

Guide to Resources in Support of Faculty Professional Development and Research August 2018

Introduction

The purpose of this document is to assemble for easy reference information on the various types of support available for faculty professional development and research. This document is for reference only and is based upon policies and procedures in place as of August 2018. Members of the faculty seeking support for professional development and/or research must provide the appropriate information to the responsible parties (College Dean, Vice President of Academic Affairs, Faculty Status Committee, or Faculty Research Committee, depending on the mode of support sought).

This guide will provide information for the following forms of professional development/ research support:

1. Faculty research grants, summer research grants (administered by Faculty Research Committee and VPAA)
2. General professional development funds (administered by college deans)
3. Faculty conference grants (administered by college deans)
4. Release time for research (administered by college deans)

Section 1: Faculty Research Grants and Summer Research Grants

Funding will be available for faculty research projects in 2019-2020. The level of funding is expected to be \$170,875: From this total \$110,125 will be used to fund tenured, and tenure track faculty research grants, \$5,000 to fund non-tenured track faculty research grants, and \$55,750 to fund summer research grants. These programs are administered by the Faculty Research Committee. If any funds remain from the academic year funding, the committee may allocate the remaining funds to tenured, tenure-track, and non-tenure track faculty, or visiting professors for summer research grants.

Committee Members: The review committee will be composed of the college deans as ex-officio members and six full-time faculty members with research experience beyond the dissertation, one each from natural sciences, humanities, social sciences/mathematics, and the College of Business, and two from the College of Health Sciences and Education. Faculty will be elected by members of their respective colleges, and these elections will be administered by the college deans.

Elections will be held according to the following cycle:

- Spring 2016: CAS/humanities and College of Business
- Spring 2017: CAS/social science/math and CHS/1
- Spring 2018: CAS/science and CHS/1
- Spring 2019: No elections
- Spring 2020: Start rotation again

The Faculty Research Committee receives proposals for research grants and makes recommendations to the Vice President of Academic Affairs regarding their funding acceptability. The VPAA makes the final decision.

Part 1: Faculty Research Grants for Tenure Track and Tenured Faculty

There is no limit on single project budget requests for the fall and spring semesters. However, generally it is anticipated that awards will be no more than \$5,500.

Eligibility: Full-time, tenure track and tenured faculty are eligible to apply for this program. The principal investigator must be the author of the proposal.

Purpose: The purpose of the faculty research grants program is to stimulate work which will enhance the scholarly development of faculty. The goal is to enhance the faculty member's and university's scholarly portfolio with increased numbers of publications, presentations and/or grants. Specifically, it is intended to support pilot work, development of external grant proposals, small scale studies, continuing research or other significant research activities.

Faculty may submit proposals for continuing projects. However, it is incumbent upon the researcher to justify the need for continued support by the university. Also, it is the researcher's responsibility to indicate in the application that the study is a continuation of previously funded work. A continuation is any project that is initiated within 12 months of the published final report date of the previously funded project.

Research: For the purpose of this program, research is defined as the application of rigorous methods of inquiry to the study of a particular problem or subject area with the outcome of creating knowledge that leads to publication, presentation and external grants.

Process: Submit an application which includes the following:

(Forms can be found on my-MU on the faculty page under academics - Faculty & Summer Research Grants Program. – or the Office of Sponsored Research, on the University's website)
<http://www.misericordia.edu/page.cfm?p=778>

1. Cover Sheet (must submit original)

At least one week prior to application submission deadline, applicants should provide cover sheet and application materials to Department Chair and Dean for review. The applicant must include this signed cover sheet with the application. The Department Chair's signature will indicate that—if course release is requested—the department will support the course release and coverage is available for the courses. (If the applicant is the department chair, the college dean's signature on the cover sheet will attest to this.) In addition, the college dean must sign the cover sheet.

2. Letter of Intent (This must address each of the following areas)

- A. Description of the project
- B. Scholarly import/contribution to the field
- C. Plans/potential for presentation and publication
- D. Contribution to student learning, if applicable
- E. Justification for requested support to accomplish work

Note: For continuing projects, include a section in your proposal (with underlined title) that provides a clear and concise update on current research activity as well as a description of what is to be achieved in the next year. Be sure to indicate what you will be doing differently from the previous award and provide information about what you have completed during the last funding cycle, including publications, presentation, or external grant funds, if any, that have been secured during the preceding funding period.

3. References/Bibliography

Applicants should include a list of relevant sources for the project.

