



MONTCLAIR STATE UNIVERSITY

Office of the Provost and Vice President for Academic Affairs

Phone: 973-655-4383

UNIVERSITY RESEARCH COMMITTEE ANNOUNCEMENT Student Faculty Scholarship (SFS)

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

- 09/27/21 Deadline to submit completed SFS application in InfoReady.
- 10/28/21 Final date for the College/School Deans and the College/School Research Committees to submit their reviews.
- 12/08/21 Final date for the University Research Committee to send SFS 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 SFS 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 Chair before being forwarded to the Deans and College/School Research Committees for review.

UNIVERSITY RESEARCH COMMITTEE GUIDELINES FOR STUDENT FACULTY SCHOLARSHIP

Montclair State University acknowledges the role that faculty play in advancing the University and recognizes the need for faculty to pursue professional development by awarding grants for projects which impact on the depth and breadth of education at Montclair State University and on research that involves undergraduate students working cooperatively with faculty.

The purpose of the Student Faculty Scholarship program is to provide research experiences for undergraduate students in the form of data gathering, data entry and analysis, library research, and field research. Awards will be also made for activities in the creative arts that appropriately involve undergraduate students.

ELIGIBILITY

Any full-time tenured or tenure-track faculty member is eligible to apply. Awards will be limited to a maximum of \$2,000, with the major portion of the award being allocated for student(s) stipend. The cost of supplies and travel related to the research/project or reporting of it will be limited to one-third of the total award (this criterion is to be used as a guideline; a worthy project may be considered if the costs do not fit this criterion exactly).

The funding will begin January 1, 2022 following the award announcement and continue to June 30, 2022. Faculty may request funds to initiate research/projects or to continue those that are underway; however research/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 Student Faculty Scholarship, Separately Budgeted Research, 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

No more than one Student Faculty Scholarship application per faculty member and/or undergraduate student will be considered for each round. Student Faculty Scholarship funds are not available for:

- projects that do not involve undergraduate students
- overload or faculty released time from teaching
- 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 template. Applicants should use the *FY22 SFS Application Instructions* document (available in InfoReady) for guidance in preparing an application. Applications must be submitted in InfoReady no later than **4:30pm on September 27, 2021**. It is the responsibility of the applicant to ensure that his/her application is complete and submitted 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 and forward its recommendations to the Provost and VP 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 SFS 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:
 - Whether the student's role is clearly specified
 - Evidence that the proposed project is achievable by the student
 - 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. Projects that have been previously funded or that strongly resemble projects that were previously funded will not be eligible for funding

Priority will be given to proposals that indicate the research and/or project will be supported once the Student Faculty Scholarship funding ends. The length of service and length of time since the last award may be a consideration in granting a Student Faculty Scholarship grant. The College/School Research Committee and Dean will assign a rating for each application.

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| 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 are not 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:

	Adequate	Good	Strong	Points Awarded	Maximum Score
Merit	The proposal lacks importance or connection to a larger area of scholarship. It may lack innovation or the potential for impact to the field	The proposal is important and it is connected to a larger area of scholarship. It is innovative and it has the potential for impact to 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
Feasibility	The student's role may not be well specified or it might not be achievable by the student. It is unclear whether the proposal can be completed given the current environment, resources, and the proposed time period. The budget request may not be appropriate, or it may have errors.	The student's role is specified and achievable by the student. The proposal can be completed given the current environment, resources, and the proposed time period. The budget request is appropriate.	The student's role is clearly specified and achievable by the student. 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
Quality	The proposal lacking in completeness or it does not adhere to the published guidelines. Its basic purpose and significance may not be clearly stated or it may be hard to understand by individuals not in the related field. The applicant may not have effectively or appropriately marketed him/herself. There may be errors in the writing.	The proposal is complete and it adheres to the published guidelines. Its basic purpose and significance are clearly stated so that they are understood by individuals not in the related field. The applicant has marketed him/herself appropriately. The writing is acceptable.	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
Priority		The project may have been previously funded in this internal award category and/or it may resemble a previously funded projects in this category in some way. There is no indication that the project will be funded once the SFS ends.	The project has not been previously funded in this internal award category. It does not resemble in any way previously funded projects in this category. The proposal indicates that the research and/or project will be supported once the SFS ends.		3
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ACCOUNTABILITY

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

A final report must be submitted to the Office of Sponsored Programs. Final reports for FY2022 (awards begin January 1, 2022) Student Faculty Scholarship awards will be due on December 1, 2022. The report should include the nature of the work and include a list of publications or professional accomplishments that resulted, as well as any additional information you believe is appropriate. **Awardees that do not submit a timely final report will be ineligible to apply for future funding.**

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.