GUIDELINES FOR AWARDS FROM THE UNIVERSITY RESEARCH COUNCIL SETON HALL UNIVERSITY

Rev. November 12, 2024

University Research Council Bylaws

Purpose

The University Research Council (URC) is designed to foster faculty participation in scholarly research and publication and to provide opportunities for faculty growth and creative professional renewal.

The word "research" herein refers to:

A. creative work in the performing or visual arts; or

B. any other activity of an original and scholarly nature which is intended for dissemination within the academic/professional community; or

C. writing and publishing or significantly revising/expanding and adopting an Open Educational Resource (OER) such as an open access textbook or handbook (see examples [here](#))

Membership

A. The URC will consist of twelve faculty members: one each from the School of Business, the School of Theology, the College of Human Development, Culture and Media, the College of Nursing, the School of Diplomacy and International Relations, the University Library, the School of Health and Medical Sciences and the School of Law. Four members will come from the College of Arts & Sciences with one chosen from the natural sciences, one from the social sciences, one from the humanities and arts, and one from the mathematical/computing sciences.

B. The faculty members will be appointed by the Provost for two-year terms. They will be chosen by the Fall from a list provided by the respective school/college faculty and deans and will include recipients of the URC awards from the previous years.

Functions

A. It shall be the function of this Council to:
   1. receive proposals for funding;
   2. review and evaluate proposals;
   3. decide which projects will be supported and at what level of funding;
   4. notify recipients of their award and the corresponding obligations.

B. Annually review the Guidelines of the Council.

C. Serve as an advisory board to the faculty and administration in research and faculty development matters.

Operating Procedures

A. The Council shall determine its own operating procedures relative to the awarding of funds.
B. The Council will determine its own deadlines for proposals, which will appear on the application form. Announcement of awards will be made as soon as possible after the completion of the Council's deliberations.
C. The Council shall elect from its membership a chairperson to preside over meetings, and to formally represent the Council in matters dealing with applications.
D. Annually, the Council will set a maximum amount for grants and summer stipends. The faculty will be informed of the maximum upon receipt of the application forms.
E. At its discretion, the Council may request an appropriate outside opinion on the merits of the applications.
F. Copies of approved proposals will be kept on file in the Office of Grants & Research Services and will be available for review.
G. Each year the Director of the Office of Grants & Research Services shall provide to the Council a list of former recipients of stipends and grants. An account of those completing the necessary reports will also be provided.

URC Guidelines for Award Applications

Eligibility

To apply for any URC award (Summer Stipend or Research Grant), you must be:

- A full-time faculty holding a tenure or tenure track appointment.

Additionally, you are eligible for only Research Grant awards if you are:

- A full time, research-responsible faculty on a multi-year contract appointment (excluding student research mentorship)

Further conditions on eligibility include:
- You have not received a URC award in the previous two academic years.
- You are not a current member of the URC.
- You must continue to be a full-time employee of Seton Hall University in the following academic year.
- You cannot have or be listed on an active research grant or contract that supports your summer salary during the URC award period.
  - If you receive notification of such a grant or contract after submitting your application, you are obligated to withdraw your application.

Award Scope and Stipulations

A **Summer Stipend** is a payment of salary of up to $10,000 for a period of summer research, running from June 1 to August 31.

- Because it is recognized that URC grants enable faculty to devote time during the summer to research and scholarship, recipients may teach no more than one course during this period.
- You may not accept any other remunerative employment from the University during the same period.
- Once awarded, you can decide whether to receive the stipend as a lump sum or split the award into 2 or 3 monthly payments during the summer.
- The summer stipend is subject to current tax rates established by the Internal Revenue Service and State of New Jersey.
  - You may be taxed at a higher tax rate for this pay period because the stipend can place you into a different tax bracket.
- By the following October 15, you must submit a written report to the Director of the Office of Grants & Research Services on the progress of your research efforts.

A **Research Grant** is an award of up to $10,000 to defray research costs including but not limited to:

- o   Purchase of equipment and supplies
- o   Publication expenses
- o   Research connected travel
- o   Wages for secretarial assistance

- Research Grants <u>cannot</u>:
  - o   Supplement your salary
  - o   Pay dues or tuition fees
  - o   Purchase books or journals for your private library that are not specifically related to the funded project.