4. Budget: If requesting *only* release time, mark appropriate section on cover page.

Submissions asking for anything beyond release time (equipment, student researchers, etc.,) must use the budget form. Researcher(s) salaries, food/entertainment, subscriptions, professional memberships, conference related expenses, and funds for support staff to assist with the project are **NOT** fundable. In addition, expenses incurred prior to the application process will not be reimbursed. Justification for this request should be clear. Faculty members who are awarded grants that include release time may not accrue more than 12 credit hours in a semester (including the release time). Student assistant rates will be established by the committee yearly based on consideration of work expectations. The pay rate level will be based on what the applicant believes is the difficulty and involvement of the project. The rates for 2019-2020 will be as follows:

\$ 8.25 per hour - level 1

\$ 9.00 per hour - level 2

\$ 9.50 per hour - level 3

\$10.00 per hour - level 4

5. Budget Justification

If applicant is requesting anything beyond release time, in addition to providing a budget, include a narrative justification for all requested budget items. Be specific in documenting each expense. Those asking for only release time, should mark the appropriate section on the cover page.

6. Curriculum Vita

An abbreviated research curriculum vita which illustrates the researcher's scholarly work is to be attached to the application.

Timeline for submission/reporting for 2019-2020:

August 2018

Guidelines released

December 7, 2018

Cover page to Dean for review and signature

December 14, 2018

Applications due by 12 noon

February 5, 2019

Awards announced

August 19, 2019

Project start date

August 17, 2020

Final report before 4 p.m. (submit by email to mnelson@misericordia.edu, who will forward to Faculty Research Committee and VPAA)

Submission: An original paper copy of the application including the cover sheet, as well as an electronic copy of the application not to exceed 5 (five) pages, double spaced, 12 point, in Times New Roman or Arial with one inch margins all around (excluding budget spreadsheet, justifications, if applicable, references/bibliography, and CV) should be submitted to mnelson@misericordia.edu no later than 12 p.m. on **December 14, 2018**. Incomplete applications will not be considered.

Awarding of Faculty Research Grants: Not all Faculty Research Grant proposals may be funded. Prior to February 5, 2019, the Faculty Research Committee will determine a procedure for ranking proposals should the number of proposals deemed worthy of funding exceed the research funds available. If a faculty member is awarded a grant and fails to fulfill the stated outcomes of the grant, future funding may be affected.

Faculty may not submit multiple Faculty Research Grant applications in the same funding cycle.

Stipulation: Award recipients are subject to general conditions. These can be found on the *Office of Sponsored Research* website under Faculty & Summer Research Grants.

Part 2: Faculty Research Grants for Non-Tenure Track Faculty

There is no limit on single project budget requests for the fall and spring semesters. However, generally it is anticipated that awards will be no more than \$5,000.

Eligibility: Full-time, non-tenure track faculty are eligible to apply for this program. The principal investigator must be the author of the proposal.

Purpose: The purpose of the faculty research grants program is to stimulate work which will enhance the scholarly development of faculty. The goal is to enhance the faculty member's and university's scholarly portfolio with increased numbers of publications, presentations and/or grants. Specifically, it is intended to support pilot work, development of external grant proposals, small scale studies, continuing research or other significant research activities.

Faculty may submit proposals for continuing projects. However, it is incumbent upon the researcher to justify the need for continued support by the university. Also, it is the researcher's responsibility to indicate in the application that the study is a continuation of previously funded work. A continuation is any project that is initiated within 12 months of the published final report date of the previously funded project.

Research: For the purpose of this program, research is defined as the application of rigorous methods of inquiry to the study of a particular problem or subject area with the outcome of creating knowledge that leads to publication, presentation and external grants.

Process: Submit an application which includes the following:
(Forms can be found on my-MU on the faculty page under academics - Faculty & Summer Research Grants Program. – or the Office of Sponsored Research, on the University's website)
<http://www.misericordia.edu/page.cfm?p=778>

1. Cover Sheet (must submit original)

At least one week prior to application submission deadline, applicants should provide cover sheet and application materials to Department Chair and Dean for review and signature. The applicant must include this signed cover sheet with the application.

2. Letter of Intent (This must address each of the following areas)

- A. Description of the project
- B. Scholarly import/contribution to the field
- C. Plans/potential for presentation and publication
- D. Contribution to student learning, if applicable
- E. Justification for requested support to accomplish work

Note: For continuing projects, include a section in your proposal (with underlined title) that provides a clear and concise update on current research activity as well as a description of what is to be achieved in the next year. Be sure to indicate what you will be doing differently from the previous award and provide information about what you have completed during the last funding cycle, including publications, presentation, or external grant funds, if any, that have been secured during the preceding funding period.

