

Frequently Asked Questions: Research & Professional Development Program

What is the average award amount?

Depending on the number of applications, the majority of R&PD awards are around \$5,000 or less; requests in excess of \$5,000 are considered, but funding for these projects competes with those that request less money. At times, more than one faculty member is involved in a project. Researchers can each write a proposal, or collectively request funding for the project. If the latter, be mindful that stipend requests for everyone in the group can make the project too expensive. Consider requesting less than a 4-credit equivalent stipend for each faculty.

What kinds of costs can be requested? Can a budget support students, or a colleague from outside the College?

Applicants may request funds for salaries, supplies, student and professional assistance, publication subvention, colloquia/guest speakers, and essential travel related to research. Released time may be requested by means of a request for a stipend to be used to offset the costs of an adjunct. Requests for such arrangements must be justified in detail and be supported by the applicant's Dean. It is understood that released time will only be granted under compelling circumstances. When students are involved, the project must be supervised and administered by a faculty member and the proposal submitted by faculty, but it can request stipends for students to work on the project as research assistants. R&PD awards are intended to advance the careers and scholarship of our own faculty. Colleague from outside can, in limited capacity and on occasion, receive part of the funds for professional services which support the goals of the project.

When do awarded R&PD funds have to be used?

R&PD funds are awarded for one fiscal year, with funds becoming available on July 1st and must be fully expended by June 30th of the following calendar year. There is no possibility of carrying the funds longer than one year.

Can you apply for R&PD funding if you have received funding from another program (such as CDC) within the same year?

Faculty can apply for more than one source of funding; however, faculty should consider how much time can be devoted to each project as well as to their teaching load. Each award program should be listed as support, identifying the project title and its outcomes.

How do you apply for R&PD funding?

A pdf version of the application is available on the Office of Research and Sponsored Programs website. **The application should be saved to your desktop before completing the form. You will need Adobe Writer in order to save, complete, and add your narrative to the application.** If you only have the Adobe Reader, you will only have the ability to complete the form and email it or print it; you will not be able to save it. A fully executed electronic pdf copy of the entire application and supporting documentation should be emailed as a scanned copy to grants@stockton.edu.

How long is the review process?

The R&PD Committee will meet at agreed upon times after the proposal deadline to discuss and recommend awards. The R&PD Committee Chair typically makes recommendations to the Deans' Council and Provost, who then make recommendations to the President. The R&PD awards are presented to the Board of Trustees as an information item within six-eight weeks of the proposal deadline.

What formatting advice can you give?

Since the R&PD Committee members may have many proposals to review, the format is important for assuring they can find the required information easily. Therefore, use the topic areas listed in the Guidelines as subheadings in your proposal. Only attach supplemental material if it provides concrete evidence of a claim, e.g. invitation for presentation from conference organizers, or an email from publisher showing interest in your work. You may attach endnotes or a very short bibliography, if necessary, but often the proposal can include footnotes. Make certain your project is put into a context of scholarship and that your citations are current.

Do you have any quick tips for proposal development?

Members of the R&PD Committee welcome drafts of your proposal or conversations about your project in order to answer questions they may have in advance of the deadline. Ask that a few members outside your School/discipline also read your draft in order to avoid glaring omissions or jargon that confuse the readers. Avoid promising too much; you have limited time to complete the project. The section on methods or plan of activities is critical because it describes what steps will be taken, and reveals whether the project is feasible. Don't forget to include a timeline which targets progress points to be made on your project; this shows reviewers that you are realistic and organized about what can be accomplished. And in the Outcomes section, identify specific conferences and/or journals as forums for sharing your work; this will let reviewers know the standard you are aiming for.