



**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.

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

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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**Summer Faculty Fellowships  
Award Information, Guidelines and Application Format**

**I. Purpose**

Summer Faculty Fellowships are intended to provide support to tenure-track faculty so they can devote themselves full-time in the summer months to research and creative projects or other professional development activities.

**II. Funding Level**

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.

**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 Summer Faculty Fellowships therefore will be weighed, first and foremost, on the basis of merit. The following criteria will guide FDGC evaluation of the 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, if a research project is proposed, may include but is not limited to: the paradigm which will guide inquiry, the methods and materials used to collect and analyze data, and 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. also must be included.

**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. The application 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. 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 summer fellowships than available award funds, 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 Summer Faculty Fellowship may not serve on the FDGC that same year.

Summer Faculty Fellowships are available to IU Kokomo tenure-track faculty only, and are limited to one award per year per recipient.

Applicants seeking Summer Faculty Fellowships 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 summer fellowship must wait at least one year after receipt of the second fellowship before applying for a third award, and all applicants for a third or subsequent fellowship must document continuing efforts to secure funding from alternative, external sources.

Summer Faculty Fellowships may not be used to support dissertation research.

Summer Faculty Fellowship recipients must agree to devote at least two months of full-time effort to the fellowship-supported project, and thus may not hold any teaching or other service-rendering appointments during the period of the award.

Summer Faculty Fellowship recipients must agree to continue at IU Kokomo through the academic year following the summer of the award.

Footnote recognition of the source of support should be included in any publication resulting from a project supported by Summer Faculty Fellowship funds.

Summer Faculty Fellowship 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. Copies of any publications, papers, etc. arising from supported projects should also be forwarded to the VCAA. Either a final or interim report should be submitted by October 1 following the summer of the fellowship.

## **VI. Application Format**

Summer Faculty Fellowship applications should follow the format below, and must include a signed "Award Conditions" section.

**Indiana University Kokomo  
Summer Faculty Fellowship  
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 if a research project is proposed, 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. If a research project is proposed, include a discussion of how the project differs or grows from previous research in the area, a rationale that explains 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. If the proposed project primarily involves specialized training or education, describe how that training relates to present responsibilities, and how it might affect performance of duties in the future.

**Design:**

If research is proposed, provide specific descriptions and discussion of 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. If a project primarily involving specialized training or education is proposed, provide specific information about how, what, when, and where training will occur.

**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 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. A written, detailed summary of the completed project supported with Summer Faculty Fellowship funds must be submitted to the Office of the VCAA at the completion of the project. An interim or final report must be submitted by October 1 following the summer of the fellowship.
2. Should a project supported with Summer Faculty Fellowship 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 award is repaid.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date