3. References/Bibliography

Applicants should include a list of relevant sources for the project.

4. Budget:

Submissions must use the budget form. Non-Tenure track faculty **cannot** request release time. Researcher(s) salaries, food/entertainment, subscriptions, professional memberships, conference related expenses, and funds for support staff to assist with the project are **NOT** fundable. Justification for this request should be clear. In addition, expenses incurred prior to the application process will not be reimbursed. Student assistant rates will be established by the committee yearly based on consideration of work expectations. The pay rate level will be based on what the applicant believes is the difficulty and involvement of the project. The rates for 2019-2020 will be as follows:

- \$ 8.25 per hour - level 1
- \$ 9.00 per hour - level 2
- \$ 9.50 per hour - level 3
- \$10.00 per hour - level 4

5. Budget Justification

In addition to providing a budget, include a narrative justification for all requested budget items. Be specific in documenting each expense.

6. Curriculum Vita

An abbreviated research curriculum vita which illustrates the researcher's scholarly work is to be attached to the application.

Timeline for submission/reporting for 2019-2020:

August 2018	Guidelines released
December 7, 2018	Cover page to Dean for review and signature
December 14, 2018	Applications due by 12 noon

February 5, 2019	Awards announced
August 19, 2019	Project start date
August 17, 2020	Final report before 4 p.m. (submit by email to mnelson@misericordia.edu , who will forward to Faculty Research Committee and VPAA)

Submission: An original paper copy of the application including the cover sheet, as well as an electronic copy of the application not to exceed 5 (five) pages, double spaced, 12 point, in Times New Roman or Arial with one inch margins all around (excluding budget spreadsheet, justifications, if applicable, references/bibliography, and CV) should be submitted to mnelson@misericordia.edu no later than 12 p.m. on **December 14, 2018**. Incomplete applications will not be considered.

Awarding of Faculty Research Grants: Not all Faculty Research Grant proposals may be funded. Prior to February 5, 2019, the Faculty Research Committee will determine a procedure for ranking proposals should the number of proposals deemed worthy of funding exceed the research funds available. If a faculty member is awarded a grant and fails to fulfill the stated outcomes of the grant, future funding may be affected.

Faculty may not submit multiple Faculty Research Grant applications in the same funding cycle.

Stipulation: Award recipients are subject to general conditions. These can be found on the *Office of Sponsored Research* website under Faculty & Summer Research Grants.

Part 3: Brassington Award – NOT AVAILABLE

Part 4: Summer Research Grants

Individual faculty who wish to conduct scholarly research in an area of their academic discipline during the summer months may apply for a summer research grant.

Timeline for submission/reporting for summer 2019:

August 2018	Guidelines released
December 7, 2018	Cover page to Dean for review and signature
December 14, 2018	Applications are due by 12 noon
February 5, 2019	Awards announced
May 20, 2010	Project start date
March 13, 2020	Final report before 4 p.m. (submit by email to mnelson@misericordia.edu , who will forward to Faculty Research Committee and VPAA)

Policies and Procedures for Summer Research Grants:

Eligibility: All full-time faculty at Misericordia University are eligible to apply. Faculty who will be on sabbatical for one or two semesters during the following academic year will be considered last among summer research grant applicants.

Purpose: The purpose of the summer research grants program is to stimulate work which will

enhance the scholarly development of faculty. The committee is open to creative uses of summer research grants, but persons requesting grants for such activities must make a case for their inclusion in the proposal. Research used for the purpose of meeting academic degree requirements is ineligible for funding.

Definition of Summer Grants: Stipends equivalent to a three credit undergraduate overload or reimbursement up to an equivalent amount for documented research expenses will be awarded to facilitate research activities for faculty members agreeing that such research will be their primary work during one summer semester.

A limited number of more substantial summer research grants of up to \$4,000 may also be available. These larger grants require submission of a detailed budget and are to be used to pay for documented research expenses (lab equipment and supplies, travel expenses, etc.). As such, stipends are not an option. Successful applicants are not eligible to apply for a more substantial grant for three years after the initial grant was received. Those who apply for and do not receive these larger grants will be considered for a traditional summer research grant (three credit overload or reimbursement up to an equivalent amount).

Faculty may only teach one course (up to 4 credits) in the summer if awarded a summer research grant.

