



The Center for Research • College of Science and Health • William Paterson University of NJ
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Faculty Summer Research Award Program: Faculty Guidelines

Purpose	The purpose of this program is to support faculty research activity in the College of Science and Health. The program aims to support the continuation of ongoing research or initiation of new research programs that would culminate in publications in peer-reviewed journals and/or external funding. The award consists of a summer stipend for the investigator and support for student assistant(s).
Focus	The Center's focus reflects the composition of the College of Science and Health, seeks to encourage new researchers, and to fund all types of basic and applied research which are appropriate for each of the ten departments in the College.
Proposal	<p>An electronic copy (MS Word, including narrative and all completed forms) of the application must be submitted to the Center for Research no later than 5:00 p.m. on the first Monday of December.</p> <p>Please submit electronically to the Director of the CfR at: MarshallB3@wpunj.edu.</p> <p>Awards will be announced on or around the last Friday in March.</p> <p>Each proposal must contain the following items in order:</p> <ol style="list-style-type: none">1) Page 1 (Cover Sheet) of Application Form, including project abstract and all appropriate signatures (Application for Summer Research Award p. 1).2) Budget Summary Form and narrative budget justification (Application for Summer Research Award p. 2).3) Complete list of other potential funding sources & suggested reviewers (Application for Summer Research Award p. 3). (All sources and amounts, including pending requests or proposals, must be listed.)4) Project description consisting of five pages or fewer, single spaced, including references (Application for Summer Research Award p. 4).5) Additional information (e.g., examples of survey instruments), if necessary, should be supplied in an appendix.6) Biosketch of applicant (maximum two pages). <p>Outcomes of previous CfR awards (publications, documentation of external grants awarded, or other evidence of productivity) should be submitted to the CfR and will be made available to reviewers and the panel that makes funding recommendations. The investigator should cite such outcomes in their Biosketch and submit them for their file, but should not provide extra copies or attach these documents to the proposal.</p>

Application Form	The application form (CfR Faculty Summer Research Award Application) is available as an MSWord file on the website of the Center for Research http://www.wpunj.edu/cosh/cfr/index.dot .
IRB & Committee on Laboratory Animal Welfare	<ul style="list-style-type: none"> • If human subjects or animals are involved, the application form must have the appropriate signature indicating approval. For human subjects, contact the IRB, c/o the Office of Sponsored Programs at extension 2852 for the appropriate protocol before submitting the proposal. • For research involving animals, please contact Dr. Jeung Woon Lee at x2442.
Faculty Eligibility and Salary	<ul style="list-style-type: none"> • All full- or half-time faculty members with continuing appointments in the college, including those on leave or on sabbatical, are eligible to submit proposals for summer awards. • Half-time faculty do not receive any bonus to their scores (as described in the score weighting policy) as they are not in tenure-track lines. • For the purposes of this award, a “continuing appointment” is defined as an appointment for the years immediately preceding and following the award period.
Student Assistants	<ul style="list-style-type: none"> • In addition to the stipend of the faculty submitting the proposal, students’ salaries may also be supported under the award. Students are limited to eight weeks employment. Students may not work more than 20 hours per week. • The role and number of hours of work anticipated for each student must be described in the budget section of the application. • Students must be supervised regularly. • Projects that provide research experience (including safety and laboratory procedures) are preferable. • The actual hourly rate of payment will be determined by the William Paterson University policies that are in effect at the time of the award.
Duplication	No funds are available for duplication, slide making, etc., unless directly related to the research project or associated conferences.
Publication Costs	Individual award budgets will not include allocations for publication costs. However, funds for typing technical manuscripts, for reprints, etc., may be requested separately under the Center’s Mini-Grant Program.

Stipend	<ul style="list-style-type: none"> • The maximum faculty stipend is \$4000 for each award. Faculty who wish to collaborate on one proposal may do so by sharing the \$4000 stipend, or they may submit separate applications with separate goals and objectives. • Teaching or service activities of applicants are not restricted. • Investigators seeking/receiving summer research support from other sources (internal or external) are required to provide this information in their application and to justify the need for supplemental funding from the Center. Omission of such information may result in revocation of the CfR award. • The stipend for faculty will be paid during the summer months. Faculty with full summer salaries paid through external grants are assumed to have represented to the grant agency that their entire research effort during these months will be devoted to the externally funded project and are therefore ineligible for CfR stipends.
Subsequent Awards and External Funding	<p>Faculty members who receive CfR summer awards twice (the period of award begins on July 1st and ends on August 31st), must submit a proposal for external funding of their research before they can be eligible for a third award, unless a waiver* is received from the Dean of the College. In seeking external funding, faculty members are encouraged to consult with the University Grants Officer at the Office of Sponsored Programs.</p> <p>*Waivers may be granted because: (1) additional research is needed to support a tangible proposal, (2) documentary evidence of no available external funding for the research, or (3) anticipated responsibilities that prevent undertaking research on a scale larger than that which is supported by CfR.</p>
Unfunded Grant Proposals	<p>Faculty members whose external grant proposal was processed but was not funded will be eligible for two more CfR awards before they must submit a second proposal for external funding.</p> <p>The Dean and CfR Advisory Committee will determine eligibility for continued CfR funding based on: (1) the grant notification letter (2) reviewer comments, if available, and (3) consideration of opportunity for proposal resubmission.</p>

