

Research Fellowship Program

Application Deadline September 3, 2009

GUIDELINES

Purpose:

The College of Graduate Studies and Research (CGSR) is pleased to announce the second year's application round for a program intended to provide the support necessary for faculty members interested in pursuing research agendas to move toward independent research with external funding. CGSR, in collaboration with the deans of the academic colleges, is making available up to 15 Faculty Fellowships of \$3,000 each per year. This program is especially targeted to faculty members who feel that without such support they would likely not seek external funding. It will provide the chosen Fellows with support, contingent on satisfactory progress, for up to two years for professional development expenses, including payment to an identified and approved mentor. The mentor may be a colleague either from within or outside the University. Fellows will be approved initially for a two-year period of award, with the second year's funding contingent upon satisfactory progress. We would like to acknowledge that this program is similar to the College of Health Professions' (CHP) current program. Due to the limited funding, this program will not be available to the tenured/tenure track faculty in CHP.

Program:

Faculty members selected will be provided with funding and other support for an individually designed program focused on a research mentorship model. Each faculty member selected will be provided with up to two years of support (see above), depending upon tangible outcomes (such as a submitted grant proposal or significant progress toward submission of a competitive grant proposal). This mentorship may include attending professional meetings with the mentor, meeting with the mentor at his or her institution to participate in research or engage in other scholarly activities, visiting other institutions with equipment/research labs or other research-related support structures, attending grant writing workshops, etc. as appropriate to the program.

Eligibility and Selection:

All tenured, tenure-track, clinical, and research faculty members are eligible. Junior faculty members are especially encouraged to apply. Selection process is as follows:

- Any interested faculty member should submit an expression of interest to his or her chairperson. Chairpersons will work with the dean of the college, who will nominate up to **three** faculty members from the college.
- Each nomination will be forwarded to the Dean of CGSR who, in consultation with the Research Advisory Board representative from the nominee's college and the college Dean, will make final decisions.

Selection Criteria:

Faculty selected for this program will be those identified as having the following combination of factors:

1. A clearly stated research agenda
2. A strong professional commitment to research in a disciplinary or an interdisciplinary area amenable to external funding
3. Evidence of scholarship activities in the area of research proposed
4. Evidence of the requisite knowledge and skills to develop the professional reputation necessary to become a principal investigator on significant external grants.
5. Clear potential to benefit substantially from mentoring for research and grant writing by one or more colleagues at Towson University or other institutions

Number of awards and funding:

Up to fifteen awards may be made based on the budget. Each award will be funded equally by the CGSR and the Fellow's academic college (\$1,500 from CGSR and \$1,500 from the Fellow's college each year).

Each award will be in the amount of \$3,000 per year to be used as follows:

- Up to \$1,000 as payment to the proposed and approved mentor, as an honorarium.
- The remainder for the Faculty Fellow, to be used as a professional development account. Funds may be used for any allowable state expense (such as travel to collect data, travel to meet with the mentor, purchase of equipment and supplies) other than Fellow salary.

The second year's funding will be released upon the Fellow's submission of evidence of satisfactory progress. This evidence will be in the form of the required reports described below.

Fellows are encouraged to expend half of the first year's award prior to the end of the fiscal year (June 30) in which the award is made, if at all possible.

Application content and process:

Applications must be submitted to the department chairperson no later than September 3, 2009 and should be in the following format:

- A completed and signed application cover sheet (form attached).
- A short (one page) narrative describing the steps that the applicant has taken in identifying a funding source and any progress made to date on developing the proposal (preliminary work, submission of a similar proposal to another funding source, establishment of collaborations, etc.). The applicant should include as part of this narrative either the name of the agency with specific program to which the finished proposal will be submitted or a list of potential funding sources. If a specific source has not been identified, the Office of University Research Services will work with the applicant to determine the most appropriate agency/program for proposal submission.
- If a specific funding source has been identified, a copy of the RFP or the proposal guidelines to which the applicant will be responding.
- A current *C.V.*
- A one-page description of the work for which external funding will be sought and a brief description of how the applicant will benefit by the support provided through this program, including mentoring and financial support. This should include a tentative plan for the period of support and an indication of how the funds might be spent (a detailed budget is not necessary and the spending plan will not be binding). Please be sure to describe how this support will enable you to pursue funding you would otherwise be unable to pursue.

Required Reports:

At the end of the first and third semesters of support, the Fellow will submit to his or her college dean and to the Office of University Research Services a brief written update (progress report), via email, describing progress made toward his or her goals, including evidence of meeting with the mentor. At the end of the first year of funding, the Fellow will submit a written report (annual report) to his or her department chairperson, who will at the time have the opportunity to provide the fellow with feedback and advice, and will forward his/her recommendation along with the report to the college Dean and CGSR Dean. The chairperson signs the report to signify that the Fellow is making satisfactory progress towards his or her goals. A final report will be due at the end of the second year. A template for the progress, annual, and final reports will be provided at the time of award. Note that at the end of the two-year period of award, in addition to a final report, each Fellow should have submitted at least one quality proposal to an external sponsor. Evidence of submission of a quality proposal should be in the form of the reviewers' comments provided by the funding agency, when they become available.