

NON-SALARY FINANCIAL SUPPORT GRANTS (NSFG)  
Fiscal Year 2008 (FY '08) Guidelines

Rowan University has provided funding to award non-salary financial support grants for research projects that enhance a faculty member's academic scholarship. Priority will be given to projects that demonstrate potential for external funding, involve interdisciplinary collaboration, and/or include faculty initiating a research program. This policy outlines the procedures to be followed by faculty members in applying for such non-salary financial support starting July 1, 2007 (FY '08), and will be reviewed and revised as appropriate for future cycles when necessary.

I. PURPOSE

Non-salary financial support grants (NSFG) are intended to support faculty research projects which may include the following purposes:

- 1) to advance the full-time faculty member's knowledge in his/her field of expertise;
- 2) to provide "seed" money to support faculty seeking external grants;
- 3) to support interdisciplinary research;
- 4) to provide support for faculty initiating a research program at Rowan University.

II. ELIGIBILITY

All full time faculty who have not received an NSFG award in the previous fiscal year are eligible.

III. FUNDING LEVELS

- 1) NSFG awards are not intended to completely fund an individual's research career but act as a stimulus for attracting additional external support and to supplement and enhance ongoing activity. Therefore any single grant will not exceed \$ 5,000. Under exceptional circumstances, the Committee *may* recommend additional funding, not to exceed \$10,000 per grant. In these exceptional cases, the amount over the \$5,000 limit will be funded by the Office of the Provost and the Office of the Dean of the recipient."

2) NSFG awards are not intended to supplant departmental or college travel guidelines and procedures. Requests for travel expenses for presentations at conferences will not be funded by NSFG. Travel that is essential for the completion of the proposed research project can be requested.

#### IV. TIMELINE

March 19:	NSFG opportunity announcement
<b>April 6:</b>	<b>Applications due</b>
April 19:	NSFG committee meets
April 24:	Dean's Council makes recommendations
April 30:	FY '08 awards announced

#### V. PROCESS

##### Submission Guidelines

##### Sections of the Proposal

Include the following in the specified order. Detailed information is provided about each item later in these guidelines.

1. Cover page (use attached form)
2. Project summary (not to exceed 1 page)
3. Project Description (not to exceed 5 pages)
4. References (not to exceed 2 pages)
5. Budget & Budget justification (1 page)
6. Current Vita / Biographical sketch with publications relevant to this work highlighted (not to exceed 2 pages per author)
7. Additional Resources (optional): Applicants may include up to two materials that demonstrate scientific/artistic excellence/merit or enhances the reviewers understanding of applicant's ability to carry out the project. The preferred method of including such material is to place them on a website, with a link in the proposal, when practical to do so. Please note that **reviewers are not required** to examine these materials, therefore, the proposal must be self-contained.

##### Project Description

The project description should be written for an audience of reviewers that may not be familiar with your area of research or discipline. Do not exceed 5 pages. Fewer pages may be used. The following should be included:

1. Introduction: This section should include a statement of the problem, the research question to be addressed, and/or the nature of the creative work to be carried out.
2. Method/ Experimental Procedure / Creative Activity: provide more detail on the goals and objective of the proposed work and explain the method/procedure/activity that will be carried out, as well as the plan for

carrying out such activities. Elaborate on expected outcomes of the project. Include a time line of activities.

3. Broader Impacts: How will the project benefit the applicant professionally? How will it benefit students, and more specifically, if and how will students be involved in the project? What will be the benefit of the project to the applicant's department, college, and/or the university as a whole? How will the proposed project extend the base of scholarly knowledge and/or creative development in the subject area of the project. Does the proposed research include collaborators from other disciplines?
4. Qualifications of the applicant/s: Explain why the applicant/s is/are uniquely qualified to conduct this project. If this constitutes a new area/departure from his/her expertise area, comment on the reasons for the change in direction and the prospects of success.
5. Elaborate on the end results/expected outcomes/dissemination plan for the outcome.
6. Explain why this work should be funded through this program and what other external funding opportunities exist (**cite specific funding sources, if possible**).