Note: The URC will generally not support requests for computer purchases.

- Title to any non-expendable material (equipment, tools, instruments, etc.) paid by grant remains with the University.
- By no later than June 1 of the academic year for which the grant is tenable, you are required to furnish the Director of the Office of Grants & Research Services with receipts and expenditures.
- By June 15 of the academic year for which the grant is tenable, you must file with the Director of the Office of Grants & Research Services a final comprehensive report on the outcome of your research, including describing any publications or formal presentations.

<u>General Notes on and Stipulations of Awards</u>

Restrictions on Application and Awards

- Awards made by the URC are mutually exclusive, applications can be made for either a summer stipend or a research grant, not both.
- Joint and multi-faculty applications are possible. If awarded the total awarded amount will be split equally among all faculty listed on the application.
  1. If you are submitting or listed on multiple applications, your total award amount cannot exceed $10,000.
- Awards cannot be used for any activities not described in the approved application.
- Failure to complete stated reporting requirements will jeopardize your eligibility for future URC Awards.
- URC awards are generally understood to provide start-up funding to Faculty, especially within the first five years of their academic appointment, to help them establish their scholarly and research programs. URC grants may also award established mid-career and/or senior Faculty with funding for initial or preliminary results for a new research direction.

Responsibilities

- URC Awards are primarily intended as seed monies for you to develop your research agenda and compete more successfully for external sources of support. By acceptance of an award, you will, when suitable funding opportunities are available, apply for external sources of funding, broadly defined below, and/or demonstrate significant scholarly output resulting from the grant, within two years of completion of a URC Summer Stipend or Research Grant. Failure to do so or provide proof of the application(s)/ publications will render the faculty member ineligible for future URC funding.

  1. You are strongly advised to contact the Office of Grants & Research Services during this period for assistance in identifying and applying for appropriate and viable funding opportunities.

Forms of external funding that may be considered include;

- Research grants, awards, fellowships, conference funding, externally funded writing retreats.
- Application to a competitive internal process (e.g., the Academies) is also acceptable.
- A monograph, edited volume, conference proceedings or special issue of a journal.
- A series of related publications and/or presentations (for example published articles, book chapters, white papers, law reviews, scholarly blogs, podcasts or similar outputs) that clearly show a pattern of increasing dissemination of the results of the funded research project.
- A film, exhibit or performance.
- Published open access educational resources adopted for your course(s).

- You are obliged to observe the policies and procedures of the University with respect to the rights of human research subjects and the concerns for the care and use of animals in research projects.
  - Accordingly, approval from the Institutional Review Board or the Animal Care and Use Committee must be obtained as applicable before the initiation of URC funded research.

- Acceptance of a URC Award Acceptance is an agreement to be placed in the candidate pool for membership of the URC and to serve as a URC member if selected.
- Research resulting in publication will acknowledge support of the Seton Hall University Research Council.

Disposal of funds in the event of non-performance or non-compliance

- If for any reason you are unable to accept an award, you should immediately notify the Director of the Office of Grants & Research Services in writing, so the award can be reassigned.
- If you resign prior to the next academic year, the entire amount of the award must be returned to the University.
- Any funds that are awarded but not expended revert to the URC for reassignment.

Application Format

Applications are descriptions of projects written to be within 9 pages (Summer Stipend) or 10 pages (Research Grant) submitted as a single PDF file.

A complete application consists of the following:

1. URC Application Form (1 page)
2. Abstract (1 page maximum)
3. Purpose(s) or Objective(s)
4. Significance
5. Methodology
6. Result(s) or Outcome(s)
7. Budget (1 page maximum) [Note: For Research Grants Only]
8. Vita (2 page maximum)

Note: Items 2-6 together must consist of 6 or fewer double-spaced pages.

One copy of the completed application must be sent by the application closing date to the Office of Grants & Research Services via the email address: grantsoffice@shu.edu

Note: By submitting your proposal, you agree that the abstract may be shared with other university offices and may become a publicly available document.

Further Information on Application Items

Please keep in mind when drafting your application that the reviewers represent a broad range of disciplines and professions. Write your proposal without jargon or technical terms known only to a specialist.

Note: Failure to write accessibly for an educated lay audience is a common reason for rejection by the URC.

