

Revised 6/8/2018

UNIVERSITY OF HARTFORD

GREENBERG JUNIOR FACULTY GRANTS

2019

**PROPOSAL GUIDELINES
AND
APPLICATION FORM**

**DEADLINE:
4:00 p.m., Monday, February 25, 2019**

If you have any questions about the Greenberg Junior Faculty Grants, please contact T. Stores, Assistant Provost and Dean of Faculty Development, at stores@hartford.edu or at extension 4504.

2019 Guidelines for the Greenberg Junior Faculty Grants

PURPOSE

The Greenberg Junior Faculty (GJF) Grants are internal grant awards intended to promote high-quality scholarship (e.g., research, creative activity) by full-time faculty members who are just beginning their careers. Greenberg Junior Faculty Grants are intended (1) to provide seed funds for scholarly projects which may be submitted to outside funding agencies, or (2) to fund worthwhile scholarly activities of a one-time nature.

AWARD DESCRIPTION

Grants may be funded up to \$7,550 to be applied toward two course releases during the academic year for adjunct faculty salaries and benefits. Additionally, the applicant may request up to \$2,000 for scholarship-related expenses (e.g., student assistants, travel for collaboration or conference presentations, software, hardware, supplies, etc.). The maximum award is \$9,550.

GREENBERG JUNIOR FACULTY GRANTS REVIEW COMMITTEE

The review committee will be chaired by the Associate Provost and will consist of four faculty members selected by the Associate Provost. Two of those faculty members will be chosen from nominations provided by the Faculty Senate and two will be chosen from nominations by the Council of Deans. All four faculty committee members will have been tenured within the last 5 years.

SELECTION PROCESS AND CRITERIA

Greenberg Junior Faculty Grants are awarded by the Provost upon recommendation by the Greenberg Junior Faculty Grants Review Committee. Criteria used in evaluating proposals include:

- **Originality**
- **Significance of project outcomes**
- **Probability of achieving project outcomes**
- **Clarity and coherence of the proposal**
- **Budget justification**
- **Qualifications of the applicant for implementing the project**

PROPOSAL PROCESS AND SUBMISSION DEADLINE

Proposals should be submitted **via email in PDF format** to T. Stores, Assistant Provost and Dean of Faculty Development, at stores@hartford.edu

Applicants must also be sure that their Dean and Department Chair email their approval of the application. These emails must cover the following points:

- General support of the application
- A statement that the application does not violate the University of Hartford Financial Conflict of Interest Policy
- If the faculty member is requesting release time during the regular academic year, approval of the release

- If internal university support beyond the award is to be provided, assurances of this support must be detailed

All materials and supporting emails must be received by 4:00 p.m. on Monday, February 25, 2019.

ELIGIBILITY

Individuals eligible for an award must be full-time tenure-track faculty of the University of Hartford who will be within their probationary period, but not within their tenure review year, at the time the awarded funds are used. It is expected that the grant recipient will remain at the University of Hartford for a year following the conclusion of the award period.

Normally, a faculty member will not be eligible for more than two awards within the probationary period.

DURATION OF GRANT

Greenberg Junior Faculty Grants are awarded for one fiscal year, beginning July 1, 2019. Unless approved otherwise, all funds must be expended and activities (including travel) completed by June 30, 2020. Expenditures must be carried out in a manner consistent with the financial policy of the University of Hartford and the University's fiscal year-end closing schedule; *please be aware that deadlines for equipment and other purchases occur well before June 30*. As a general guideline, Purchase Requisitions have a deadline in mid-May, and P-Card charges should be submitted by mid-June. Fiscal year end deadlines are posted in May of each year in UNotes with the exact processing deadlines for the respective fiscal year. Special circumstances for expenses or activities that occur outside of the fiscal year of the award need to be made clear in the application. In the case of default situations, such as the applicant is unable to complete the project or leaves the University, unexpended funds will revert to the Greenberg Junior Faculty Grants account.

PROPOSAL FORMAT

Submit all materials as a single PDF file.

CARE SHOULD BE TAKEN TO ADHERE TO THESE PROPOSAL GUIDELINES AND TO EDIT THE PROPOSAL BEFORE SUBMISSION. PROPOSALS THAT DO NOT FOLLOW THESE GUIDELINES WILL BE RETURNED WITHOUT REVIEW.

