UNIVERSITY RESEARCH COMMITTEE ANNOUNCEMENT
Student Faculty Scholarship (SFS)

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

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

02/08/19 Completed SFS applications, approved by all necessary individuals, due to ORSP via Cayuse 424

03/20/19 Ratings from Deans and College/School Research Committees due to the Office of Research and Sponsored Programs for forwarding to University Research Committee

05/10/19 University Research Committee sends SFS recommendations to Provost and Vice President for Academic Affairs

Springe 2019 Provost and Vice President for Academic Affairs will notify SFS 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. Applications are required to be submitted via Cayuse 424 (https://montclair.cayuse424.com/). Cayuse 424 is MSU’s application submission and automated electronic proposal routing system. It is the responsibility of the applicant to ensure that his/her application is complete, routed, and approved by all necessary individuals via Cayuse 424 by February 8, 2019. Late applications will not be considered. Applications will then be 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 July 1, 2019 following the award announcement and continue to June 30, 2020. Faculty may request funds to initiate research/projects or to continue those that are underway; however research/project expenses incurred before July 1, 2019 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 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 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
Applications should provide the information requested on the funding application form which is attached. Applications are due to ORSP via Cayuse 424 by **February 8, 2019**. It is the responsibility of the applicant to ensure that his/her application is complete, routed, and approved by all necessary individuals via Cayuse 424 by the deadline. Late applications will not be considered. Deans and the College/School Research Committees will forward their ratings to the Office of Research and Sponsored Programs by **March 20, 2019**. 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 the Dean are involved in the review process. 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

In addition to the above guidelines, applicants are encouraged to carefully read the attached checklist in developing their applications, since the checklist will be used by the University Research Committee in rating each proposal or request.

Priority will be given to proposals that indicate the research and/or project will be supported once the Student Faculty Scholarship funding ends.
Length of service and length of time since the last award may be a consideration in granting a Student Faculty Scholarship grant.

College/School level evaluators will assign a priority category 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 the award are:

A final report must be submitted to the Office of Research and Sponsored Programs. Final reports for FY2020 (awards begin July 1, 2019) Student Faculty Scholarship awards will be due on December 2, 2020. 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.**

**AWARD OF SFS 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.

**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
STUDENT FACULTY SCHOLARSHIP FUNDING APPLICATION
FY2020

Due to ORSP via Cayuse 424 February 8, 2019

Directions

☐ Complete and sign the funding cover sheet which includes the budget sheet
☐ Complete the checklist and attach to cover 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. **Statement of Impact:** summarize how the project will impact on faculty’s professional goal, student learning, and the goals of Montclair State University
3. **Undergraduate Participation:** a clear description of how the student(s) will participate in the project and/or research
4. **Timetable of Implementation:** provide a timetable of how the project/research will be implemented
5. **Evaluation:** a statement of how your research/project procedure will be evaluated if funded
6. **Priorities:** describe how you and/or your project meet the priority. For large, overarching or multi-year projects, clearly state what aspects of the project for which you are requesting funds in this application

☐ 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 SFS award.

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STUDENT FACULTY SCHOLARSHIP
SUBMISSION INSTRUCTIONS

Applications are required to be submitted via Cayuse 424 proposal submission system. After completing the application per the guidelines above, please follow the directions below:

1. Go to https://montclair.cayuse424.com/ and log in using your MSU NetID and password.

2. Click on Cayuse 424 and choose Proposals from the main menu.

3. Select the Create Proposal button at the top of the screen.

4. Click the radio button next to Other Proposal and then press the Create button.

5. On the Create Proposal screen, fill in the following information:
   - Proposal Name: Enter FY20 SFS_Your Last Name.
   - Principal Investigator: The applicant will search for his or her last name using the PI Search Box. (Note: If the applicant’s name does not appear in the search, please contact Sam Wolverton at wolvertons@montclair.edu.)
   - Organization: Select Montclair State University from the dropdown menu.
   - Default IDC Rate: Select On Campus_Salary and Wages from the dropdown menu.
   - # of Budget periods: Select 1.
   - Due Date: Enter 02/08/2019.
   - Validation Type: Leave this as Other - Minimal.

