

# INTERNAL AWARD PROGRAM GUIDELINES

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**STOCKTON**  
UNIVERSITY

RESEARCH &  
SPONSORED PROGRAMS

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## **General Guidelines and Requirements**

Internal awards offer funding for projects that are consistent with the mission and goals of Stockton University and that have the potential to lead to significant external funding, scholarly publications, creative work, or activities that support the University's mission and vision. Depending upon the individual award, funds may be requested for salaries, supplies, student and professional assistance, publication subvention, and travel related to scholarly activities, as well as some programs allowing for release time. (see individual award specifics)

All requests for internal awards must be supported and acknowledged in writing by the applicant's Dean. All applicants are encouraged to read these general guidelines, as well as the specific program requirements carefully. If you need assistance in constructing your proposal, the Office of Research and Sponsored Programs (ORSP) is available to review internal proposals by appointment prior to the submission date. Proposals will not be reviewed by the ORSP once they have been submitted. If you would simply like someone to review your proposal before your final submission, any member of the R&PD Committee, as well as the ORSP's Executive Director, can do so.

It is the responsibility of the applicant to ensure that the submitted application includes all required elements of the proposal as well as adheres to program guidelines (page limitations, etc.). Incomplete applications and those not adhering to the guidelines will be scored accordingly and/or deemed ineligible for review by the committee.

Awards are competitive and funding is limited. Some meritorious proposals may not be funded. All award programs are subject to availability of funds.

## **Eligibility**

- Internal award programs are limited to Stockton University full-time Faculty who presently have a contract and will have a contract for the coming academic year. (Please see the individual program descriptions for exceptions.)
- A faculty member may submit only one application per funding round, and only one application should be submitted on behalf of a collaborative group, although multiple awards may be made for a collaborative project from one proposal.
- Specific projects may only receive internal funding one time, from one internal funding source. The applicant can receive a second award from the same source, but it must be for a clearly defined different phase of the project and must be within a different fiscal year.
- R&PD Internal Awards support projects for research and professional development, not course or program assessment or the improving/creation of a course.
- R&PD funds are not available for marketing or publication fees for articles, chapters, or books.
- R&PD committee members are ineligible to apply for funding reviewed by the RPD committee.

## **Outside Funding Support**

Stockton's internal funding sources are limited. Faculty are encouraged to seek support from sources outside of the University. External funding sources include federal, state, and private foundation funding available for all disciplines. We encourage faculty members to contact the ORSP at (609) 652-4844 or visit the [ORSP website](#) for assistance with locating outside funding opportunities.

Please indicate any attempt(s) already made to obtain outside funding, in the appropriate area of the online application, as well as any future planned attempts to move beyond the use of internal grant funds. (This area should be used ONLY to recap external funding attempts; if you do not plan to seek outside funding, simply indicate "n/a" and provide a brief explanation why.)

## **Awards and Accountability**

Please see the [ORSP Calendar](#) for breakdowns of programs and their corresponding dates. Awardees must submit a Final Report via the [Internal Award Online System](#) by October 15 of the year in which their award ended. The report should include a summary of the project, as well as indicate the extent to which goals and objectives have been achieved. Failure to submit a Final Report may hinder future Internal Award consideration. AFOF and PFOF Final Reports should be submitted within 60 days after completion of project.

Award recipients will be notified by email, and in some cases by official University letter, of their award and/or denial. Failure to receive a grant will in no way prejudice future applications under this program. Recipients of internal award funding will agree to present their scholarship at the University's annual Day of Scholarship event, by way of returning their signed award letter.

## **General Application Procedure and Content Requirement Elements**

*\*For specific procedure and content requirement, see the individual program listings.*

