

**Senior-Level Faculty Research Fellowship**  
**Fall 2024 or Spring 2025**  
[Apply via Quali Build](#)

**Deadline:** Completed proposals must be received by **4:00 p.m. on Tuesday, March 5th, 2024**

**Description and Purpose**

Southern Connecticut State University recognizes the importance of faculty scholarship and creative activity in furthering its mission. The University is committed to expanding the array of support for such scholarship and creative activity. In recognition of the increased responsibilities placed on senior-level faculty members, the **Senior-Level Faculty Research Fellowship** was created to support and encourage research, creative activity, and scholarship among senior-level faculty members with a significant amount of reassigned time for these purposes. The Fellow may generate publication(s), performances, or exhibitions from their previous research, or they may conduct new research or creative activity or produce and submit a major grant proposal for external support. The work must be original to the proposer, i.e. editorial work will not be considered. It is expected that the Fellow will pursue work leading to a publishable article or its scientific or creative equivalent and will make a public presentation at Southern or within the CSCU system.

Applications will be reviewed by a group of faculty, representing a broad range of disciplines, who have been appointed by the Provost to serve on the University-wide Research and Scholarship Advisory Committee.

This fellowship is sponsored by the Office of the Provost/Vice President for Academic Affairs and is independent from the reassigned time allocated in the AAUP contract. This reassigned time will be coupled with a proportionate release from service responsibilities for the semester, or semesters, of the fellowship.

For this project, ONE fellowship of NINE hours of reassigned time will be awarded for Academic Year 2024 – 25. In consultation with their Chair and their Dean the fellow may take all nine hours in one semester or may take 3 hours in either Fall or Spring semester and 6 hours the other semester of AY 2024 – 25. **The proposer must state, in the workplan section of the proposal, how the credits will be distributed--all in one semester or divided between both.** ALL reassigned time hours for this fellowship MUST be used during AY2024 – 25.

Eligibility, evaluation criteria, and proposal guidelines follow.

**Eligibility**

Senior-level faculty are here defined as all full-time faculty at the rank of Professor. Such faculty who have completed at least one year of service at SCSU by the end of Fall 2023 are eligible to apply for this fellowship. The applicant must hold a terminal degree in their field. Previous winners of this award are not eligible to apply for three years after the academic year during which they held the Fellowship.

**Criteria**

The Committee will use the following criteria to rate the quality and completeness of proposals:

1. Significance: Evidence of a well-focused and worthy purpose, presented in relationship to previous scholarship. Please include in your application a discussion of how the project will contribute to your discipline or field of study.
2. Workplan: An appropriate and feasible method as well as a plan of action or a setting of conditions that will result in accomplishing the objectives of the project. Please include a proposed schedule or timeline noting how the credits will be distributed--all in one semester or divided amongst both.
3. Outcomes and Reporting: Likelihood of significant outcome, such as publication, performance, exhibition or grant proposal. Applicants should be aware that a final report highlighting scholarly accomplishments will be due 90 days after the completion of the project. Furthermore, it is expected that the recipient will complete a manuscript for a publishable article, or its scientific or creative equivalent, and make a public presentation at Southern or within CSCU, or they will submit a major grant proposal. These responsibilities must be fulfilled within two years following the end of the fellowship year.

## Proposals

A fellowship proposal must contain the following:

1. Cover Sheet and Abstract: Completed in the Quali Build Electronic Application.
2. Proposal Narrative: The narrative should respond to and be organized by the headings given in the "Criteria" section (i.e., Significance, Workplan, Outcomes and Reporting). The narrative should fit onto **no more than five double-spaced pages** of printed text using 12- point font and one-inch margins. A bibliography or works cited page is required in order to help the committee understand the significance of your research and should not exceed one page; this page will count toward the five-page limit. No other materials/appendices will be allowed in the application. Please keep in mind that the review committee consists of faculty in a range of disciplines, so that proposals will likely be read by faculty who are not necessarily discipline specialists. Therefore, proposals should be written for an informed generalist while still giving enough specific information on the significance of the research and the soundness of the proposed method to allow a reasonable evaluation by faculty from outside of your area. A brief review of related research undertaken by the applicant and/or others will help the committee understand the significance of the proposed project. A creative arts proposal should contain a description of the work to be produced, materials and facilities to be used, and production details.
3. Curriculum Vitae: Please include a curriculum vitae indicating your educational background, professional experiences, previous and present research, and other scholarly

accomplishments. This CV should not exceed 4 pages and should concentrate on the candidates most recent and most relevant, to the proposed project, accomplishments.

4. Human Subjects and Vertebrate Animals: If the research involves either human subjects or vertebrate animals, you must indicate so on the proposal cover sheet (on the electronic form). As with any research project, the Fellow must seek approval from the Institutional Review Board (IRB) for human research subjects or the Institutional Animal Care and Use Committee (IACUC) for vertebrate animals. The Fellow should contact the appropriate committee for information on submission procedures and timing. **In no case should work with human beings or vertebrate animals as research subjects be undertaken until the proper approval is obtained.** Failure to obtain proper approval may result in the termination of the fellowship. Letters of approval from the IRB or IACUC must be attached to the final report.

### **To Apply**

The application form and all required supporting materials must be fully completed and submitted in electronic format within the Quali system at the link below by **4:00 p.m. on Tuesday, March 5th, 2024.**

Note: Applications submitted through the Quali portal route directly to the department chairperson for approval, then to the RSAC Chairperson for submission acceptance. Please alert your department chairperson of the application so they can respond to the electronic notification in a timely manner.

Link to electronic application: [RSAC Faculty Research Fellowship Application](#)

**Proposals that fail to adhere to these application guidelines will not be reviewed.**

### **Proposal Review**

Applications will be reviewed by a committee of faculty appointed by the Provost/Vice President for Academic Affairs to serve on the Research and Scholarship Advisory Committee. The sub-committee designated to evaluate Fellowship applications will represent a broad range of disciplines. The sub-committee may solicit feedback from additional readers in the event that special expertise is required to evaluate the proposal.

Each reviewer will be asked to assign a rating from "1" for weak to "5" for excellent for each of the three criteria listed above. The scores from the readers will be added to produce total scores, which will assist in ranking the proposals.

The Research and Scholarship Advisory Committee will make recommendations to the Provost/Vice President for Academic Affairs, who will announce the awards. In order to avoid undue hardship for a department, the recipient of the fellowship should work with the school dean, department chairperson, and the Provost/Vice President for Academic Affairs to choose the semester(s) for the fellowship.

## **Questions**

Questions regarding the content or other issues may be directed to C. Michele Thompson via email: [thompsonc2@southernct.edu](mailto:thompsonc2@southernct.edu)

Questions regarding Kualu and the application process should be directed to the SPAR office: [spar@southernct.edu](mailto:spar@southernct.edu)