- Significance:
    - You can choose to discuss how this award will assist your career development path as a faculty member at Seton Hall University.
    - Past recipients of a URC award should emphasize how this application will assist with their pursuit of an alternate line of inquiry.
    - Consider:
        - What additions to knowledge will be gained?
        - Why is this project important to the discipline?
        - How is the approach to be undertaken creative, innovative, meaningful and/or effective?
        - Does the project touch upon an unrecognized or new research area?
- Methodology: Provide a description of procedures and a time schedule to achieve the objectives. Details as to the operational sequence and procedures should be provided for the full length of the project.
    - The methodology should be appropriate and well thought out in relation to the stated objectives and with a realistic time frame.
    - Citations of scholarly/professional literature and/or references to computer databases and software programs should indicate that the researcher is aware of the latest developments in the discipline.
- Result(s) or Outcome(s):
    - Describe the importance and significance of the results or findings that are likely from the research. State what importance this research has for the scholarly discipline or field of study and discuss how the results might enhance the academic reputation of the University.
    - List paper presentations, publications or proposals to external agencies which may result from the research. Be specific.
- Budget Requirement: Budgets should provide a rationale for the selection of any of the following eligible cost items:
    - Salaries or fees: if hiring other individuals including graduate students, undergraduate student workers, etc. also include their function/purpose
    - Supplies
    - Research-related travel: identify destination and purpose
    - Equipment: provide details on type and use

- Vita: A vita highlights your educational background, teaching experience and research interests. Your vita should indicate a familiarity/currency with the field and the requisite expertise/experience to accomplish your proposed research. Your vita should include:
  - Most recent publication(s) or submission(s) for publication (title, publisher, date). Paper presentations or activities germane to the proposed activity should also be included.
  - Other grant or fellowship support received or currently being sought. State date of application, source, status and notification deadline if known.
  - If the applicant obtained previous support from the Council, provide the names of the projects, the dates of the award and the results of the activities.

Additional Application Requirements for Past URC Award Recipients

- If you received a previous URC award within the past five years, you must include a copy of the previous award and state which outcomes were achieved as a result, including:
  - Whether the project was completed
  - Grant submissions and/or funding received
  - Specific citations of publications submitted, professional presentations, etc.

Note: You can include up to two additional pages beyond the page limit to provide the required information

- For more senior faculty (tenured or have at least six years of service if you are college that does not have tenure) if you have received URC support in the past, the proposed research should represent a **new** and **distinct** direction for you over the previously supported work. Your application should clarify the novelty of the project.

Review Criteria

Applications are scored on a scale of 1-100 using the following rubric:

Category	Questions	Points
Purpose & Activities	1. Does the proposal clearly identify or state the goals of the project? 2. Does the proposal clearly describe the proposed activities and analyses? 3. Do the proposed activities and analyses address the research question(s)? 4. Are the proposed activities and analyses feasible?	20

Significance	1. Does the project address a significant problem/issue? 2. Does the project offer a creative, innovative, meaningful and/or effective approach or solution to the stated problem? 3. Does the project touch upon a rarely recognized or overlooked problem/issue?	20
Methodology	1. Does the proposal provide a clear and strong description of the methodology? 2. Does the project utilize a sound methodology designed to answer the research questions? 3. Is the proposed methodology feasible?	20
Results & Outcomes	1. Does the project clearly indicate the expected outputs and/or outcomes of the project? 2. How do the expected outcomes enhance current knowledge about the topic of study? 3. Will the project produce positive results and outcomes that will promote Seton Hall's strategic plan?	20
Previous Research Awards	1. Does the applicant's vita indicate confidence in the proposal and that the proposed outcomes will be realized?	10
Proposal & Application Materials	1. Do the proposal and other application materials conform to the URC guidelines? 2. Is the proposal well-organized and well-written?	10

The highest scoring applications are recommended for funding. Final funding decisions are made by the Provost.

<u>Additional Considerations</u>

- Priority will be given to untenured/junior faculty rather than tenured/senior faculty.
- Priority will be given to first-time recipients. Further consideration will be given to those past recipients who can (1) demonstrate the project's significance to their professional development, or (2) are pursuing a **new** line of research.
- Previous awardees who cannot demonstrate additional funding applications and/or significant scholarly output resulting from the previous grant will not be eligible for consideration.

Note: Any applications that fail to comply with the application guidelines will not be reviewed by the URC.

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