- **Font size** - 11pt or greater and margins of at least 1/2 inch.
- **Online Application** - Login to [Online Application System](#) to complete the application using your GO Portal Login credentials.
- **Funding History/Accountability Section** - (Not required for all programs - see individual descriptions.)
- **Description of project** - Applicants are encouraged, although not required, to use the below outlined subtitles. When writing your proposal keep in mind that the reviewers will be looking for the following questions to be answered related to the project: What is the project? What is the anticipated end result of the project? Was there a compelling argument for funding? What exactly will the money be used for?
  1. **Introduction** - Include a brief summary/abstract/introduction to your proposal – specifically highlighting your project’s focus and what the requested funds will enable you to do in regard to that work. Make this a true summary – do not repeat the first few sentences of your project description.
  2. **Statement of the aims and objectives of the project** - In plain, jargon-free language describe the aims and objectives of your project while creating a compelling argument for funding. Terms should be fully explained, leaving little room for misunderstanding or assumption on the part of the reviewer. The RPD Committee is a diverse group of your faculty peers, representing all schools at Stockton.
  3. **Background work already accomplished** - Explain your preparation for undertaking the project proposed and how it places this project within your overall scholarly career. Briefly include information about previous efforts to address your subject/challenge.
  4. **Statement of the Procedures/Methodology** - Provide a description/plan of proposed activities, how they will be accomplished, and a rationale for using this procedure. A timeline is strongly encouraged. Be mindful of the funding period you are applying for and how it relates to the project’s activities (and expenses), which must fall within that funding period.
  5. **Project Importance/Value** - Explain value of the project to your field and/or how it contributes to the betterment of our society/community. If applicable, describe gap/limitations in prior research that this project will fill.
  6. **Project Outcome(s)/Dissemination of Results** - Describe anticipated next steps, including plans for continued funding, if applicable. Include plans for publication, dissemination, presentation and/or any additional goals you may have to continue onto another phase of the project at the conclusion of the funded period.
- **Budget and Budget Justification** - Explain how the budget costs were calculated and justify why each budgetary line item requested is necessary for the successful completion of the project, keeping in mind that budget requests and expenses must comply with university policies. Stipend requests should include a breakdown of time devoted to the project. Requests for release time during the academic year must be justified and supported by the applicant’s Dean. Equipment purchased with university funds are the property of the University.
- **Curriculum Vitae** - (2 pages maximum)
- **Understanding of Conditions for Internal Awards** - (Electronic agreement required)
- **Supplementary materials** - (See individual program for specifics) In general, applicants are discouraged from including supplementary materials, especially as a means to circumvent page limitations. Exceptions include information that substantiates or explains statements in the proposal - a collaborative agreement, invitation to present, offer for publication, etc. Reference and clearly explain why the materials are necessary in your project description.
- **Dean’s Signature** - acknowledging request for funding and/or indicating amount of shared support.

Applications are to be submitted using the Online Internal Award Application System:

- [Faculty Login](#)

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

### **Review of Proposals**

The membership of the RPD committee and its procedures are governed by the Faculty Assembly Constitution and its bylaws. The RPD Committee evaluates each proposal according to the following criteria:

- a. Adherence to format
- b. Completeness—including summary of past grants
- c. Clarity
- d. Merit - meaning whether the project addresses an important issue, and/or contributes to scholarship, and/or general academic knowledge
- e. Qualifications of the applicant to carry out the proposed project
- f. Likelihood that the project will be successfully completed within the time period stated

See the [Rubric for Applications Evaluation by the RPD Committee](#) for further details.

INDIVIDUAL PROGRAM SPECIFIC INFORMATION AND DESCRIPTIONS

## **ADJUNCT FACULTY OPPORTUNITY FUND (AFOF)**

### **Purpose and Eligibility**

Supports projects of adjunct faculty and 1/2- and 3/4-time faculty that enhance their professional development and the reputation of the University. To be eligible, applicants must be employed part-time during the term in which they apply. Those employed as professional staff, administration, or librarians who also teach part-time are not eligible to apply.

### **Funds Available**

Individual awards are capped at \$1,000, and applicants are limited to one award per funding cycle. Funds are available for:

- Travel to conferences.
- Student assistant
- Professional services or supplies related to scholarship and the strategic plans.

### **Required Content**

- Online Application - (completed in its entirety)
- Description of project (2 page maximum)
- Online Application Budget Justification
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards (Electronic agreement required)
- Dean's signature (downloadable form available)
- Final reports required within 60 days after project completion.

### **Process**

Applications are collected bi-annually aligning with the fall and spring semesters. The R&PD Committee will evaluate proposals and make recommendations to the Provost.

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## **CAREER DEVELOPMENT COMMITTEE FUND (CDC)**

### **Purpose and Eligibility**

Funds available for individuals who have been reviewed by Assessment Committee or wish to change emphasis or enhance their professional careers.

### **Funds Available**

Individual awards average \$1,000; requests up to \$3,000 will be considered. Most budget categories can be supported, but generally CDC awards are used primarily to enhance applicant's professional development:

- Travel to conferences and workshops for professional development.
- Professional services or student assistant (funds for student travel are applied for separately)
- Purchase of small technologies to enhance teaching or scholarship.

