

**GUIDELINES FOR AWARDS FROM THE  
UNIVERSITY RESEARCH COUNCIL  
SETON HALL UNIVERSITY**

**I. PURPOSE**

The University Research Council (URC) is designed to foster faculty participation in scholarly research and publication and to provide opportunities for faculty growth and creative professional renewal. The word "research" herein refers to either:

- A. creative work in the performing or visual arts; or
- B. any other activity of an original and scholarly nature which is intended for dissemination within the academic/professional community.

**II. MEMBERSHIP**

- A. The URC will consist of **twelve** faculty members: one each from the School of Business, the School of Theology, the College of Human Development, Culture and Media, the College of Nursing, the School of Diplomacy and International Relations, the University Library, the School of Health and Medical Sciences and the School of Law. Four members will come from the College of Arts & Sciences with one chosen from the natural sciences, one from the social sciences, one from the humanities and arts, and one from the mathematical/computing sciences.
- B. The faculty members will be appointed by the Provost for two-year terms. They will be chosen by the Fall from a list provided by the respective school/college faculty and deans and will include recipients of the URC awards from the previous years.
- C. Members of the Research Council may not submit proposals for funding during their term on the Council.

**III. FUNCTIONS**

- A. It shall be the function of this Council to:
  - 1. receive proposals for funding;
  - 2. review and evaluate proposals;
  - 3. decide which projects will be supported and at what level of funding;
  - 4. notify recipients of their award and the corresponding obligations.
- B. Annually review the Guidelines of the Council.
- C. Serve as an advisory board to the faculty and administration in research and faculty development matters.

**IV. OPERATING PROCEDURES**

- A. The Council shall determine its own operating procedures relative to the awarding of funds.

- B. The Council will determine its own deadlines for proposals which will appear on the application form. Announcement of awards will be made as soon as possible after the completion of the Council's deliberations. Funds which are awarded but not expended revert to the Council for reassignment.
- C. The Council shall elect from its membership a chairperson to preside over meetings, and to formally represent the Council in matters dealing with the applications.
- D. Annually, the Council will set a maximum amount for grants and summer stipends. The faculty will be informed of the maximum upon receipt of the application forms.
- E. All else being equal, priority will be given to untenured/junior faculty rather than tenured/senior faculty.
- F. At its discretion, the Council may request an appropriate outside opinion on the merits of the applications.
- G. Copies of approved proposals will be kept on file in the Office of Grants & Research Services and will be available for review.

## V. ELIGIBILITY

All full-time faculty members holding a tenured or tenure-track appointment are eligible to apply for a Summer Stipend or Research Grant award. All full-time, research-responsible faculty on multi-year contract appointments with research and scholarship expectations (excluding student research mentorship) are eligible to apply for a Research Grant award. In accepting a Summer Stipend or Research Grant from the University Research Council, faculty members agree that they will be employed on a full-time basis at Seton Hall University in the following academic year. **NO** faculty member can receive an award 2 consecutive years. ***In the event that an individual resigns from the faculty prior to the start of the academic year, the amount of the Summer Stipend or Research Grant must be returned in its entirety to the University.***

- A. The following exclusions from and expectations for maintaining eligibility for this program are in place to comply with the terms of agreement with external funding agencies and align with section VI.C. of this document.
  - 1. Faculty members are not eligible to apply for the URC if they have or are listed on an active research grant or contract that supports their summer salary during the URC award period.
  - 2. Faculty members are obligated to withdraw their URC application after submission if they receive notification of funding for an external grant or contract that provides summer salary during the URC award period.

Acceptance of an award by the Council constitutes an agreement by the recipient to abide by the conditions to fulfill the responsibilities described in the following sections.