6. On the left-hand side of the screen, under Proposal Summary, click on Supporting Documents.

7. Click the Add button on the Supporting Documents Attachment Page. In the Upload attachment window, complete the following:
   - Select Choose Final and select the application file from the applicant’s computer.
   - Enter Student Faculty Scholarship Application as the Attachment Name.
   - Click the Upload button.

8. On the left-hand side of the screen, select Routing & Approval. Click the button next to Edit Chain? and complete the following in the Edit Routing Chain window:
   - Click the green cross button under the applicant's name. Search for the last name of your Department Chair in the Search box. Select the correct person in the Search Results box and click the Add to Chain button at the bottom of the screen.
   - Click the green cross button under the Department Chair name and repeat the search process to add Kathryn Dorsett.
9. Once the Routing Chain is complete (consisting of the applicant, applicant's Chair and Kathryn Dorsett), click the box next to the applicant's name to initiate the submission process.

10. Once the application has been fully routed and received by ORSP, the applicant will receive an automated message from Cayuse that the routing process is complete. **It is the responsibility of the applicant to ensure that his/her application is complete, routed, and approved by all necessary individuals via Cayuse 424 by February 8, 2019.**
# UNIVERSITY RESEARCH COMMITTEE
**STUDENT FACULTY SCHOLARSHIP FUNDING COVER SHEET**
**FY2020**

## APPLICANT DATA:

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Rank:</td>
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<tr>
<td>College/School:</td>
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<tr>
<td>Department:</td>
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<td>Office Location:</td>
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<td>Office Phone:</td>
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<td>Email:</td>
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<table>
<thead>
<tr>
<th>Project Title:</th>
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<tbody>
<tr>
<td>Does your project involve human subjects?</td>
<td>Yes □ No □</td>
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<tr>
<th>Inclusive Dates of Proposed Project (mm/dd/yy):</th>
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**SUMMARY OF PROJECT AND EXPECTED RESULTS (must fit in space below):**

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## PREVIOUS SFS 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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<tbody>
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## APPLICANT’S REQUEST (cannot exceed $2,000 total):

<table>
<thead>
<tr>
<th>Student(s) Stipend</th>
<th>Monetary Expenditures</th>
<th>Travel</th>
<th>Total Requested</th>
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<tbody>
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<th>% of Request</th>
<th>% of Request</th>
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### UNIVERSITY RESEARCH COMMITTEE
### STUDENT FACULTY SCHOLARSHIP FUNDING BUDGET SHEET
### FY2020

<table>
<thead>
<tr>
<th></th>
<th>Applicant’s Request</th>
<th>College/School Research Committee’s Recommendation</th>
<th>Dean’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Stipend Request</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td><strong>Monetary Expenditure Requests</strong></td>
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<tr>
<td>Travel: lodging, per diem, mileage ($0.54 per mile), etc. Specify below if travel is for student, faculty member or both.</td>
<td>$</td>
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<tr>
<td>Materials/Supplies</td>
<td>$</td>
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<td>Computer software</td>
<td>$</td>
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<td>Other Costs: please itemize</td>
<td>$</td>
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<tr>
<td><strong>Total (cannot exceed $2,000)</strong></td>
<td>$</td>
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</tbody>
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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.

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Applicant’s Signature: ___________________________ Date: _____________
<table>
<thead>
<tr>
<th></th>
<th>Check “Yes” or “No” for each item below</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1.</td>
<td>The budget does not exceed the $2,000 limit</td>
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<td>2.</td>
<td>Objectives clearly stated</td>
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<tr>
<td>3.</td>
<td>Professional enhancement of University, faculty member and undergraduate student(s)</td>
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<td>4.</td>
<td>Upon completion of project, it will be published or implemented</td>
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<td>5.</td>
<td>Implementation procedure clearly and briefly stated</td>
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<td>6.</td>
<td>Evaluation plan stated</td>
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<tr>
<td>7.</td>
<td>Requested funds sufficient to meet goals of project</td>
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<tr>
<td>8.</td>
<td>Budget justification</td>
<td></td>
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<tr>
<td>9.</td>
<td>Most recently submitted SFS final report attached</td>
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