### **Required Content**

- Online Application - (completed in its entirety)
- Description of project (2 page maximum)
- Online Application Budget Justification
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards Form (Electronic agreement required)
- Dean's signature (downloadable form available)
- Final reports required by October 15<sup>th</sup> of the following fiscal year for which the award was granted.

### **Process**

- Applications are collected annually and align with the assessment calendar. Funds are distributed in July. The CDC will receive and consider the report of the Assessment Committee along with all supporting materials and the statement of the Dean as President's Designee concerning all faculty who have been assessed. Applications are submitted to the ORSP and then reviewed by the CDC, who will prepare a report to the President containing its recommendations for funding. Copies of all relevant materials upon which the recommendations are based will be forwarded to the President and the Union.

## **COURSE RELEASE**

### **Purpose and Eligibility**

Support projects in research, planning, proposal writing, professional development, and creative work.

### **Funds Available**

The R&PD Course Release funding is offered per semester with an award of 1 course release granted per approved applicant.

### **Required Content**

- Online Application - (completed in its entirety)
- Description of project (3 page maximum)
- Online Application Budget Justification
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards Form (Electronic agreement required)
- Dean's signature (downloadable form available)
- Final reports required by October 15<sup>th</sup> of the following fiscal year for which the award was granted.

### **Process**

Applications are collected bi-annually aligning with the fall and spring semesters. The R&PD Committee will evaluate proposals and make recommendations to the Provost.

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## **PROVOST FACULTY OPPORTUNITIES FUND (PFOF)**

### **Purpose and Eligibility**

Funds are available for projects aligned with Stockton's strategic plan or other identified University priorities. Additional support from another source such as School travel funds is encouraged.

### **Funds Available**

Individual awards are capped at \$2,000. Funding supports:

- Travel to conferences beyond the ability of the faculty member's School to support, e.g., international travel.
- Student assistant (funds for student travel are applied for separately)
- Faculty professional development.
- Dissemination of disciplinary or interdisciplinary scholarship or creative activity and scholarship of teaching and learning.

**PFOF is not primarily intended to provide summer research stipends.**

### **Required Content**

- Online Application - (completed in its entirety)
- Description of project (3 page maximum)
- Online Application Budget Justification
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards Form (Electronic agreement required)
- Dean's signature (downloadable form available)
- Final reports required within 60 days after project completion.

### **Process**

- Applications are collected bi-annually aligning with the fall and spring semesters.
- Proposal should spell out in detail how it meets one or more of the conditions listed above and must follow the application form completely.
- Online application will provide space for indicating other support already obtained.
- The R&PD Committee will evaluate proposals and make recommendations to the Provost.

## **PUBLICATION, EXHIBIT, PROFESSIONAL POSTER, OR PERFORMANCE CHARGES FUND**

### **Purpose and Eligibility**

To offset required charges so that scholarly work has a venue for academic and/or public audience and to promote scholarly work. Only works that have been refereed, invited, or juried by a body external to the University are eligible. Charges are required by the publisher, gallery, or organization as a condition of participation and next steps.

Eligible costs might include the following:

- Publication costs.
- Professional Poster.
- Performance Charges.

### **Funds Available**

One request from this fund per individual per fiscal year, up to \$200. Funds are limited.

### **Required Content**

- Online Application - (completed in its entirety, including budget justification)
- Official documents showing acceptance of work, result of review, charges required for participation.
- Proof of payment or official bill/invoice.
- Dean's signature (downloadable form available)

### **Process**

Applications are collected by the ORSP for review on a rolling basis. Awarded applicants should forward the appropriate paperwork to their school office where payments will be made on the departmental account. When the invoice is processed for payment, a copy of the Direct Pay or P-Card purchase should be forwarded to the ORSP. Funds will then be transferred to reimburse the invoiced account.

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## **RPD MAIN ROUND**

### **Purpose and Eligibility**

Funding supports projects for research, planning, and proposal development in preparation for seeking outside funding and that will result in advancing scholarship with tangible outcomes. Applicants who have received internal funding recommended by the R&PD committee for multiple projects during the past five years will be given lower priority. Projects with other funding sources are eligible for this competition on an equal footing with those without additional funding.

### **Funds Available**

Average award of \$7,000. Eligible costs may include:

- Salaries: Stipends, Student Workers, Adjunct Replacement Costs
- Supplies, Materials, Equipment
- Travel related to research, scholarly presentations, or projects.

### **Required Content**

- Online Application - (completed in its entirety)
- Description of project (3 page maximum)
- Online Application Budget Justification
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards Form (Electronic agreement required)
- Dean's signature (downloadable form available)
- Final reports required by October 15<sup>th</sup> of the following fiscal year for which the award was granted.