## VI. AWARD TYPES AND CONDITIONS OF AWARDS

- A. A faculty member, alone or with other faculty members, may submit one or more proposals in a given year. Each proposal, solo or joint, may not receive more than \$10,000, and a faculty member may not receive more than a total of \$10,000 no matter how many proposals a faculty member submits. Awards for joint proposals will be divided equally among applicants. To illustrate, for a joint proposal by two faculty members, each will receive one-half, for three faculty members, each will receive one-third, etc. Each proposal will be either for a Summer Stipend or for a Research Grant,

but not for both. The faculty member can elect to receive the stipend as a single lump sum, or split the award into 2 or 3 equal monthly payments during the summer. This can be decided once a faculty member receives notification of an award.

- B. Approximately two-thirds of the total awards will be given to first-time recipients, and one-third will be given to those past recipients who can (1) demonstrate the project's significance to their professional development, or (2) are pursuing a new line of research.
- C. **Summer Stipends** are payments of salary for a period of summer research. Stipends of up to \$10,000 will be awarded for use during the period of June 1 to August 31. The recipient may also teach one (and only one) course during this period and may not accept any other remunerative employment from the University during the same period.
  - 1. The summer stipend is subject to the current tax rates established by the Internal Revenue Service and the State of New Jersey. For the purposes of this one-time payment, you will be taxed at a higher tax rate for only this pay period because the stipend can place you into a different tax bracket.
- D. **Research Grants** of up to \$10,000 are given to help defray costs such as the purchase of equipment and supplies, publication expenses, financing research connected travel, wages for secretarial assistance, etc. Grants are not given to supplement the faculty member's salary. Grants may not be used to pay dues or tuition fees, or to purchase books or journals for the grantee's private library. Title to any non-expendable material (equipment, tools, instruments, etc.) remains with the University. The URC will generally not support requests for computer purchases.
- E. Recipients of a Research Grant will be required to furnish the Director, Office of Grants & Research Services, receipts and expenditures. If not provided during the academic year, all such receipts must be provided by June 1<sup>st</sup> of the academic year for which the grant is tenable.
- F. Summer Stipend or Research Grant monies shall be used only for the activities described in the approved application submitted to the University Research Council.
- G. Any awardee unable to accept an award should immediately notify the Director, Office of Grants & Research Services in writing, so that the funds may be reallocated.

## VII. ACCOUNTABILITY AND RESPONSIBILITIES OF AWARD RECIPIENTS

URC awards provide seed monies to faculty in order for them to compete more successfully for external sources of support. **By acceptance of an award, URC award recipients, when it is feasible, are obligating themselves to apply for external sources of funding within one year of completion of a URC Summer Stipend or Research Grant.** Award Recipients therefore should contact the Office of Grants and Research Services during this period for assistance. *In the event that an individual resigns from the faculty prior to the start of the academic year, the amount of the Summer Stipend or Research Grant must be **returned** in its entirety to the University.*

- A. One copy of the completed application must be sent by the closing date to the Office of Grants and Research Services via the email address: [grantsoffice@shu.edu](mailto:grantsoffice@shu.edu). The application should contain a clear, complete and comprehensive account of the work proposed. All parts of the application must be completed. The goals of the research as well as the methodology should be described as thoroughly as possible.

- B. By October 15, faculty members who have held a Summer Stipend must submit a written report to the Director, Office of Grants & Research Services, on the progress of their research efforts.
- C. By June 15 of the academic year for which a Research Grant is tenable, recipients must file with the Director, Office of Grants & Research Services, a final comprehensive formal report on the outcome of their research. Any publications or formal presentations directly resulting from the funding by the Council should be described in the report. Failure to file a final report of the project activity will jeopardize one's eligibility for future awards from the University Research Council.
- D. Research resulting in publication will acknowledge support of the Seton Hall University Research Council.
- E. Awardees of the University Research Council program are obliged to observe the policies and procedures of the University as they relate to the rights of human subjects participating in research projects and to the concerns for the care and use of animals in research projects. Accordingly, approval from the Institutional Review Board for Human Subjects Research or from the Animal Care and Use Committee must be obtained before the initiation of the research funded by the University Research Council.
- F. Faculty who accept a Summer Stipend or a Research Grant from the University Research Council agree to be placed in the candidate pool for membership on the Council for subsequent years and to serve on the Council if selected as a member.
- G. Each year the Director, Office of Grants & Research Services, shall provide to the Council a list of former recipients of stipends and grants. An account of those completing the necessary reports will also be provided.