Awarding of Summer Research Grants: Not all Summer Research Grant proposals may be funded. Prior to February 5, 2019, the Faculty Research Committee will determine a procedure for ranking proposals should the number of proposals deemed worthy of funding exceed the research funds available. If a visiting professor applies for a grant and if funding is available after all the awards are allocated, the visiting professor's application may be considered for funding. If a faculty member is awarded a grant and fails to fulfill the stated outcomes of the grant, future funding may be affected.

Faculty may not submit multiple Summer Research Grant applications in the same funding cycle.

Process: Submit an application which includes the following:

(Forms can be found on my-MU on the faculty page under academics - Faculty & Summer Research Grants Program. – or the Office of Sponsored Research, on the University's website)

<http://www.misericordia.edu/page.cfm?p=778>

1. Cover Sheet (must submit original)

At least one week prior to application submission deadline, applicants should provide cover sheet and application materials to Department Chair and Dean for review and signature. The applicant must include this signed cover sheet with the application. If the applicant is the department chair, then just the Dean's signature is needed.

2. Letter of Intent (This must address each of the following areas)

- A. Description of the project
- B. Scholarly import/contribution to the field
- C. Plans/potential for presentation and publication
- D. Contribution to student learning, if applicable

E. Justification for requested support to accomplish work

Note: For continuing projects, include a section in your proposal (with underlined title) that provides a clear and concise update on current research activity as well as a description of what is to be achieved in the next year. Be sure to indicate what you will be doing differently from the previous award and provide information about what you have completed during the last funding cycle, including publications, presentation, or external grant funds, if any, that have been secured during the preceding funding period.

3. References/Bibliography

Applicants should include a list of relevant sources for the project.

4. Budget: If requesting *only* the 3-credit stipend, mark appropriate section on cover page.

Submissions asking for anything beyond a stipend (equipment, student researchers, etc.) must use the budget form. Researcher(s) salaries, food/entertainment, subscriptions, professional memberships, conference related expenses, and funds for support staff to assist with the project are **NOT** fundable. Justification for this request should be clear. In addition, expenses incurred prior to the application process will not be reimbursed. Student assistant rates will be established by the committee yearly based on consideration of work expectations. The pay rate level will be based on what the applicant believes is the difficulty and involvement of the project. The rates for 2019-2020 will be as follows:

\$ 8.25 per hour - level 1

\$ 9.00 per hour - level 2

\$ 9.50 per hour - level 3

\$10.00 per hour - level 4

5. Budget Justification

If applicant is requesting anything beyond a 3 credit undergraduate stipend, in addition to providing a budget, include a narrative justification for all requested budget items. Be specific in documenting each expense. Those asking for only the stipend, should mark the appropriate section on the cover page.

6. Curriculum Vita

An abbreviated research curriculum vita which illustrates the researcher's scholarly work is to be attached to the application.

Submission: An original paper copy of the application including the cover sheet, as well as an electronic copy of the application not to exceed 5 (five) pages, double spaced, 12 point, in Times New Roman or Arial with one inch margins all around (excluding budget spreadsheet, justifications, if applicable, references/bibliography, and CV) should be submitted to mnelson@misericordia.edu no later than 12 p.m. on **December 14, 2018**. Incomplete applications will not be considered.

Stipulation: Award recipients are subject to general conditions. These can be found on the *Office of Sponsored Research* website under Faculty & Summer Research Grants.

To Release Funds Awarded through a Summer Research Grant: Once an applicant has received confirmation that he/she has been awarded a summer research grant, the chair of the

Faculty Research Committee will initiate an overload service contract for those who are receiving the three credit undergraduate stipend. Faculty who are awarded an equivalent amount or more for documented research expenses should contact Mary Jo Nelson (mnelson@miser cordia.edu) for details on how to receive the reimbursement.

Section 2: General Professional Development Funds

Each full-time faculty member has available to him or her a specified amount for professional development. This money may be used for travel to professional conferences, the purchase of equipment/materials needed for research, the purchase of books or software, or any other activity that directly supports the faculty member's professional development. The amount available for each faculty member will be specified at the beginning of each academic year by the deans in consultation with the VPAA and the VPFA. For 2018-2019, the amount is \$1,000. Faculty members may apply for their development funds by submitting receipts and/or travel vouchers to their college dean for reimbursement.

Deans may ask members of the faculty to submit their projected plan for using this money early in the academic year. If, by April 15, a faculty member has not indicated that he/she will use his/her funds, these funds may be made available to other faculty members whose professional development activities were not fully funded by the initial amount. This will be done via a call for applications for additional funding by the college deans. Should the need exceed the remaining amount, that amount may be divided equally among the applicants.

