic Dean’s Office by
March 21, 2017. Check with your Dean’s Office for the number of copies the College/School Research Committee will need. The Dean’s Office will forward the **signed originals** to the Office of Research and Sponsored Programs (Partridge 415) by **April 18, 2017**. The URC will review the applications submitted and will forward its recommendations to the Provost and Vice President for Academic Affairs.

**EVALUATION**

The Department Chairperson (or designee), the College/School Research Committee, and the Academic Dean are involved in the review process. The evaluation within each college/school is consistent with the aims and goals of the SBR program, and guided by the following:

1. **Merit of the project considers the following:**
   - Relative importance of scholarship to the individual faculty member, to the college/university, and to the field
   - Whether the proposed project is connected to some larger area of scholarship and builds on previous work in the field
   - How innovative is the proposed project
   - Potential impact of the proposed project to the field

2. **Feasibility of the project considers the following:**
   - Evidence to whether the proposed project can be completed given the current environment, resources and the proposed time period
   - Whether the budget request is appropriate

3. **Quality of the proposal considers the following:**
   - Application completeness and adherence to the published guidelines
   - How well the basic purpose and significance of the project are clearly stated so that they are understood by individuals not in the related field
   - Applicant’s effectiveness in marketing themselves
   - Writing quality

4. **Priorities:**
   - Non-tenured faculty
   - Tenured faculty that are expanding into new areas of research, creative activities or scholarship
   - Projects that have not been previously funded with SBR funds and do not resemble in any way previously funded SBR projects

College/School level evaluators will assign a ranking for funding to each application.

A. **Strong** - strong recommendation for funding
B. **Good** - moderate recommendation for funding
C. **Adequate** - low recommendation for funding
D. Not recommended, and **not forwarded to ORSP**.

If application(s) with a ‘D’ rating either by the Dean, College/School or both are forwarded to the University Research Committee, the application(s) will be
promptly returned to the Dean’s Office without review by the University Research Committee.

ACCOUNTABILITY
In order to ensure continued support from Montclair State University, the procedures to be followed by the recipients of an award are:

A final report must be submitted to the Office of Research and Sponsored Programs. Final reports for FY2018 (awards begin July 1, 2017) Separately Budgeted Research awards will be due on December 3, 2018. The report should include the findings of the research, abstracts of any papers presented based upon the research, or reprints of papers or manuscripts published based upon the research. **Awardees that do not submit a final report will be ineligible to apply for future funding.**

AWARD OF SBR SUPPORT
Each candidate will be advised of the status of his or her application late in the Spring semester. Final notification of approval will come only after MSU’s budget is signed by the Governor and the proposal is approved by the University administration.

SBR summer stipends are paid in a single installment at the end of August.

HUMAN SUBJECTS
Where human subjects are to be used, assurance must be given concerning their physical and psychological safety. If you are using human participants, you must submit an Application for Review of Research Involving Human Participants to the Institutional Review Board (IRB). Guidelines for the use of human participants are available at [http://www.montclair.edu/ORSP/irb/](http://www.montclair.edu/ORSP/irb/)

Applications of funded projects involving human subjects will be preliminarily reviewed by the IRB to determine if a formal IRB application is necessary. Subsequently, if projects require a formal IRB application, funds cannot be released until an IRB letter is submitted to ORSP.

REVISIONS
Significant revisions of a project subsequent to the award and during the course of the project must be reviewed by the URC.
UNIVERSITY RESEARCH COMMITTEE
SEPARATELY BUDGETED RESEARCH FUNDING APPLICATION
FY2018

Due in Dean’s Office by March 21, 2017

Directions

☐ Complete and sign the funding cover sheet which includes the budget sheet

☐ Attach to the funding cover sheet, three single spaced or six double spaced pages discussing these items in the following order by title:

1. **Summary**: a one-paragraph summary in plain language so that others outside your discipline are able to quickly understand the project
2. **Rationale**: provide an understanding of the rationale for the project
3. **Methods**: describe your means of inquiry; for large, overarching or multi-year projects, clearly state what aspects of the project you are requesting funding for in this application
4. **Outcomes**: detail the research/project’s anticipated outcomes
5. **Value**: the value of the project to University/field, your recent accomplishments related to project (list publications in refereed journals, chapters in books, awards, participation in juried shows, musical or artistic creations)
6. **Priorities**: describe how you and/or your project meet the priorities

☐ You must attach a two page CV (not included in the above page limits).

☐ If applicable, you must attach your previously submitted final report (a maximum of three pages) for your most recently completed SBR award. Please give the outcomes in terms of abstracts published, books, shows, artistic productions, etc.

Check with your Dean’s Office for the number of copies your College/School Research Committee will need. The Dean will forward the signed originals to the Office of Research and Sponsored Programs.
UNIVERSITY RESEARCH COMMITTEE
SEPARATELY BUDGETED RESEARCH FUNDING COVER SHEET
FY2018

APPLICANT DATA:

<table>
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<th>Name:</th>
<th>Rank:</th>
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<tbody>
<tr>
<td>College/School:</td>
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<td>Department:</td>
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<td>Office Location:</td>
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Project Title:  

Does your project involve human subjects?  □ Yes  □ No

Inclusive Dates of Proposed Project (mm/dd/yy):

PREVIOUS SBR AWARDS (within the last 5 years):

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Project Title</th>
<th>Date Report Filed (mm/dd/yy)</th>
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APPLICANT’S REQUEST (must equal Budget Sheet):

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<thead>
<tr>
<th>Summer Stipend</th>
<th>Monetary Expenditures</th>
<th>Total Requested</th>
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Signatures

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<th>Department Chair:</th>
<th>Date</th>
<th>Rating (as required)</th>
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UNIVERSITY RESEARCH COMMITTEE  
SEPARATELY BUDGETED RESEARCH FUNDING BUDGET SHEET  
FY2018

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<thead>
<tr>
<th></th>
<th>Applicant’s Request</th>
<th>College/School Research Committee’s Recommendation</th>
<th>Dean’s Recommendation</th>
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<tr>
<td><strong>Summer Stipend Request</strong></td>
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<td><strong>Monetary Expenditure Request</strong></td>
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<td>Travel: lodging, per diem, mileage</td>
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<td>($ .54 per mile), etc.</td>
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<td>Materials/Supplies</td>
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<td>Computer software</td>
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<td>Consultants</td>
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<td>Student worker(s): # of hrs per week</td>
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<td>$ rate per hr x # of weeks</td>
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<td>Other Costs: please itemize</td>
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Budget Narrative
Provide a description of each of the costs above. If you require additional space, submit on a separate sheet.

Check with your Dean’s Office for the number of copies your College/School Research Committee will need. Applications are due in your Dean’s Office by **March 21, 2017**.

Applicant’s Signature: ___________________________ Date: ______________