

Faculty Research and Grant Incentive Program

William Paterson University

Overview

The University is committed to promoting basic and applied research and contract opportunities for faculty. Using resources available from indirect funds¹, the goal of the Faculty Research and Grant Incentive Program (FRGIP) is to support a faculty member's research and/or service agenda and to facilitate the preparation and submission of external grant or contract proposals. Applications are invited in the areas of traditional scholarship or creative expression, theory and practice of teaching and learning (pedagogy), application or integration of knowledge, and/or community engagement/service².

Funds support a stipend to faculty or a team of faculty who prepare and submit a grant or contract proposal (\$25,000 or higher), as well as project costs, if any. The application, review, and awarding process is managed through the Colleges, inclusive of the Cheng Library, with grant-writing support and training from the Office of Sponsored Programs (OSP).

Requests for Proposals (RFPs) to apply for FRGIP funding are issued once per year:

- March - RFP announced; **applications due April 18**; award decision by May 13

Guidelines

Funding Allocation

An estimated \$36,000 in total funding will be available in this first round of funding (Spring 2022). Future amounts for funding will be contingent upon available budget. The stipend per grant application is \$2,000/person or \$4,000/team of grant writers. Project costs necessary to be competitive for a grant are also covered, typically up to \$1,200³, although Deans may provide higher amounts at their discretion. Stipends are disbursed at two time intervals, \$1,000 at the start of the project and the remainder upon submission of the grant proposal.

Each Dean shall determine the number of awards offered based on available indirect funding. A college review committee makes funding recommendations to the Dean. In consultation with the Provost's Office, Dean's Offices communicate decisions to applicants.

Eligibility

Full-time tenured and tenure-track faculty, including librarians, are eligible to apply⁴. Faculty can be part of only one funded FRGIP per year for which they are receiving a stipend. Previous awardees must have submitted their prior grant application to be eligible for a subsequent

¹ Funds generated through indirect cost recovery on prior grants.

² Elements of the Boyer Model of scholarship.

³ Project specific funds are envisioned to seed a project to help it be competitive for a larger grant that would provide much more robust funding.

⁴ Other categories of faculty, staff, or non-WP persons may be part of the project team, but are not eligible for a stipend.

award. Applicants for awards, or persons who otherwise might have a conflict of interest, cannot serve on the review committee (e.g., spouse or partner of an applicant, etc.).

Expected Outcomes and Deliverables

The expected outcome of this Program is **a submitted grant proposal no later than one year subsequent to the grant award**. Other required deliverables to be submitted to both the Dean's and Provost's Office include:

- A one-page progress report 3 months subsequent to the grant award.
- A one-page final report within 15 days following the grant submission through OSP that summarizes how project expenditures (if any) were used, any scholarship generated (with links or citations) or planned from the work, and professional development training/support obtained from OSP or elsewhere to aid the grant submission. This report should also be uploaded to the faculty member's Faculty Activities (formerly Digital Measures) portfolio by Sept. 1 following the grant submission.

Application Process

Applications are submitted to the Dean's Office via email attachment (an electronic workflow process through WP Connect is coming, but not ready yet) by the deadline noted on page one.

Applications must include:

- Completed FRGIP application (see p. 4).
- An abbreviated vitae (up to 2 pages per person) with those activities salient to the likelihood of being competitive for a grant (e.g., list of scholarship and prior grant activity, relevant service activities, etc.).
- A web link to one or more grant programs (with RFPs if those are live at time of FRGIP application) being considered for submission and that meet the \$25,000 minimum threshold criteria.
- Completion of the Budget Form if there are project expenses (see p. 5).