Cover Page (page 1): Provide the requested information and signatures.

Budget Summary and Justification (pages 2-3): All cost categories requested should be clearly identified and justified and cost calculations shown. Requests may include part-time faculty replacement costs (salary and benefits), salaries for undergraduate and graduate assistants or other technical personnel; domestic or international travel necessary for the collection of data or presentation of the work; specialized equipment; supplies; other costs, such as library and technical services or publication, exhibition, or performance costs.

Part-time Faculty Replacement Costs (List each course.) Be sure to include benefits. If you need assistance, call Robert McAlpin, Director of Budgeting and Financial Oversight for Academic Affairs, Provost's Office (860) 768-5425.

Other Salaries: (List individually and identify type of personnel.) Be sure to include benefits. If you need assistance, call Robert McAlpin (see contact information above).

Faculty Travel: Faculty travel in the pursuit of scholarly activities should be thoroughly explained, including its relationship to the project. The necessity for execution of the work at a location other than at the University of Hartford should be clearly documented. If travel funds are requested for collaboration, be very specific about why it has to be done in person and not by e-mail or fax. The location, duration, itinerary, and projected costs of the travel should be stated.

Equipment: Equipment is generally classified as property that costs more than \$1,000 per item and has a life of more than three years. Equipment must be justified in terms of amount of usage on the proposed project. All equipment items must be listed individually with estimated costs. Equipment or software purchased with Greenberg Junior Faculty Grant funds remains the property of the University at the conclusion of the grant period.

Supplies and Other Operating Expenses: All items should be listed and costs shown.

Total Greenberg Junior Faculty Grant Project Budget Requested: This is the sum of all costs above.

Funds from Other Sources: The source and the amount of any funds (University or outside) applied for or awarded for this project must be identified and explained. If internal university support beyond the award is to be provided, assurances of this support must be detailed in the emails from the Chair, the Dean, or other unit head.

Project Description (page 4 and continuation pages): Use one-inch margins with 12-point type, single-spaced (not to exceed 5 pages).

Regardless of the discipline, the application should address the originality of the work and the potential significance of the project outcomes, placing the proposed project in the context of the applicant's academic field. The application should also address the applicant's qualifications and why he/she is the person to complete the project. Such qualifications can include descriptions of the applicant's previous work in the field, the applicant's professional contacts who can provide access to critical resources or who can serve as collaborators, letters of interest from publishers, etc. *The narrative should be as complete as possible but limited to necessary and relevant material, and written in a clear and straightforward style. Indeed, it should be written to be understood by a review committee composed of faculty who may lack technical expertise in the specific project area.*

Based upon the discipline, the narrative should also include:

Category I

Sciences and Social Sciences, Business, Education, Nursing, Health Professions, Engineering & Math: a concise statement of the objectives of the proposed project, the question to be addressed or the hypothesis to be tested, the potential significance of the expected results, and the relation of the project to the present state of knowledge in the field. The project design and the methods that will be used to achieve the objectives and to analyze the resulting data should be clearly explained. A plan for the dissemination of the results should be provided as well. If appropriate, the educational significance of the project for the faculty member as well as for any graduate and/or undergraduate students assisting him/her should also be addressed.

Category II

Visual and Performing Arts and Humanities: a concise statement of the objectives of the proposed project, the potential significance of the expected results, as well as the relation of the project to the present state of knowledge in the field. The narrative should contain a clearly explicated methodology

appropriate to the project. If appropriate, the educational significance of the project for the faculty member as well as for any graduate and/or undergraduate students assisting him/her should also be addressed. Proposals in the humanities typically should include a clear statement of the thesis to be developed or topic to be examined, a bibliography of materials being examined (to be included in the appendix), a statement of how the work to be done will contribute to the thesis or topic, and a plan for disseminating the work. Proposals in the creative arts typically should also include a detailed description of the performers or materials required, or (if appropriate) the bibliography, and a plan for public presentation of the work.