## VIII. APPLICATION FORMAT

Describe the project within a **maximum** of 9 pages for a summer stipend application or 10 pages for a research grant application. A complete URC application includes the following 7 parts: a URC application form, abstract, purpose/objective, methodology, results/outcomes, budget (**Research Grant Only**), and vita. Items 2, 3, 4, 5 and 6 together must total 6 or fewer double-spaced pages. The completed application must be combined into a single PDF file.

1. **URC Application Form (1 page)**
2. **Abstract: (One-page maximum)**-The abstract should be written for an educated lay audience. Please keep in mind that the reviewers represent a broad range of disciplines and professions drawn from the entire University community. The Abstract then, as well as the proposal itself, should be written free of jargon or technical terms known only to the specialist. Failure to observe this suggestion has been one of the most common reasons for rejection of applications to the Council. By submitting the proposal, you agree that the abstract may be shared with other university offices for and may become a publicly available document.
3. **Purpose(s) or Objective(s):** - It is necessary to state the purpose of your study briefly, but in terms which communicate clearly to professionals not familiar

with the technical aspects of your field of study. The objectives should be specific.

4. **Significance:** Provide a discussion of the significance of the project. Applicants can choose to discuss how this award will assist their career development path as a faculty member at Seton Hall University. Past recipients of a URC award should emphasize how this application will assist with their pursuit of an alternate line of inquiry in accordance with Section IX.B.2. Additional points of emphasis may include, but are not limited to.
  - What additions to knowledge will be gained?
  - Why is this project important to the discipline?
  - How is the approach to be undertaken creative, innovative, meaningful and/or effective?
  - Does the project touch upon an unrecognized or new research area?
5. **Methodology:** Provide a description of procedures and a time schedule to achieve the objectives. Details as to the operational sequence and procedures should be provided for the full length of the project. The methodology should be appropriate and well thought out in relation to the stated objectives. Citations of scholarly/professional literature and/or references to computer databases and software programs should indicate that the researcher is aware of the latest developments in the discipline. The time frame must be realistic.
6. **Result(s) or Outcome(s):** Describe the importance and significance of the results or findings that are likely from the research. State what importance this research has for the scholarly discipline or field of study and discuss how the results might enhance the academic reputation of the University. Also list paper presentations, publications or proposals to external agencies which may result from the research. Be specific.

If you have received a previous URC Summer Stipend or Research Grant Award within the past five years or 2 or more awards during your time at Seton Hall University, you must state what outcomes were achieved as a result of the previous award(s), including whether the project was completed, specific citations of publications submitted, professional presentations, and grant submissions for each award. In addition, you must clearly demonstrate how the research efforts in the current application are different from the prior awards and represents a new line of research for the faculty member. You must also state why you merit another award for the current project application. If you do not provide all of this information, you will NOT be considered for an award this year. You may include up to two additional double-spaced pages beyond the six-page limit which includes the abstract to provide the required information on previous URC awards.

**Items 2, 3, 4 and 5 and 6 should total six double-spaced pages or less.**

7. **Budget (One-page Maximum):** A budget is required only for Research Grant applications. The one-page budget for a Research Grant should include an explanation for the selection of any of the following eligible cost items:
  - a. Salaries or fees: Indicate if any of this money will be used to hire other individuals, e.g., graduate students, undergraduate student workers, and what their functions will be.
  - b. Supplies: Be specific.

- c. Research related travel: Identify destination and purpose of travel.
  - d. Equipment. Provide details on type and use of equipment.
8. **Vita (Two-page Maximum)**: A vita highlights the applicant's educational background, teaching experience and research interests. The vita should include:
- a. Most recent publication(s) or submission(s) for publication (title, publisher, date). Paper presentations or activities germane to the proposed activity should also be included.
  - b. Other grant or fellowship support received or currently being sought. State date of application, source, status and notification deadline if known. If the applicant obtained previous support from the Council, provide the names of the projects, the dates of the award and the results of the activities.

