MONTCLAIR STATE UNIVERSITY | **Office of Research**

CALL FOR APPLICATIONS:

FY27 Student-Led Research, Scholarship, and Creative Activities (SL-RSCA) Program
Student RSCA Proposal Review Committee

Applications are invited from eligible graduate students to serve on the Student-Led Research, Scholarship, and Creative Activities Program **Proposal Review Committee**. The committee will meet in mid-late July and early August to read and review project proposals from Montclair undergraduate and graduate students and make funding recommendations to the Vice Provost for Research. Committee members must be available during this time frame.

Applications to serve on the SL-RSCA Proposal Review Committee are due via InfoReady no later than **4:30pm on April 30, 2026**

The application will request a reference contact, which may be a Dissertation Advisor, Doctoral Program Director (DPD), Graduate Program Coordinator (GPC), or Department Chair. Applicants are strongly encouraged to discuss their application materials with their Advisor, DPD, GPC, or Department Chair, and alert them in advance that you are seeking their endorsement for this Committee.

Applications will be reviewed by the Vice Provost for Research and SL-RSCA Program Administrator in the Office of Sponsored Programs. The composition and size of the committee will be determined in part by the number of SL-RSCA grant proposals received and the disciplinary expertise needed to evaluate the proposals..

1. Program Overview
This SL-RSCA program supports student-led research, scholarship, and creative activities by undergraduate and graduate students under the guidance of a faculty mentor, for example theses, dissertations, culminating applied projects and capstone projects. This program does not support routine or team-based coursework activities, projects and/or expenses that will produce items for sale and/or personal profit, or administrative tasks related to capstone/thesis/dissertation preparation (word processing, indexing, publication fees, etc.). Applications are accepted from individuals only.

The SL-RSCA **Proposal Review Committee,** composed of graduate students from across the University, will evaluate proposals, provide constructive feedback to applicants, and make funding recommendations to the Vice Provost for Research.

Student Proposal Review Committee members will receive $500 towards conference travel or other professional development activity conducted between July 1, 2026 and June 30, 2027.

2. Eligibility Criteria for the SL-RSCA Program Proposal Review Committee
- Doctoral students who have advanced to candidacy.
- Masters students who have completed at least 50% of their current degree program coursework.

Note: Graduate students may simultaneously submit RSCA proposals for funding and apply to serve on the Proposal Review Committee. Committee members who have RSCA proposals under review will be instructed on recusal procedures to manage conflicts of interest.

3. Committee Responsibilities and Time Commitment
- Attend a committee orientation (mid-June)
- Participate in self-guided and group reviewer training activities regarding conflict of interest, project merit and impact, and recognizing implicit bias in the review process (late June);
- Read and provide constructive feedback on an assigned subset of program proposals (July 2026);
- Attend virtual committee meetings to discuss proposals and make funding recommendations (7/20/26 - 7/31/26 for panel meetings, with an additional meeting the week of 8/5/26 to make final funding recommendations)
- Prepare "panel summaries" for an assigned subset of proposals to provide constructive feedback to the applicants (August).

4. Professional Expectations for Committee members
- Comply with professional standards for minimizing conflicts of interest (for example recusing oneself from all discussions where you have a personal or professional connection to an applicant, their faculty mentor, or project collaborator);
- Maintain confidentiality, in perpetuity, of all proposal materials submitted by the applicants and faculty mentors;
- Maintain confidentiality, in perpetuity, of all committee discussions
- Interact collaboratively and professionally with fellow committee members and members of the Office of Research
- Express feedback in a professional and constructive manner.

5. Application Format
- Application components listed below must be assembled in one .docx or PDF document
- Page limit: **2, single-spaced pages maximum** for all components combined
- Use 1-inch page margins
- Use 12-point font

6. Application components for the SL-RSCA Program Proposal Review Committee

A. Letter of interest **(2 pages maximum)** that addresses the following items and questions:
   - Describe your area(s) of research expertise and your academic and professional experiences thus far in your graduate program at Montclair State University.
   - Why are you interested in serving on the Student-Led RSCA Program Proposal Review Committee?
   - What contributions do you believe you would make to this committee?
   - Describe any previous experiences you have had with preparing actual proposals or mock/practice proposals (for example for grants and awards offered by your department or College, applications to external agencies, travel grants to professional conferences, mock proposals prepared in research methods courses, experience from employment, etc.).
   - Describe any previous experience you have had with reading and reviewing work prepared by your peers, for example within courses, informal reviews requested by friends, classmates, and/or co-workers. Describe your approach to providing feedback to your peers.
   - How would you approach reading and reviewing proposals that are outside of your area of expertise?
   - Address your ability to maintain confidentiality of all program materials and discussions and your understanding of why this is important.
   - Address your willingness to identify conflicts of interest (COI) and recuse yourself from all discussions in the event of COI, and your understanding of why this is important.

B. Reference Letter. The InfoReady system will prompt the applicant to enter the email address for their reference letter.   .