

## **10.0 FACULTY SCHOLARSHIP FUNDING (FSF) PROCEDURE**

### **10.1 Definitions**

The intent of Faculty Scholarship Funding (FSF) is to facilitate the production of Scholarship, as defined in Section 5 (Criteria) of the Faculty Handbook. Funding requests that support research, continuing education courses including those required for professional license holders, conference attendance, and travel may be considered. A copy of the Faculty Scholarship Funding (FSF) procedure can be found at the following link:

<https://www.ramapo.edu/er/wp-content/uploads/sites/81/2023/08/10.0-Faculty-Scholarship-Funding-FSF-Procedure.pdf>

### **10.2 Eligibility**

1. At Ramapo College, Librarians are considered faculty and the Library has the same standing as other Units. Therefore, unless specific language referring to the Library and/or Librarians is used, the term Faculty includes Librarians and the term Unit includes the Library. Within the Library, the Convening Group, Unit Personnel Committee (UPC), and Unit Council are one and the same.
2. Any member

- b. **Grants** are awarded to reimburse specific planned expenses noted in the applicant's proposal (i.e., a grant is an amount of funding set aside for reimbursable expenses awarded and administered by the Office of the Provost).
2. FSF applicants may request a stipend, a grant, or combination of the two, but no FSF awardee shall receive more than \$10,000 total in a single award cycle.
3. As all levels of support are possible, FSF applicants are encouraged to apply for even small amounts.
4. It may be the case that a final awardee will not receive the full amount they requested due to depletion of allocated funds. If this occurs, the ACFSFC will follow the process outlined below. In limited circumstances, the ACFSFC may request that the Provost approve additional funding to the final awardee so that their request is fully funded.

#### **10.4 Verification of Work Completed**

All award recipients must verify their work via submission and acceptance of a report to their Dean and to the Office of the Provost, with a copy to ER. The report should summarize their activities and use of grant funding if a grant was awarded. The report must be submitted no later than the end of the academic year in which the award was made or upon completion of their FSF-funded project, whichever is first.

All funding recipients may also present their work at Colloquia.

#### **10.5 Changes in Funded Proposals**

Any change to a proposal that was awarded FSF monies must be approved by the Provost prior to implementation. The Provost may consult with the Dean before approving or denying changes.

#### **10.6 Application Timeline**

The FSF calendar will be posted on the Employee Relations website no later than September 1st each year.

#### **10.7 Faculty Scholarship Funding (FSF) Application**

Applicants must submit a Faculty Scholarship Funding application to their Unit Scholarship Committee. The application must include the following:

1. a completed Common Application Form;
2. a written proposal that is properly formatted (i.e., 3-page maximum, double-spaced, 11-point, Times New Roman font) and that addresses the merit and feasibility of the scholarship being proposed. Specifically, the following items should be included in the proposal:
  - a. a concise description of the project and its primary goals;

- b. an explanation of how the project will advance the applicant's scholarship, enrich their teaching, and/or otherwise contribute to the mission of the College and/or any other academic programs at the College;
  - c. a brief statement explaining how this proposal differs from those for which previous internal support has been granted to the applicant;
  - d. a concise description of the project's feasibility, which includes (a) a timeline indicating how the project will be completed within the time allotted, (b) a description of how, when, where, and with what special resources or materials the project will be conducted; and (c) an indication of the degree of preparation (e.g., background and professional training of the applicant, collaborators who agreed to work on the project, or other preliminary groundwork already completed); and
3. any supplementary documentation (up to five additional pages), as deemed appropriate by the applicant, that provides helpful and relevant information to the reviewers of the FSF application.

### **10.8 Faculty Scholarship Funding (FSF) Application Process**

Applications for FSF are evaluated and ranked at the all-College level. The Unit Scholarship Committee members serve only to review the applications for completeness, but they do not

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"Fulfillment of Responsibility for past Awards" by indicating "no" shall not be penalized. However, all responsibility for FDF award must be fulfilled 2023/2024 SY and beyond.

- e. The ACFSSFC meets to deliberate and sums the merit scores assigned by the six-unit representatives. The aggregate merit scores (i.e., maximum score = 30) are used to rank applications on the basis of the merit of the proposals.
- f. Feasibility and Fulfillment of Responsibility ratings are reviewed for each application. Applications with a simple majority vote of yes for feasibility and fulfillment of responsibility are recommended.
- g. Applications submitted by pre-tenure applicants that are judged to be meritorious and feasible are given priority the first time the applicant applies for FSF in the following manner: Pre-tenure applicants submitting their first application for FSF are moved to the

the grant awarded. All grantees must spend their award monies and all reimbursements must comply with Procurement and HR policies and procedures and spent in the correct FY. (except for airfare). Expenses may be incurred during the spring following the award letter in preparation for activities scheduled during the following fiscal year. Such expenses must have the explicit, written approval from ER prior to incurring the expense.

- c. Any change to nd p o e s c o l a n d m u s t p p r o v e t y e r v o s t ( ) J T J E T Q . 0 0 0 0 0 9 2 0 6 2 7 2 r e W \* n B T / F 2 1 2 T f 1 0 0