Processing of Proposals and Administration of Awards

Submission of Proposals	Proposals will be received and processed according to the guidelines established by the Dean, the CfR Director, and the CfR Advisory Committee.
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<p>Evaluation of Proposals</p>	<ul style="list-style-type: none"> • Applicants must provide the names, affiliations, and contact information of at least three independent external reviewers who are experts in the discipline and have NOT worked with the applicant in the past 5 years. <p style="color: red;">While the CfR Advisory Committee members will actively remind reviewers of their reviews being expected by the assigned date, if reviews have not been received by January 25th, applicants will be notified, as their application will be in jeopardy.</p> <p>The CfR Director may also add or substitute reviewers. The CfR Advisory Committee will make funding recommendations to the Dean of the College of Science and Health for final approval based on these reviews. Please see Policy on Score Weighting, effective September 2017 in the CfR website.</p> <p>The research proposals will be judged on the scholarly merit of the proposed research including the following:</p> <ul style="list-style-type: none"> • outcomes of previous CfR-funded activities • demonstrated ability of the applicant to perform such research successfully • student participation, if applicable • projects not previously funded • interdisciplinary focus • adherence to CfR application guidelines. <p>Mindful of the objectives of this program and in concert with most federal and private granting agencies, there will be NO recourse for appeal.</p>
<p>Award</p>	<p>The award is granted for the period of July 1st to August 31st of the Academic Year</p>
	<p>Information concerning post-award administrative procedures can be obtained from the administrative assistant of the Center for Research, Ms. Karyn Lapadura (Dean’s office, Lapadurak@wpunj.edu; x3407).</p>
	<p>Award funds cannot be used to reimburse commitments of expenditures made prior to the beginning of the grant period (i.e., July 1st of the year of the award).</p>
	<p>All funds awarded must be expended by August 31st of the year of the award. No request will be honored after that date. No carry-forward funds will be available. No additional funds will be available. Any change in budget must be approved by the Director in consultation with the Dean of the CoSH.</p> <p>Funds that have not been expended will return to the Center for Research.</p>

	<p>If a faculty member receives a CfR award and then announces that he/she is leaving the University at the end of that Spring semester just prior to the summer award period, the faculty member must forfeit his/her CfR award.</p> <p>a. In that case, if there is a qualified, unfunded proposal that is rated next on the list of proposals, then the funding will be re-disbursed & be awarded to that proposal.</p> <p>b. If there is no qualified, unfunded proposal that is rated next on the list of proposals, then the funding will be returned to the Dean's office.</p>
University Policies	Applicants must adhere to all relevant university policies including policies on human subjects, laboratory animals, patents and copyrights, recombinant DNA research, and the use of radioactive materials.
Income and Patents	Patents and income generated from CfR supported activities are subject to the William Paterson University policy.
Presentation	All research awardees are expected to present their findings at the WPU Research and Scholarship / Explorations Day in the Spring Semester of the academic year following the award.
Progress Report	In addition to the presentation, awardees will furnish to the CfR a 2 page max. Progress Report , which will address outcomes. The report must contain information about what was accomplished and also, importantly, what was done with the results (e.g., presentation at a regional or national meeting, peer reviewed publication, seed data for an extramural grant, etc.), and should be submitted to the Director of the CfR by January 31st of the academic year following the award.
Final Report	In the event that the funded research reaches a conclusion following the Summer award, instead of a Progress Report a Final Report , along with reprints of any publications resulting from funding, should be submitted by January 31st of the academic year following the award.
Publications	Publications resulting from research supported by this program should contain the following statement: <i>"This research was supported (in part) by a grant from the Center for Research, College of Science and Health, William Paterson University of New Jersey."</i> A copy of each publication should be submitted to the Center for Research.



COLLEGE OF SCIENCE AND HEALTH

Center for Research

Policy Regarding Eligibility and Score Weighting for CfR Funding

Approved October 24, 2017
Effective Academic Year 2017-2018

1. The CfR Program is designed to support faculty research activity in the College of the Science and Health.
2. Priority consideration for funding will be given to untenured faculty, followed by tenured faculty who are shifting their research agenda.
3. Priority scoring of the proposals will be accomplished by assigning a weighted bonus to the review scores. Bonus scores will be determined as follows:
 - a. Untenured faculty will receive a bonus score equivalent to 20% of their review score
 - b. Tenured faculty who are embarking on a change in research agenda will receive a bonus score equivalent to 10% of their review score
 - c. All other tenured faculty will not receive a bonus score

Venkat Sharma, Ph.D.
Dean, College of Science and Health