

**FAIRLEIGH DICKINSON UNIVERSITY (FDU)  
COLLABORATIVE GRANTS IN SUSTAINABILITY GUIDELINES  
COLLEGE OF ARTS & SCIENCES**

**Program Highlights**

The FDU Collaborative Grants in Sustainability for tenured and tenure-track faculty in the newly merged College of Arts and Sciences (effective fall 2020) has the following requirements.

- Proposals may be either in fundamental or applied research or in pedagogical research as defined below.
- Proposal must be a collaboration with at least one other FDU faculty member in the newly merged College of Arts & Sciences (effective Fall, 2020) *on a campus other than the applicant's home campus*, and must have an overarching theme of sustainability.
- Proposals must be based on researchable questions or hypotheses. The primary goal is to seed research that will lead to submissions of external grant proposals and scholarly publications.
- Proposals are encouraged to provide research experiences for FDU undergraduate or graduate students although not necessarily the major emphasis of this solicitation.

**Definitions**

For this Collaborative Grants in Sustainability Program, **fundamental research** (basic research) is considered to be research that advances fundamental knowledge about the world. It focuses on creating and [refuting or supporting theories](#) that explain observed phenomena. It generates new ideas, principles, and theories, which may not be immediately utilized but nonetheless form the basis of progress and development in different fields. **Applied research** is one type of research that is used to answer a specific question that has direct applications to the world -- the type of research that solves a problem. **Pedagogical research** is research into the processes and practices of learning, teaching and assessment, which may involve systematic empirical research as well contributions to pedagogic theory.

**Other Requirements**

*Commitment* The FDU Collaborative Grants recipient is expected to collaborate with at least one tenured or tenure-track FDU faculty member in the newly merged College of Arts & Sciences (effective Fall, 2020) on a campus other than the applicant's home campus. The proposal must have an overarching theme of sustainability. The expectation is to advance scholarship through publication and preparation of a full-scale extramural proposal to a nationally-recognized sponsor.

*Faculty Eligibility* All full-time tenured and tenure-track faculty from the newly combined School of Arts & Sciences (as of fall 2020) are eligible to apply and/or collaborate as Principal Investigators (PIs) or Co-Principal Investigators (Co-PIs). Lecturers, clinical faculty, adjunct faculty are *eligible* to participate in a consultancy or advisory capacity but are *not eligible* to be named as PI or Co-PI.

*Special Conditions* Proposals should identify an appropriate funding agency that will be targeted for subsequent external funding should the internal proposal be funded. Faculty are encouraged to reach out to program directors of such agencies to seek advice and determine whether a full proposal is within the scope and interests of the prospective sponsor.

*Peer-Review* Peer-review is a two-tiered process with proposals evaluated for technical merit, feasibility, and impact for scholarly advancement. The 1<sup>st</sup> Tier Review will be assigned to primary and secondary reviewers who are senior faculty, and will culminate in a written critique. Proposals considered *most meritorious* will be recommended for a 2<sup>nd</sup> Tier Review and final

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award determination by the University Provost and select members of the APRC. The PI and Co-PI are expected to present their experience and findings at an FDU Research Forum. In addition, success will be measured through the submission of extramural grant proposals and scholarly publications.

*Funding* FDU anticipates funding 2 or 3 grant proposals, each with budgets not exceeding \$5,000. Awards are intended to cover various project-related costs, such as faculty summer compensation up to a maximum of \$2,000 (no more than \$1,000 per investigator), student or graduate research assistants (maximum of \$15/hour), and non-personnel costs for travel, supplies, equipment and field expenses. Funds *may not be used* for web or media development, workshops, book authorship, or similar types of initiatives, or licensing computers or other costs that encumber the University beyond the scope of work proposed. The start date of a funded proposal shall commence on March 2, 2020 for a duration of 12 months.

*Compliance* The investigator's conduct of research must adhere to research regulatory compliance as mandated by the University and government sponsors. At a minimum, FDU Collaborative Grant recipients must complete compliance training in Responsible Conduct of Research and undergo Human Subject Protections training as applicable. The Institutional Review Board (IRB) must approve research involving human subjects prior to the release of any funds.

### **How to Apply**

The FDU Collaborative Grants in Sustainability proposal must include a cover page (use required form), project summary or abstract, a 5-page proposal narrative including required sections outlined below, references cited, a biographical sketch for the PI and all Co-PIs, and a budget and budget narrative. Excluded from the 5-page narrative page limitation are the cover page, abstract, references cited, biographical sketches, budget and budget justification.

A faculty member may submit and/or collaborate in no more than one application for each funding cycle.

### **Proposal Narrative**

The 5-page narrative section of your proposal should include the following headings.

1. *Research Question:* Briefly describe your research question or hypothesis. Provide a background and contextualize your project idea within the relevant literature.
1. *Significance of the Investigation:* Describe how the proposed activities address an important problem or barrier to progress in a field of investigation. Prior to getting started, a literature review is essential in gaining balanced and sufficient knowledge of the field.
2. *Research Methodology:* Describe your implementation strategy. How will you answer your research question or test your hypothesis? What methods will you employ and what data will you collect? Provide references to the relevant literature when using established methods. Include preliminary data if applicable, although this is not essential.
4. *Assessment:* Describe formative and/or summative assessment strategies to measure research outcomes and the effectiveness of your experimental design. Also explain how you will gauge student success.
5. *Project Timeline:* Provide a project timeline of anticipated events/milestones over the course of this one-year proposal.

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6. *Next Steps*: Describe in a paragraph how you plan to leverage your anticipated research success.

**References Cited**

Reference information is required and must include bibliographic citations only and not be used to provide parenthetical information.

**Biographical Sketch**

A biographical sketch *not to exceed 2 pages* is required for the PI, Co-PI and Consultants.

**Budget and Budget Justification**

The budget is a financial representation of your proposal. As such, applicants must submit a one-year, itemized budget of up to \$5,000. Please reference the above *Funding* section for allowable and unallowable costs. The applicant must also provide a detailed budget justification that clearly specifies the role of each investigator on the project, distribution of resources among the investigators, and justifies all other personnel and non-personnel line item requests.

**The Collaborative Grant Application**

The Collaborative Grant Application must be submitted via email to [tsambis@fdu.edu](mailto:tsambis@fdu.edu) on January 27, 2020 not later than 5 p.m. Please feel free to contact Jane Tsambis should you have additional questions. Incomplete or late applications will not be accepted.

**Contact Information**

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