Review Criteria

- Purpose of the project is clear, specific, and attainable in the 1 year timeframe.
- Action steps and milestones are clear, specific, and realistic.
- Project costs (if any) are clear, specific, and supported by evidence for their need.
- Project makes a contribution to the discipline, college, University, and/or community (e.g., basic or applied research/scholarship/creative expression, student success activity or initiative, community engagement/support project, etc.).
- Likely success of a grant submission based on members' skills/experiences, including prior research, scholarship, service, and grant experience (if any), as well as the goals and objectives of the grant for which the faculty member is applying.
- Extent to which supporting facilities (such as laboratories, special equipment, or supplies) will be available to successfully complete the project and achieve the project goal.

Early career T/TT faculty (i.e., first 10 years as a faculty member at WP), as well as faculty with limited experience with grant writing, will be prioritized, although all full time faculty of any rank and service length may apply. Experienced grant writers who have faculty with little or no experience on their team, and for which they will be mentoring through the process, will also be prioritized.

Payment and Expenditures

Failure to submit a grant proposal by the award deadline will result in forfeiture of any unused monies and ineligibility to apply for this program in the future if due to circumstances within awardee's ability to control. Two or more faculty members working as Co-PIs will split the FRGIP award. Project expense funding (if any) must be used for costs related to the research/work of the project in preparation for submitting a grant.

Award and Process Management

Deans Offices manage this awards program, in consultation with the Provost's Office. The Office of Sponsored Programs provides training and grant writing assistance.

All University-supported research projects are administered in accordance with established University fiscal procedures and research policies relating to the conduct of research, including IRB approval where applicable. The incentive award, which is intended for a specified time period and for purposes related to the research/work required to submit a grant, may not be carried over or extended except under unusual or unavoidable circumstances and with the approval of the Dean's and Provost's offices. Unspent monies at award's end (1 year following the incentive grant award) will be swept.

Questions on this program should be directed to your Dean's Office.

Faculty Research and Grant Incentive Program APPLICATION

NAME (project lead/PI):

EMAIL:

TITLE:

Tenured ___ **Yes** ___ **No**

DEPARTMENT:

COLLEGE:

PROJECT TITLE:

CO-PIs (if any, identifying who would also be receiving a stipend; also include institutional affiliations of persons not at WP, if any):

PROPOSAL (max. 2-3 pages single spaced)

1. **Project Abstract (max. 150 words):**
2. **Project Narrative:**
 - Purpose/Goal(s)
 - Activities/Action Steps & Timeline Milestones (inclusive of summer)
 - Contribution/Significance to the Discipline, College, University, and/or Community
3. **Identified Grant/Contract Opportunities** (identify and describe specific grant(s), include approximate proposal due date and weblink(s) to grant(s), inclusive of RFP if posted; if a contract opportunity with an external organization, provide a link to organization and explain the opportunity):
4. **Description for why you feel this project has potential success for external funding:**
5. **Attach Project Expense Form, if any** (not part of 3 pages):
6. **Attach Abbreviated Vitae for all PIs and Co-PIs** (not part of 3 pages):

Check this box:

I understand that as a term of this funding, I, and/or members of my team, may be required to participate in professional development sessions to assist in the skill building needed for effective grant writing.

****Email application to Dean's Office by posted deadline, unless directed differently should a WP Connect workflow be ready in time for submissions.***

**Faculty Research and Grant Incentive Program
BUDGET FORM**

Project Title:

Project PI:

Please complete the form below for any project expenses (excluding stipends). Funding is intended to seed projects, commonly necessary to demonstrate early evidence of success worthy of larger funding by an external agency. The budget request can be used for the purchase of materials, supplies, salary for student assistants, transportation, travel to conferences or collaboration sessions, consultant fee, and/or other research/creative activities related to this project. Purchase of computer equipment is not allowed, however, specific software needed for the project may be allowed. Typical asks should be \$1,200 or less, although Dean's have discretion to provide additional funding from their own indirect funds.

Budget Request

Provide detailed description for each category

Category	Description with Justification	Amount
Materials and Supplies		
Student Assts. (UG or G)		
Transportation or Travel		
Consultant fees		
Other costs		
Total Requested:		