#### Budget

All budget items must clearly and directly support the proposed effort and must be clearly justified.

Salaries and Wages: Faculty salary is not permitted. Salaries and wages requested for student workers shall be based on prevailing departmental/college rates.

External Consultant Fees: May be requested to assist in areas of the project where additional expertise is required. Daily rate and number of days working on project must be provided.

Travel: Only travel clearly essential for the completion of the project and not otherwise available through departmental or college travel funds will be considered. Conference travel/registration is not allowed under this program (except for part-time professional development program). All travel should be calculated following the University's daily per diem meal allowances and applicable lodging and transportation policies.

Equipment, Supplies, Materials & Other Direct Costs: All requests for equipment, supplies, materials, hardware, software, and other items directly related to the project must be credible and realistic. Expenses generally provided by the department or college are not permitted, nor those typically covered by personal

funds. Therefore, routine photocopying, commuting to/from Rowan, memberships to professional organizations, internet access, etc. are not permitted. All equipment and supplies purchased with funds from this grant become the property of Rowan University.

Budget justification: Provide a detailed justification for the project, on one page. For example, if hiring students / external consultants, briefly describe their roles in the project, and provide justification for their compensation. If funding for research travel is requested, explain why travel is essential for the success of the project.

#### Submission Guidelines and Other Considerations

1. Electronic submission is preferred. E-mail the file (Word or PDF) to kuder@rowan.edu) by Friday, April 6 at 4:00. If submitting a paper-based application, forward eight (8) copies to the to the Office of the Associate Provost for Research, Memorial Hall.
2. 12 point font is recommended. Proposals can be single-spaced with a line break between paragraphs.
3. All NSFG funds must be expended by the end of the fiscal year in which the grant is awarded.
4. Grant recipients will submit a final report on the results of the grant to the Associate Provost for Research. This report will include a list of presentations, publications and/or grant applications that resulted from the NSFG.
5. If a final report is not filed, the awardee/s will be ineligible for future NSFG awards for two years.

#### VI. CRITERIA FOR EVALUATION

Projects will be evaluated by the university NSFG committee using the following criteria:

1. Qualifications / Capabilities of the PI – The applicant's qualifications and potential for conducting this project as proposed.
2. Originality / Innovation– Is this project innovative rather than a rehashing of similar research/creative activity?
3. Professional Impact– Potential for the project leading to significant advancement in a line of research or creative activity for the awardee/s.
4. Institutional Impact– Potential for benefiting the mission of Rowan University.

5. Educational Impact– Potential for directly benefiting students via research experience, including them in the creative / artistic work, etc.
6. Budget - Realistic and necessary as proposed.
7. Quality of the Proposal –The proposal is well written with appropriate content, style and language.
8. Potential for Future Funding - Potential for leading to outside funding. Identify potential sources of funding.
9. Scope – The funding and timeline are adequate for the proposed activities.
10. Deliverables – The potential for papers, presentations, recitals, etc..
11. Interdisciplinary: The inclusion of interdisciplinary collaboration or the potential for such collaboration.

## VII. UNIVERSITY NSFG COMMITTEE

The University committee will be co-chaired by the Associate Provost for Research and the Director of the Faculty Center for Excellence in Teaching and Learning and include one College Dean and one faculty member from each college appointed by the University Senate. The Associate Provost for Research and Faculty Center Director will serve as non-voting members of the committee. The committee will review all grant requests to determine that application guidelines were followed and assign a priority score based on the significance of the proposed project.

The committee will then forward the prioritized project list to the Deans Council where NSFG funds will be allocated.

Application for Non-Salary Financial Support Grants

Name: \_\_\_\_\_

Phone extension: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Department: \_\_\_\_\_

Title of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I am a:

\_\_\_\_\_ Full-time, tenure-track faculty member

Total amount requested (generally limited to \$5,000 for Non-Salary Financial Support Grants):

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For Committee Use Only

\_\_\_\_\_ Recommended \_\_\_\_\_ Amount

\_\_\_\_\_ Not Recommended