Work Schedule: For proposals in both categories, a detailed work plan should be included. It should be clear what work has already been completed and what work the applicant intends to complete across the duration of the project year. In Category I, where applicable, it should describe the approximate starting date and duration for each phase of the project, such as gathering data, analyzing data, and writing up and disseminating the results. If applicable, a schedule in Category II should describe the approximate starting date and duration for each phase of the project, such as gathering material, writing or creating the work, and disseminating the work.

Optional Appendix (page 5): The appendix, not to exceed 5 pages, may contain technical explanations, helpful glossaries, bibliographies, or other pertinent material.

Project Impact Information (page 6): Fill out this section completely.

Follow-up Requirements (page 6): Receipt of this application from the applicant's email address will indicate his/her agreement with these requirements:

Report: The project director will provide the Assistant Provost with a short report by August 31, 2020. This report should explain briefly and in layperson's terms what work was done, what results were obtained, what publications or presentations of the work resulted or are planned, and what grant applications are planned. This information will be incorporated into an annual report by the Provost's Office showing the uses made of the funds. Such information is essential to the continuing availability and possible augmentation of such funds.

Acknowledgements: Any publication resulting from the project supported by funds from a Greenberg Junior Faculty Grant shall include the following statement: "This work was supported in full or in part by a University of Hartford Greenberg Junior Faculty Grant. This support does not necessarily imply endorsement by the University of Hartford of project conclusions."

Proprietary Information: The applicant agrees to allow his/her funded proposal, unless it contains proprietary information, to be reviewed as an aid to future applicants.

Curriculum Vitae (page 7): Provide a copy of your current curriculum vitae, highlighting publications or scholarly works particularly relevant to this proposal.

Internal Grant History (page 7): Please list on this page any University of Hartford Greenberg Junior Faculty Grant, Coffin Grant, or Summer Stipend proposals funded within the last five years with a brief description of the outcome of the work. Include any external grant activity as well.

Conflict of Interest form (page 8): Please review the University's financial conflict of interest policy (in the "Additional Information" section of the *Faculty Policy Manual*) and complete the attached conflict of interest disclosure form. The Provost will review and sign it if the proposal is recommended by the Review Committee for award.

UNIVERSITY OF HARTFORD

GREENBERG JUNIOR FACULTY GRANT 2019

Cover Page

Faculty Member: _____

E-mail: _____ Tenure Review Year: _____

Department: _____ Phone: _____

Proposal Title: _____

Proposal Area: (*Check one*)

Category I

Category II

Abstract: (*Brief description of the project. Do not exceed space provided.*)

This proposal requires (check if applicable):

Equipment, facilities, human resources, or services not currently available or budgeted herein.

Use of Human Subjects, approved by Human Subjects Committee (HSC) Date : _____

Use of Lab Animals, approved by Institutional Animal Care & Use Committee (IACUC) Date: _____

Release Time During the Academic Year expressed as _____ number of courses or _____ number of contact hours.

Email validation for the following should be sent to T. Stores, Assistant Provost and Dean of Faculty Development, at stores@hartford.edu (Reminder checklist):

Approval of the application of the faculty member from the Department Chair (if applicable) and the Dean

Any request for release time during the regular academic year must be noted specifically from the Chair and Dean.

Endorsement of additional internal university support beyond the award (if needed), to include academic unit of support, from the Chair, the Dean, or other unit head.

BUDGET SUMMARY

Salaries

Part-time Faculty Replacement Costs:

Course _____ \$ _____

Course _____ \$ _____

Other Salaries:

Name _____ \$ _____
(Check one): Student Assistant Temporary Personnel

Name _____ \$ _____
(Check one): Student Assistant Temporary Personnel

Name _____ \$ _____
(Check one): Student Assistant Temporary Personnel

Faculty Travel (must be fully justified on budget justification page): \$ _____

Equipment (describe on budget justification page): \$ _____

Supplies (list on budget justification page): \$ _____

Other Expenses (describe on budget justification page): \$ _____

TOTAL FROM Greenberg Junior Faculty Grant funds (not to exceed \$9,550): \$ _____

Please provide the information requested below, if applicable:

Funds from Other Sources: \$ _____
Indicate Source: _____

Project Total: \$ _____

BUDGET JUSTIFICATION: Please itemize and justify each category of the expenses to the grant. Continue on an attached sheet if necessary. See Guidelines for Proposals, p. ii, for details.