With the dean's permission and the written consent of each faculty member of the department, departments may generate multi-year plans for the use of this money to allow it to be pooled for each member of the department in turn. In other words, a two-member department may agree to pool their funds to send one member to a professional meeting in year A and the other member to a meeting in year B.

Section 3: Faculty Conference Grants

All full-time faculty members are encouraged to join appropriate professional societies, to attend their meetings, and to participate in their activities. Members of the faculty are encouraged to submit papers to such organizations, serve on committees, and serve as officers of the respective associations.

In addition to support for faculty travel provided by General Professional Development funds, described in Section 2, a faculty member presenting research in his/her discipline at a professional meeting or participating as a commentator, respondent, conference organizer, discussant/roundtable speaker, or panel or session chair may request Faculty Conference Grant funds. Faculty may receive funding to support travel to one or more conferences, with \$2,500 the total allowable amount per faculty member, every two years. The two-year funding cycle begins in odd numbered years, beginning with the 2015-16 academic year. Funds may be used within each two-year cycle. Unused funds will not be rolled into the following two-year cycle. If the entire \$2,500 is used in a single year, no further faculty travel grant can be awarded until the end of the two-year cycle. Faculty are not obligated to exhaust their professional development funds before applying for a Faculty Conference Grant.

Policy for Faculty Conference Grants:

A faculty member attending a meeting in which his/her participation involves only serving as a member of the executive committee of the sponsoring organization will not receive funds beyond the general professional development funds described in Section 2.

A faculty member on a sabbatical leave is eligible for a Faculty Conference Grant when his/her project is directly related to the sabbatical leave plan (the purpose of the sabbatical).

Possible expenses that may be covered by a Faculty Conference Grant:

- Meals not included as part of the conference registration (You may apply for the university's per diem amount as determined by the Controller's office.)
- Ground mileage (currently .55 cents per mile)
- Coach air fare to and from conference, including one checked bag and other necessary fees
- Parking at the airport or conference site
- Hotel room
- Conference registration
- Fees for conference abstracts when required for conference registration

Application procedure for Faculty Conference Grants:

The faculty members should submit to the dean of his or her college:

- a cover letter requesting funds
- the letter of acceptance to the conference

If awarded, the faculty member should submit the following documentation for reimbursement to the dean of his or her college:

- The official travel budget (advance/reimbursement) form titled "Travel Voucher". Follow the instructions on the travel voucher for completing the two-page form. The form is available on my-MU under the Finance tab in the travel section. Be sure to sign the travel voucher.
- A copy of any documentation confirming the amount of expenses, such as air fare or hotel prices, including a copy of the registration material for the conference or meeting that indicates what, if any, meals are included.
- A MapQuest showing mileage to the conference.
- Scan all forms and upload on the Finance tab for reimbursement.

Section 4: Release Time for Research and Scholarship for Publication

Release time for research or scholarship that is intended for publication is administered by the dean of each college in accord with section 4.10.3.2 of the *Full-time Faculty Handbook*.

Each tenured or tenure track faculty member is eligible for up to nine credits of release time in support of research in each six year period, beginning fall 2011 or upon the hiring of that faculty member. The awarding of release time is subject to budgetary and staffing constraints as indicated by the college deans and the VPAA. The total available release time per department is calculated by multiplying the number of tenured and tenure track faculty members by three credits.

Procedure:

- Faculty members should apply for release time for the following academic year (both fall and spring semesters) by January 15 of the current year.
- The application letter should include the following elements:

- a detailed description of the project, including (if applicable) bibliography and other background research
 - justification of the need for release time
 - proposed schedule
 - plans for publishing the work
- Release time will only be given for projects for which there is a reasonable expectation for publication as a book, chapter in a book, or article in a peer reviewed journal.
- The college dean will respond by January 22, after consulting with the department chair and, if necessary, experts in the field in question on the merits of the proposed project.
 - Members of the faculty may apply for several semesters of release time at once. If such a request is granted, the faculty member will file a brief progress report at the end of each semester for which a release has been given; subsequent releases, even if initially approved, will be contingent upon demonstrating progress.
 - When awarding release time, the dean may take into account a faculty member's effective use of previously awarded release time or faculty grants.
 - For a tenure track faculty member whose reappointment letter recommends using release time for research and scholarship, the application date may be extended to March 17 and the college dean response to March 24.

Section 5: Sabbatical Leave

See Section 4.10.4.2.3 of the *Full-time Faculty Handbook*, Policy IV of the Policy Manual, for information on sabbatical leave.

(revised 7/23/18)