

# RICHARD J. BRIOTTA FACULTY RESEARCH, SCHOLARLY ACTIVITY AND WORKS GRANT

## 1. Procedures for Application and Management

The Bay Path University Richard J. Briotta Faculty Research, Scholarly Activity and Creative Works Grant supports the engagement of full-time faculty in research and scholarship. The primary purpose of all grants is to advance the professional competence of faculty members within their fields, while supporting or enhancing the mission and strategic goals of the University, especially those related to teaching and learning, outcomes assessment, and advancing/enhancing the academic programs. Funded proposals are expected to lead to documented results, presentations to peer groups, external grant applications, publications in relevant journals, and/or other demonstrations of achievement. These grants are intended to compensate faculty in lieu of other stipends, (i.e., overload teaching, course stipends, etc.), provide time for research, and help to defray costs related to research. The fund is open to all full-time faculty at Bay Path University. Interdisciplinary collaborations are strongly encouraged. Depending on available funding, the University reserves the right to limit the number of grants in any fiscal year.

Faculty Research Grants include a stipend paid to the faculty member(s) of up to \$2,500, one-course equivalency in the contracted teaching load if the grant work is within the contract period (i.e., course equivalencies will not apply in summer months), and up to \$1,000 in direct costs related to research, including travel costs directly related to research for faculty, payment to students to assist in the research, or other research-related costs. At the discretion of the Faculty Professional Development Committee, funding is also available to support faculty-student research projects.

Faculty receiving research grants are not permitted to teach overloads during the tenure of the grant. Upon completion of the funded project, recipients are encouraged to present their research at the Annual Celebration of Academic Achievement Event. A condition of accepting University funding for travel is that attendance and presentations, if applicable, will be included in the Annual Faculty Achievements and Professional Development report, which is appended to the University's Annual Report. Also, faculty are required to submit periodic reports (see below).

## 2. Application Procedures

### a. Dates

Grants will be awarded for the fall semester, spring semester, or summer sessions. Projects intended to cover more than one semester should be submitted for the semester in which work will begin. Applications may be submitted at any time but should be submitted as early as possible to improve chances for funding.

### b. Application Requirements

Full-time faculty should submit their Faculty Research, Scholarly Activity and Creative Works Grant Application to the Faculty Professional Development Committee. The cover sheet requires attachment of the following information:

- i. Project Description: In 1000 words or less, describe the overall project, including how it is grounded in the literature and will contribute to the following:

- Professional advancement of the faculty member(s).
- Academic program(s) of the institution.
- Advancement of the Mission and Strategic Vision Plan of the University.

- ii. Estimated Budget: Specify how the funds requested will be used and how these funds will contribute to the planned research. Note: Work-study students may work on faculty research projects within their work-study duties. Add work-study student time to your estimated budget, including hours needed; however, the costs associated with work-study students will not be included in the overall grant amount. All assignments for work-study students must first be approved by the student's supervisor and by the Office of Financial Aid.

- iii. Overall Timetable: This should include starting date, key intermediate dates, and completion date.

- iv. Reporting Plan: List benchmark dates for reporting to the Office of Academic Affairs, including the submission dates. At a minimum, one interim and a final report are required. It is up to the applicant to develop a report format that includes the relevant information.

- v. Addendum: Include relevant supporting material, for example, references, documentation of other funding, or materials that clarify the project.

- vi. A brief, current curriculum vitae.

### c. Application Review Process and Funding Decisions

The Faculty Professional Development Committee will review applications and make written recommendations to the academic administration within two weeks of the application submission. The Committee will forward the application materials and recommendation letter to the Office of Academic Affairs. Final decisions on funding are made by the Vice President of Academic Affairs, in consultation with the Dean who supervises the faculty member who has applied for funding. Generally, faculty will be notified of the funding decision within two weeks of the committee's recommendation to the Office of Academic Affairs. If the review committee and/or the Office of Academic Affairs require additional information or documentation from the faculty member, the approval process will be delayed accordingly. Determination of available funding may also delay the decision.

### d. Reporting Procedures

Submitting regular reports is a requirement of the research grant. Because projects may extend beyond the fall, spring, or summer in which the funding is received, the recipient is expected to report on the progress of the project at regular intervals, consistent with the Reporting Plan included with the application. At least one interim report is required and may be sufficient for projects completed in 1-2 semesters. For projects that extend beyond two semesters, a minimum of one report per semester is required. Final reports should be filed by the end of the semester in which the project is completed and no later than the end of each fiscal year (June 30). Failure to complete a report by the deadlines shall result in an inability to receive funds in upcoming years. The Office of Academic Affairs and the Office of the Dean of Academic Resources shall be provided with copies of all written documents produced through the funded project, as well as a final report on the project.

### e. Questions Related to Faculty Research Grants

**What is the maximum award for a Faculty Research Grant?**

The maximum award is a \$2,500 stipend paid to the faculty member(s), one-course equivalency if the project is during the contract period, and up to \$1,000 for documented related costs of the project.

**Do Faculty Research Grants pay for student assistants or other personnel costs?**

Yes, applicants must explain why the work cannot be completed by themselves or by their departments as in-kind contributions, either because of the work involved (for example, the labor required to key unusually large amounts of data) or because certain tasks require specialized training or certification that the applicant does not possess. Faculty may use work-study students to assist with research grant activities. The number of work-study student hours should be included in the grant application; however, the money for these students will be funded through the work-study program and will not come out of the grant budget. Faculty should bear in mind that work-study students' availability coincides with the academic calendar and specific student class schedules and that students will not be available at all times. All assignments for work-study students must first be approved by the student's supervisor and by the Office of Financial Aid.

**Do Faculty Research Grants pay for software?**

Only if the program or package—or its generic equivalent—is not available on campus will the University consider purchasing the software. Applicants must attach a letter from the Information Technology Services Department confirming that the software is not available, and they must clearly state how the software is essential to the proposed project. Programs purchased with Research Grant Funds are the property of the University. Software must be covered within the \$1,000 expense funding.

**Do Faculty Research Grants pay for journal subscriptions?**

No

**Do Faculty Research Grants pay for books or other printed matter?**

Only in exceptional cases will printed material be considered for purchase. Applications must clearly explain why such materials cannot be purchased with departmental or library funds or acquired through an interlibrary loan. Books and materials bought with Faculty Research funds are the property of the University and will be housed in Hatch Library after the research project is completed.

**Do Faculty Research Grants pay for travel?**

Any request for travel must be thoroughly explained, with:

- a specific enumeration of tasks to be performed at the off-campus site(s);
- an explanation of why the proposed work or consultation is essential to the project; and
- rationale as to why the work cannot be accomplished through telephone, internet, electronic mail, or conventional mail exchanges.

Note: Travel for presentation at conferences normally will be funded through the faculty professional development budget at the rate established for the year of the travel.

**Can Faculty Research Grants fund longitudinal or multi-year projects?**

No single project can be funded more than once. Applicants involved in longitudinal projects may consider a Bay Path University Faculty Research Grant as seed money to help attract outside funding. Faculty are encouraged to work with the Office of Academic Affairs and the Development Office to secure external funding for the project.