PROJECT DESCRIPTION: Please use the following format: left justified, single spaced, 12-pt. type with 1" margins, not to exceed 5 pages. See Guidelines for Proposals, p. iii, for details.

Optional Appendix (not to exceed 5 pages):

PROJECT IMPACT INFORMATION: Please complete the following:

Proposal Title: _____

Greenberg Junior Faculty Grant Cost: \$ _____

Educational and Scholarly Implication of the project (check one):

- “Seed” project for scholarly projects that may be submitted to outside funding agencies
- Scholarly project of a one-time nature
- Other (Explain briefly) _____

Space and necessary facilities are available for this project: ____Yes ____No

Is student participation planned for this project? ____Yes ____No

If yes, give number: ____Undergraduate ____Graduate

FOLLOW-UP REQUIREMENTS:

The project director should sign below to indicate that he/she understands and agrees to these follow-up requirements.

- a. Reports:** The written report of progress on the project funded by the grant shall be filed in the Provost’s Office by August 31, 2019. See p. iv of the Guidelines for format of this report.
- b. Acknowledgments:** Any publication resulting from the project supported by funds from a Greenberg Junior Faculty Grant shall include the statement: “This work was supported in full or in part by a University of Hartford Greenberg Junior Faculty Grant. This support does not necessarily imply endorsement by the University of Hartford of project conclusions.”
- c. Proprietary Information:** Proposals resulting in Greenberg Junior Faculty Grants, unless they contain proprietary information, may be reviewed in the Provost’s Office as an aid to future applicants.
 - _____ This proposal contains proprietary information.
 - _____ This proposal does not contain proprietary information.

By receipt of this application from my email address, I am acknowledging my agreement with these requirements.

CURRICULUM VITAE: Please provide a copy of your current curriculum vitae. Please highlight the publications or scholarly works that are particularly relevant to this proposal.

INTERNAL GRANT HISTORY: Please list below any Greenberg Junior Faculty Grant, Coffin Grant, or Summer Stipend proposals funded within the last five years with a brief description of the outcome of the work. Include any external grant activity as well. Use a continuation page if necessary.

**Disclosure Form
to Implement the University of Hartford's
Financial Conflict of Interest Policy**

(Please refer to the University's Conflict of Interest Policy statement as required.)

Name of Principal Investigator: _____
Name of Co-Principal Investigator: _____
Title of Research Project: _____
Current or Prospective Funder: Greenberg Junior Faculty Grant _____

1. Direct interest in public or private entities from which equipment, instruments, materials, or items will be purchased under attached proposal.
- a) Salaries or other payment for services (e.g., consulting fees or honoraria) _____ Yes _____ No
 - b) Equity interests (e.g., stock, stock options or other ownership interests) _____ Yes _____ No
 - c) Intellectual property rights (e.g., patents, copy rights and royalties from such rights) _____ Yes _____ No
 - d) Other

If "Yes" is checked on any of the above, indicate degree of commitment.

2. Government consultantships: _____

3. I have engaged in a related extramural program with either a public or private entity within the past year.

_____ Yes _____ No

If so, describe the involvement:

4. Other pertinent information: _____

I have reviewed and understand the University of Hartford's Financial Conflict of Interest Policy. The above information is complete to the best of my knowledge. I agree to update this disclosure during the period of the award as new reportable significant financial conflicts of interest arise.

Principal Investigator Date

Co-Principal Investigator Date

I have reviewed this disclosure and

_____ find no conflict of interest.

_____ find a conflict of interest.

_____ I have referred it to the Provost for further review.

I have determined that

_____ no conflict of interest exists.

_____ a conflict of interest exists.

Dean/Director Date

Provost Date

Reviewer's Number: _____

REVIEWER EVALUATION

Applicant Name: _____

Proposal Title: _____

To be completed by Reviewer:

EVALUATION CRITERIA:

	SCALE:	1 (Lowest)	to	10 (Highest)
Originality		_____		
Potential Significance of Project Outcomes		_____		
Probability of Achieving Project Outcomes		_____		
Clarity and Coherence of the Proposal		_____		
Budget Justification		_____		
Qualifications of Applicant		_____		
Total		_____		

COMMENTS: _____