**IMPORTANT NOTE: If you were a past recipient of a URC award, please give the specific titles, dates and results of all past URC awards on the vita.**

## IX. REVIEW CRITERIA

- A. The criteria by which the Council will review proposals are provided in the table below. All proposals will be scored on a scale of 1-100 with the highest scoring proposals recommended for funding. Final funding decisions are made by the Provost.

Category	Questions	Points
Purpose & Activities	<p>Does the proposal clearly identify or state the goals of the project?</p> <p>Does the proposal clearly describe the proposed activities and analyses?</p> <p>Do the proposed activities and analyses address the research question(s)?</p> <p>Are the proposed activities and analyses feasible?</p>	20
Significance	<p>Does the project address a significant problem/issue?</p> <p>Does the project offer a creative, innovative, meaningful and/or effective approach or solution to the stated problem?</p> <p>Does the project touch upon a rarely recognized or overlooked problem/issue?</p>	20
Methodology	<p>Does the proposal provide a clear and strong description of the proposed methodology?</p> <p>Does the project utilize a sound methodology designed to answer the research question(s)?</p> <p>Is the proposed methodology feasible?</p>	20
Results and Outcomes	<p>Does the project clearly indicate the expected outputs and/or outcomes of the project?</p> <p>How do the expected outcomes enhance current knowledge about the topic of study?</p> <p>Will the project produce positive results and outcomes that will promote Seton Hall's strategic plan?</p>	20

Previous Research & Awards	Does the applicant's vita indicate confidence in the proposal and that the proposed outcomes will be realized? Has the applicant received any URC awards before? And what are the outcomes of the previous awards?	10
Proposal application materials	Do the proposal and other application materials conform to the URC guidelines? Is the proposal well-organized and well-written?	10

B. *Additional Considerations-*

1. This is an award to assist faculty in developing themselves as researchers in a given area. The council therefore aims to support first-time recipients, as well as past recipients who (1) are pursuing a genuinely new line of research, or (2) convincingly demonstrate the project's significance to their professional development. This emphasis has typically resulted in as many as 2/3 of the total awards being made to first-time recipients.

2. If an applicant has received a previous URC Summer Stipend or Research Grant Award within the past five years, (s)he must state what outcomes were achieved as a result of the previous award(s), including whether the project was completed, specific citations of publications submitted, professional presentations, and grant submissions for each award. In addition, the applicant must state why they merit another award for the current project application. If a previous award recipient does not provide all of this information, (s)he will NOT be considered for an award this year. Applicants may include up to two additional double-spaced pages beyond the five-page limit to provide the required information on previous URC awards.

For more senior faculty (who are tenured, or have at least six years of service for those in colleges without tenure) who have received URC support in the past, the proposed research should represent a new direction for the faculty member over the previously supported work. The application should clarify how the proposed research represents a new direction, in as accessible language as possible, so that experts in other disciplines can readily understand the novelty of the project.

3. Budget: The budget seems appropriate for the proposed research. Budgets are required only for Research Grant applications.
- a. Research Grant requests should provide a good rationale for specific items.
  - b. In the event Council funds will be used for payment of wages to an individual other than the faculty researcher, e.g., secretary/editorial assistant or research assistant, a clear rationale should be provided.
4. Vita: The researcher's vita indicates a familiarity/currency with the field and the requisite expertise/experience to accomplish the proposed research.

**PLEASE EXAMINE THE REVIEW CRITERIA  
TO SEE HOW YOUR PROPOSAL COMPLIES  
WITH THE APPLICATION CRITERIA  
USED BY THE COUNCIL.**

**APPLICATIONS THAT DO NOT COMPLY WILL NOT BE REVIEWED.**

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