### **Process**

Applications are collected annually mid-spring semester. Funds are distributed in July. Applications are submitted to the ORSP and reviewed by the R&PD Committee. Recommendations by the committee for funding are forwarded to the Provost office for final approval.



## SABBATICAL

### Purpose and Eligibility

Applications may be made for the purpose of pursuing a substantial project designed to yield publishable results and/or enhance competency as a scholar or teacher. Faculty members eligible for sabbatical leave must be full-time, tenured, and who, as of June 30 prior to the year for which the leave is requested, have completed six or more years of service. A faculty member can be granted a sabbatical leave no more than once every seven years. Applicants who have received internal funding recommended by the R&PD committee for multiple projects during the past five years will be given lower priority. Projects with other funding sources are eligible for this competition on an equal footing with those without additional funding.

*\*Per the terms of the Master Agreement, each faculty member or librarian accepting a leave must sign a written statement obligating him or her to continue to serve for at least one (1) year after expiration of the term of the leave, unless waived by the President of the College/University.*

### Funds Available

An average award of one semester is granted per applicant. ***Sabbatical applicants need not request a replacement but should discuss with the program coordinator and the Dean as to how their courses might be covered during the Sabbatical leave should they be awarded leave time. Half-year leaves shall be at the rate of full salary, full-year leaves shall be at the rate of three quarters (3/4) salary.***

### Required Content

- Online Application - (completed in its entirety)
- Description of project, including timeline justification (3 page maximum)
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards Form (Electronic agreement required)
- Dean's signature (downloadable form available)
- Final reports required by October 15<sup>th</sup> of the following fiscal year for which the award was granted.

### Process

Applications are collected annually mid-fall semester. Decisions are administered in early January. Applications are submitted to the ORSP and reviewed by the R&PD Committee. Recommendations by the committee for Sabbatical Leave are forwarded to the Board for approval prior to confirmation of award.

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## SABBATICAL SUBVENTION

### Purpose and Eligibility

The request for additional subvention must be necessary to complete the project proposed for the sabbatical. Requests for Subvention should be submitted in the same fiscal year as the sabbatical award and during the semester preceding or at the beginning of the sabbatical period. Use of these funds must follow relevant University procedures, including completion of required paperwork, and abide by university policies.

### Funds Available

Maximum award of \$2,000 per each sabbatical semester granted. Eligible costs might include the following:

- Travel and housing outside the region pertinent to the project.
- Professional assistance or services such as provided by a translator, copyeditor, statistician, analytical or technical assistant, student workers, and so on.
- Purchase of materials necessary to the project such as datasets, books, films and so on.

**Note: Stipends and salaries are ineligible for payments under this funding program.**

### Required Content

- Online Application - (completed in its entirety, including detailed budget justification)
- Dean's signature (downloadable form available)

### Process

Applications are collected just before or at the beginning of the semester for which the leave has been awarded. Submit application online with Dean signature just prior, or at the beginning, of the start of the semester. ORSP will then route the application to the Provost for final approval.

## **SCOSA**

### **Purpose and Eligibility**

Tenure and tenure-track faculty members are eligible to apply. Funding supports scholarly or creative/artistic projects which pertain broadly to the study of aging and are consistent with SCOSA's mission to "nurture body, mind, and spirit of older adults through research, education, and service." Funds may be used to support stand-alone projects, as seed-funds for anticipated programmatic research, or to augment projects for which the applicant seeks or has sought other sources of funds. Projects should have the potential to lead to additional outside funding, publication in any field but especially in gerontology and geriatrics and increasing the recipient's professional development as a researcher/scholar in the field of aging.

### **Funds Available**

A total of \$10,000 is available to fund approved applications. Funds may be awarded for:

- Salaries: Stipends, Student Workers, Adjunct Replacement Costs
- Professional Assistance
- Supplies, Materials, Equipment
- Travel related to research, scholarly presentations, or projects.

### **Required Content**

- Online Application - (completed in its entirety)
- Description of project (3 page maximum)
- Online Application Budget Justification
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards Form (Electronic agreement required)
- Dean's signature (downloadable form available)
- Final reports required by October 15<sup>th</sup> of the following fiscal year for which the award was granted.

### **Process**

Applications are collected annually mid-spring semester. Funds are distributed in July. Applications are submitted to the ORSP and reviewed by the R&PD Committee using SCOSA's rubric criteria. Recommendations by the committee for funding are forwarded to the Provost office for final approval.