

2010 SUMMER FACULTY FELLOWSHIPS

Applications Due on Tuesday, November 2, 2009

Missouri State University is committed to research and creative activities. These activities enhance the learning environment for the students and help to distinguish the University as a center of excellence in its disciplines. The Summer Faculty Fellowship provides a \$6,000 stipend to the recipient. (Please be aware that the stipend provided by this fellowship, should one be awarded, is taxable income.) The function of this Fellowship is to allow faculty members engaged in research or in creative activities to devote intense thought and activity to a single project. Projects which involve consulting activity, the production of teaching aids, enhancement of teaching skills, practice of professional skills outside the academic environment, "retooling" for new teaching assignments, development of Internet courses or other curriculum development activities will not be considered.

POLICIES

- ◆ Applicants may not teach summer courses or have outside jobs during the tenure of the fellowship, which begins with the first day of the summer term and ends on the last day of the summer term.
- ◆ A faculty member must be returning to Missouri State University for the following academic year to be eligible to receive a Summer Faculty Fellowship.
- ◆ The same project cannot be funded by another internal grant source. In addition, a faculty member cannot submit an application for a Faculty Research Grant and a Summer Faculty Fellowship during the same academic year.
- ◆ A Summer Faculty Fellowship cannot directly precede or immediately follow an academic year during which a sabbatical has been approved/taken. A person is not eligible to apply for a Summer Faculty Fellowship and sabbatical leave during the same fall semester. Likewise, during the academic year when a sabbatical is taken, a person cannot apply for a Summer Faculty Fellowship.
- ◆ A faculty member who has previously received a Summer Faculty Fellowship through the competitive application process must have applied for an external grant since completing that fellowship in order to be eligible for another Summer Faculty Fellowship award. (Please note that a College Dean's support for research in the summer after a new faculty member is hired is NOT considered a competitive summer fellowship award, and it does not influence eligibility.)
- ◆ Anyone who has not submitted a final report from a previous Summer Faculty Fellowship will be ineligible.
- ◆ Because the number of requests exceeds the number of Summer Faculty Fellowships that the University can support, faculty who received fellowships during either of the previous two summers are ineligible for the upcoming summer.
- ◆ Projects (investigators) funded under this program are subject to the Missouri State University policies for integrity in research, financial disclosure, human subjects review, animal care and use procedures, bio-safety, and use of space. Review these policies online at <http://www.srp.missouristate.edu> (Office of Sponsored Research and Programs) and check on the cover sheet which committee approvals are needed.
- ◆ Summer Faculty Fellowships resulting in materials that may be patented or copyrighted or otherwise have commercial value are subject to the University policy on intellectual property. This policy can also be found online at <http://www.srp.missouristate.edu>.
- ◆ Eligible faculty who choose to apply for a Summer Faculty Fellowship should be cognizant of the competitive nature of the process and be aware that not all proposals can be funded.

FORMAT

- ◆ Applications, including the cover page, should not exceed 12 double-spaced, typed pages.
- ◆ Provide the information requested, addressing all of the points applicable to the project.
- ◆ The application should state in clear, concise language, the purpose of the proposed project, its contribution to the advancement of the applicant's academic discipline, and a description of the procedures to be employed. *Keep in mind that the evaluating committee is composed of faculty members from diverse disciplines. Therefore, an application should state clearly, in terms comprehensible to the non-specialist, what the investigator wants to do and the significance of the work to the researcher's field of interest and the academic community.*

DEADLINE and REVIEW PROCESS

It is the responsibility of the applicant to deliver an original plus 7 copies of the complete Summer Faculty Fellowship application to the Graduate College (Carrington 306) no later than **Monday, November 2, 2009**.

Applications will be evaluated by the Faculty Leave Committee. The recommendations of this committee are then submitted to the Associate Provost for Research and Graduate Studies for approval. Applications failing to comply with the guidelines will not be considered by the committee. Respect for the peer review process and a collegial attitude toward the work of the committee are integral parts of the success of the university fellowship award system.

FINAL REPORT

A written final report must be submitted to the Department Head, College Dean, and Graduate College no later than December 31 of the fellowship year. (The copy sent to the Graduate College will be kept on file with the original application for a period of 5 years.)

