



# MONTCLAIR STATE UNIVERSITY

Office of the Provost and Vice President for Academic Affairs

Phone: 973-655-4383

## UNIVERSITY RESEARCH COMMITTEE ANNOUNCEMENT Separately Budgeted Research (SBR)

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

- |          |  |
|----------|--|
| 9/27/21  | Deadline to submit SBR applications in InfoReady.  |
| 10/28/21 | Final date for the College/School Deans and the College/School Research Committees to submit their reviews.                          |
| 12/8/21  | Final date for the University Research Committee to send SBR recommendations to the Provost and Vice President for Academic Affairs. |
| 12/22/21 | Final date for the Provost and Vice President for Academic Affairs to notify SBR applicants of funding decisions.                    |

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.

Applications are required to be submitted via InfoReady (<https://montclair.infoready4.com/>). The submission deadline is **4:30pm EST on September 27, 2021**. Late applications will not be considered.

Applications will then be routed to Departmental Chairs before being forwarded to the Deans and College/School Research Committees for review.

## **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 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 January 1, 2022 following the award announcement and continue to June 30, 2022. Project expenses incurred before January 1, 2022 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 OSP as soon as he/she learns of the potential conflict. OSP 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 AND COSTS**

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

**Due to the shortened project period, stipends will be an ineligible cost in FY22.**

### **APPLICATION**

The University Research Committee (URC) has developed a standard application template. Applicants should use the *FY22 SBR Application Instructions* document (available in InfoReady) for guidance in preparing an application. Applications must be submitted in InfoReady by **4:30pm EST on September 27, 2021**. It is the responsibility of the applicant to ensure that his/her application is complete and submitted via InfoReady by the deadline. Late applications will not be considered. Applications are then routed to Departmental Chairs for acknowledgement in the InfoReady system no later than **October 1, 2021**. Deans and the College/School Research Committees will then submit their ratings via InfoReady by **October 29, 2021**. The URC will review the applications submitted and will forward its recommendations to the Provost and Vice President for Academic Affairs.

## EVALUATION

The College/School Research Committee and Dean are the first to enter review for all applications. 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

The College/School Research Committee and Dean will assign a rating for funding for each application.

3. Strong - strong recommendation for funding
2. Good - moderate recommendation for funding
1. Adequate - low recommendation for funding
0. Not recommended, and not forwarded to OSP.  
Application(s) with a '0' rating either by the Dean, College/School or both will not be forwarded to the University Research Committee.

After the College/School level evaluations, the University Research Committee will also rate the applications using the same criteria. In order to standardize their scoring, they will use the rubric below, which contains all of the same language:

	<b>Adequate</b>	<b>Good</b>	<b>Strong</b>	<b>Points Awarded</b>	<b>Maximum Score</b>
<b>Merit</b>	The proposal lacks impact or connection to a larger area of scholarship and/or the potential for impact to the field	The proposal meets expectations and it is connected to a larger area of scholarship. It is a step forward in the field and may open new avenues in the field.	The proposal clearly demonstrates how the proposed work extends upon previous work in the field. It is innovative with obvious potential impact on the field.		3
<b>Feasibility</b>	It is unlikely the proposal can be completed in the proposed time period based on the scope and/or inadequate description of objectives. The budget request may not be appropriate, or it may have errors.	The proposal can be completed given the current environment, resources, and the proposed time period. The budget request is appropriate.	The proposal makes evident how the research can be completed in the time frame described. Objectives are clearly described. The budget request amount meets the guidelines and is clearly described.		3
<b>Quality</b>	The objectives of proposal are incomplete and/or do not adhere to the published guidelines. Its basic purpose and significance are not clearly stated or it may be hard to understand by individuals not in the related field. There may be technical errors and/or unachievable objectives in the proposal.	The objectives are complete and adhere to the published guidelines. Their basic purpose and significance are adequately stated so that they are understood by individuals not in the related field. There are no technical errors, the objectives are appropriate and achievable based on the scope	The description of objectives is thorough and conveys the importance of the work. The significance of these objectives is clearly stated so that they can easily be understood by individuals not in the related field. The candidate presents a strong case for their ability to complete this work based on experience. The proposal is well written and accessible to readers from multiple disciplines.		3
<b>Priority</b>		The author is neither a non-tenured faculty member nor a faculty member that is expanding into new areas of research, creative activities or scholarship. The project may have been previously funded in this internal award category and/or it resembles a previously funded projects in this category in some way.	The author is a non-tenured faculty member or a tenured faculty member that is expanding into new areas of research, creative activities or scholarship. The project has not been previously funded in this internal award category and it does not resemble a previously funded projects in this category in some way.		3
				0	12

## **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 Sponsored Programs. Final reports for FY2022 (awards begin January 1, 2022) Separately Budgeted Research awards will be due on December 1, 2022. 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 by 12/22/21.

## **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

<https://www.montclair.edu/institutional-review-board/>

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 OSP.

## **REVISIONS**

Significant revisions of a project subsequent to the award and during the course of the project must be reviewed by the URC.