



**INDIANA UNIVERSITY
KOKOMO**

OFFICE OF ACADEMIC AFFAIRS

**Grant-in-Aid, Summer Faculty Fellowship, Sabbatical Leave & Sabbatical-Like Leaves
Guidelines & Application Materials**

The Office of the Vice Chancellor of Academic Affairs (VCAA) administers Grant-in-Aid of Faculty Research, Summer Faculty Fellowship, Sabbatical Leave, and Sabbatical-Like Leave awards. Each year the VCAA forms a **Faculty Development and Grants Committee (FDGC)**, composed of faculty representatives from each of IU Kokomo's academic units. The FDGC reviews applications for these awards and submits recommendations to the VCAA.

Application deadlines for annual competitions for these awards are listed below.

Grant-in Aid of Faculty Research for Spring Semester:	October 15
Grant-in-Aid of Faculty Research for Summer:	February 15
Grant-in-Aid of Faculty Research for Fall Semester:	April 15
Summer Faculty Fellowships:	October 15
Sabbatical Leaves:	October 15
Sabbatical-Like Leaves:	October 15

Grant-in-aid awards are for a maximum of \$4,000. Summer fellowships awarded to faculty at the rank of Professor or Associate Professor are in the amount of \$7,000; at the rank of Assistant Professor, \$6,000.

Applications must be received by the Office of the VCAA by the dates listed to be eligible for FDGC review. Applicants for each award must submit an original application and seven additional copies to the VCAA. Applications for grant-in-aid are accepted on a rolling basis three times per year.

The FDGC will complete its review of spring grant-in-aid, summer fellowship and sabbatical/ sabbatical-like leave applications and submit recommendations to the VCAA by December 1 of each year; by March 15 for summer grant-in-aid awards; and by July 1 for fall grant-in-aid awards. Award recipients are notified by the Office of the VCAA. Awards for projects which require human subjects approval are made pending verification of the completion of that approval process.

Questions regarding any of these awards, application procedures, FDGC activities, etc. should be directed to the Office of the Vice Chancellor of Academic Affairs.



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**Grant-in-Aid of Faculty Research
Award Information, Guidelines and Application Format**

I. Purpose

Grants-in-Aid of Faculty Research are intended to support tenure-track faculty activities in the areas of research and creativity. Grants may also be used to support specialized training or education that can broaden a faculty member's perspectives on, and expertise with, the research and creative aspects of his/her discipline.

II. Funding Level

Grant-in-aid awards are for a maximum of \$4,000 within a one-year period.

III. Review and Evaluation Criteria and Priorities

It is the policy of the Office of the VCAA that all tenure-track faculty are afforded an equal opportunity to compete for available resources. All applications for Grant-in-Aid of Faculty Research therefore will be weighed, first and foremost, on the basis of merit. The following criteria will guide FDGC evaluation of merit:

A. Clarity and Completeness. Applications must describe and explain proposed projects in simple, direct language that includes sufficient detail that the substance of the project can be properly understood and objectively considered by individuals who may or may not possess expertise in the area or discipline of the applicant. Applications also must provide all required information in the style and format described below.

B. Relevance. Descriptions of proposed projects must include discussion of the questions, theories, hypotheses, etc., from which the proposed activity grows, the importance of the project to general or specific questions in the field, and the benefits to be realized by the discipline, university or the individual as a result of the project.

C. Design. Applications must include descriptions of the manner in which the project will be completed, which may include but is not limited to: the paradigm which will guide inquiry, the methods and materials used to collect and analyze data, the manner in which data will be reported, a sequence of project activities that will be followed, and an approximate timeline of project activities, phases, etc.

D. Applicant Qualifications. FDGC review of applicant qualifications will chiefly address the issue of competence, that is, whether the applicant appears to possess the background and skills necessary to complete the proposed project. Applications therefore must include descriptions of previous work or experience in the area proposed. Applications also must include the applicant's vita, which includes a listing of publications, presentations, creative work and/or work in

progress. Additional evidence of competence may include but is not limited to: training and experience with the methods and materials needed to conduct a project, prior success at securing funding, successful completion of similar or related projects, publications, or the opinion of knowledgeable associates. Applicants who propose projects and activities which appear to fall outside of their disciplines, or which appear to depend upon skills which they do not routinely employ, may need to include clarifying information and explanation to ensure fair and thorough consideration of their proposal.

E. Budget. Applications must include a detailed listing of anticipated expenses. FDGC review of proposed budgets will chiefly address the issue of legitimacy, that is, whether proposed expenditures appear to be required, realistic, reasonable and relevant. Grant-in-aid funds commonly are used for, but are not limited to: supplies or specialized equipment, software, support staff salary, telephone, duplication, postage, and mileage, air fare, lodging and/or per diem costs associated with travel to research sites. Proposed expenditures which fall outside typical parameters should include clarifying explanations, to ensure fair and thorough consideration.

E. Letters of Support. Applications must be accompanied by at least two letters of support, from individuals knowledgeable about the proposed project, activity, etc. One letter should be contributed by an associate within the applicant's academic unit. The letter does not need to be from the chair or dean, but it must be from an individual who possesses some expertise in the area of the proposed activity who is able to address its relevance, feasibility, merit, etc., as well as providing comment on the applicant's background, skills, competence, or record of scholarly success. A second letter should be contributed by an individual outside the applicant's department. This need not be an individual outside the IU Kokomo academic community. However, the individual should have the expertise necessary to comment on the merit of the proposed project.