The final report consists of an overview of the activities undertaken during the fellowship period, as well as a summary of the results of the research. In addition, the fellowship recipient should submit copies of any conference papers, presentations, and/or publications resulting from the project.

Anyone who has failed to submit a final report is ineligible to apply for another Summer Fellowship.

2010 SUMMER FACULTY FELLOWSHIP APPLICATION GUIDELINES

◆ Summer Fellowship Application Requirements

- A. Cover Page (attached) – Signatures of the Department Head and College Dean are required
- B. Summary: A description of the project in non-technical terms not to exceed 300 words.
- C. Purpose statement for the project, including a brief literature review of similar works (with appropriate references) and a description of how this proposal relates to existing work in the field.
- D. Research Design and Methods:
 - 1. A presentation of research procedures in sufficient detail to support the project design.
 - 2. Method of data collection and procedures for data analysis, if applicable.
 - 3. Significance of the project to the academic discipline and plans (if any) for extending the investigation beyond the immediate project.
 - 4. Previous experience of the individual related to the proposed project.
 - 5. A brief description of how the results of the project will be disseminated.
 - 6. A general time frame for completing the goals of the project.
- E. Present a detailed description of other sources of funding which have been realized or which are anticipated for the research project under consideration. Please explain.
- F. List and briefly describe the outcome of previous projects funded in the last five years by an internal grant, Summer Fellowship, or Sabbatical Leave. This statement should include manuscripts, presentations, or creative works that resulted from previously funded projects.
- G. Attach a current vita to the proposal (not included in the 12 page limit for the application). The vita should list previous work done by the applicant in areas related to the current proposal.

◆ Criteria for Evaluating Summer Faculty Fellowship Proposals

The Faculty Leave Committee will use the following policies and guidelines in determining the appropriateness of a request and evaluate the relative merit of the project. Proposals will be evaluated and ranked by the leave committee, and it is the responsibility of the applicant to present a strong case. The Committee, as a rule, will not seek additional information.

- A. Does the summary explain the project in lay terms?
- B. Are the objectives of the proposed project clearly stated?
- C. Does the proposal give a brief outline of previous work and demonstrate how the project relates to that work?
- D. Is the project design, method of data collection, procedure for data analysis, and procedure for data interpretation clearly described?
- E. Is the methodology adequate for the project proposed?
- F. Has the applicant demonstrated sufficient expertise to undertake the proposed project?
- G. Do the objectives of the project appear reasonable and attainable in view of the resources available?
- H. Has the applicant indicated the significance of the proposed project?
- I. Does it appear likely that the results from the project would qualify for presentation at a regional or national meeting or for publication in a refereed journal?
- J. Are the time requirements reasonable and clearly described?
- K. For applicants receiving previous internal funding, is there evidence of successful project completion and productive outcomes from those projects?

◆ Deadline for submission is NOVEMBER 2, 2009

2010 Summer Faculty Fellowship Application

Cover Page

NAME: _____ DEPARTMENT: _____

PROJECT TITLE: _____

Please check the appropriate box if this project has human participants, utilizes animals, has special space needs, or deals with biohazards. Review will be required by:

- | | |
|--|--|
| <input type="checkbox"/> <i>Human Participant Protection Ins. Review Board</i> | <input type="checkbox"/> <i>Space Management Task Force</i> |
| <input type="checkbox"/> <i>Institutional Animal Use and Care Committee</i> | <input type="checkbox"/> <i>Institutional Bio Safety Committee</i> |

A project having any of these issues cannot be implemented until it is reviewed and approved by the appropriate university committee(s). (Refer to <http://www.srp.missouristate.edu> for information on these committees.)

PREVIOUS AND/OR CONCURRENT APPLICATIONS				
Internal Grants, Leaves, or Fellowships received in the past 5 years and concurrent applications this year.				
Semester/Year	Type	Title	Awarded	Amount
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	

EXTERNAL GRANTS APPLIED FOR AND/OR RECEIVED (Within the past 5 years)				
Year	Agency	Title	Funded	Amount
			Yes / No	
			Yes / No	
			Yes / No	
			Yes / No	

Applicant's Signature

Department Head Comments on Project:

Department Head's Signature

College Dean's Signature