IV. Funding Priorities. In the event there are more meritorious applications for grant-in-aid than available award funding, the FDGC will consider the following secondary criteria:

- Projects for which some funding has been secured, but which are in need of additional, supplemental support. This might include, for example, funding for a research project that will be conducted during a sabbatical.
- Partly completed projects which have previously received support from this or another source, and which are in need of additional funds for continuation or completion.
- Projects which primarily involve the continued specialized training or education of the applicant.
- Applications from junior faculty (i.e., within their first two years at IU Kokomo), or from senior faculty seeking new direction.
- Applications from faculty who have demonstrated positive outcomes of previous funding.
- Meritorious projects which could not be funded the previous year.

V. Award Conditions

Applicants for a Grant-in-Aid of Faculty Research may not serve on the FDGC that same year.

Grants-in-Aid of Faculty Research are available to IU Kokomo tenure-track faculty only, and are limited to one award per year per recipient.

Applicants seeking grant-in-aid in two consecutive years must provide documentation of efforts to obtain additional external funding to be eligible for an award the second year. Awards may not be received for three consecutive years, however. Applicants seeking a third grant-in-aid award must wait at least one year after receipt of the second award before applying for a third award, and all applicants for a third or subsequent award must document continuing efforts to secure funding from alternative, external sources.

Grant-in-aid awards may not be used to support dissertation research, nor may they used to provide salary or supplemental pay to the grant recipient.

Equipment purchased with grant-in-aid funds is the property of Indiana University Kokomo.

Footnote recognition of the source of support should be included in any publication resulting from a project supported by grant-in-aid funds.

Recipients who receive income or revenue as a direct result of a project supported by grant-in-aid funds must reimburse grant funds to the university, in accordance with policies administered the Office of the Vice Chancellor of Academic Affairs.

Grant-in-Aid award funds are available for a maximum of two years from the date of the award. Funds not used during this two-year period will be redistributed. Grant-in-Aid awards are automatically terminated upon termination of appointment at IU Kokomo, and unused funds will be redistributed.

Recipients of grant-in-aid are expected to manage awards in a manner consistent with university and campus procedures and policies. Recipients who find it necessary to make significant shifts in proposed award spending should notify the Office of the VCAA in writing prior to making those changes. At the discretion of that office, the FDGC may be asked to review proposed changes.

Award recipients must submit a final report to the Office of the VCAA which includes a summary of the research, creative or other activity completed with award support, and also includes a complete summary of the manner in which funds were used. Copies of any publications, papers, etc. arising from supported projects should also be forwarded to the VCAA. Reports should be submitted within 90 days of the completion of the budget period of the award.

VI. Application Format

Grant-in-Aid of Faculty Research applications should follow the format below, and must include a signed "Award Conditions" section.

**Indiana University Kokomo
Grant-in-Aid of Faculty Research
Application**

Name of Applicant:

Applicant Rank and Academic Unit:

Project Title:

Abstract:

Provide a brief summary of the proposed project, including a statement of purpose, overview of design and methods, and other information which describes the nature of the project and the proposed use of funds.

Background:

Provide information related to the context in which the project is proposed, including, for example, how the project differs or grows from previous research in the area, a rationale of why the proposed project is a relevant or promising direction for inquiry, the project's potential contribution to knowledge, and/or the application of possible findings to general or specific problems in the field.

Design:

Provide specific information about the research paradigm and methods that will be employed. Include, for example, details about data collection and analyses, the manner in which data will be reported, a sequence of project activities that will be followed, and an approximate timeline of project activities, phases, etc.

Budget:

A detailed listing of all anticipated expenses associated with the proposed project. Include a listing of all other sources and amounts of other support applied for or received for the project.

Applicant Qualifications:

Provide specific information related to the applicant's competence, training or ability to complete the proposed project. Include any relevant information (e.g., publications, similar studies completed in the past, background and experiences, etc.). A current, complete curriculum vita or resume must be included. Include a listing of all previous grants-in-aid or summer fellowship support, including the title and status of those projects, award date, and any papers, publications, etc. directly resulting from each project. Provide any additional relevant information which may help the FDGC evaluate the proposal. Applicants who propose projects involving human subjects must include documentation of completion of the IU Protection of Human Research Participants Certification Test.

References:

List the name, title, and contact information for at least two individuals who will provide letters of support. (See guidelines for a discussion of eligible contributors.)

Award Conditions:

In signing this application, the applicant signifies that he/she has read and agrees with these conditions:

1. It is understood that substantial deviations from the budget for a funded Grant-in-Aid of Faculty Research proposal must be authorized in advance by the Office of the VCAA, and that all unused grant-in-aid funds must be returned to the university immediately.
2. A written, detailed summary of the completed project supported with Grant-in-Aid of Faculty Research funds must be submitted to the Office of the VCAA at the completion of the project.
3. Should a project supported with Grant-in-Aid of Faculty Research funds yield royalties or other income to the applicant, the award recipient agrees to repay the university when the amount of such income exceeds \$100 in any calendar year. Each year such income exceeds \$100 the award recipient is obligated to repay the university one-half of the income until the grant-in-aid is repaid.

Signature of Applicant

Date