INTERNAL AWARD PROGRAM GUIDELINES

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Sabbatical

General Guidelines and Requirements

General Application Procedure and Content Requirement Elements

**For specific procedure and content requirement, see the individual program listings.*

- **Font size** - 11pt or greater and margins of at least 1/2 inch.
- **Online Application** - Login to Online Application System to complete the application using your GO Portal Login credentials.
- **Funding History/Accountability Section** - (Not required for all programs - see individual descriptions.)
- **Description of project** - Applicants are encouraged, although not required, to use the below outlined subtitles. When writing your proposal keep in mind that the reviewers will be looking for the following questions to be answered related to the project: What is the project? What is the anticipated end result of the project? Was there a compelling argument for funding? What exactly will the money be used for?
    1. **Introduction** - Include a brief summary/abstract/introduction to your proposal – specifically highlighting your project's focus and what the requested funds will enable you to do in regard to that work. Make this a true summary – do not repeat the first few sentences of your project description.
    2. **Statement of the aims and objectives of the project** - In plain, jargon-free language describe the aims and objectives of your project while creating a compelling argument for funding. Terms should be fully explained, leaving little room for misunderstanding or assumption on the part of the reviewer. The RPD Committee is a diverse group of your faculty peers, representing all schools at Stockton.
    3. **Background work already accomplished** - Explain your preparation for undertaking the project proposed and how it places this project within your overall scholarly career. Briefly include information about previous efforts to address your subject/challenge.
    4. **Statement of the Procedures/Methodology** - Provide a description/plan of proposed activities, how they will be accomplished, and a rationale for using this procedure. A timeline is strongly encouraged. Be mindful of the funding period you are applying for and how it relates to the project's activities (and expenses), which must fall within that funding period.
    5. **Project Importance/Value** - Explain value of the project to your field and/or how it contributes to the betterment of our society/community. If applicable, describe gap/limitations in prior research that this project will fill.
    6. **Project Outcome(s)/Dissemination of Results** - Describe anticipated next steps, including plans for continued funding, if applicable. Include plans for publication, dissemination, presentation and/or any additional goals you may have to continue onto another phase of the project at the conclusion of the funded period.
- **Budget and Budget Justification** - Explain how the budget costs were calculated and justify why each budgetary line item requested is necessary for the successful completion of the project, keeping in mind that budget requests and expenses must comply with university policies. Stipend requests should include a breakdown of time devoted to the project. Requests for release time during the academic year must be justified and supported by the applicant's Dean. Equipment purchased with university funds are the property of the University.
- **Curriculum Vitae** - (2 pages maximum)
- **Understanding of Conditions for Internal Awards** - (Electronic agreement required)
- **Supplementary materials** - (See individual program for specifics) In general, appcants are discouraged from including supplementary materials, especially as a means to circumvent page mitations. Exceptions incde information that substantiates or explains statements in the proposal - a collaborative agreement, invitation to present, offer for pubcation, etc. Reference and clearly expain why the materiT5.1 (a)2 ()T5.1 (s)-1.5 (a)2.1 (r)4.6 (e)9 (ne)9.1 (c)-5.8 (e)9.1 (s)-1.6 (s)-1.6 (a)2.1 (r)4
- **Dean's Signate** - acknowledging request for fundiT5.1 (ng)]TJ0 Tc 0 Tw 3.036 0 Td( )Tj-0.009 Tc 0.009 Tw 0.229 0 Td[an)-2.1 (d)-14.1 (/)

Appications are to be submitted using the Onne Internal Award Application System:

- Facuty Login

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INDIVIDUAL PROGRAM SPECIFIC INFORMATION AND DESCRIPTIONS

ADJUNCT FACULTY OPPORTUNITY FUND (AFOF)

Purpose and Eligibility

Supports projects of adjunct faculty and 1/2- and 3/4-time faculty that enhance their professional development and the reputation of the University. To be eligible, applicants must be employed part-time during the term in which they apply. Those employed as professional staff, administration, or librarians who also teach part-time are not eligible to apply.

Funds Available

Individual awards are capped at $1,000, and applicants are limited to one award per funding cycle. Funds are available for:

- Travel to conferences.
- Student assistant
- Professional services or supplies related to scholarship and the strategic plans.

Required Content

- Online Application - (completed in its entirety)
- Description of project (2 [illegible] maximum)
- [illegible]ication
- Cu[illegible]itae
- Un[illegible]Awards

COURSE RELEASE

Purpose and Eligibility

Support projects in research, planning,

PUBLICATION, EXHIBIT, PROFESSIONAL POSTER, OR PERFORMANCE CHARGES FUND

Purpose and Eligibility

To offset required charges so that scholarly work has a venue for academic and/or public audience and to promote scholarly work. Only works that have been refereed, invited, or juried by a body external to the University are eligible. Charges are required by the publisher, gallery, or organization as a condition of participation and next steps.

Eligible costs might include the following:

- Publication costs.
- Professional Poster.
- Performance Charges.

Funds Available

One request from this fund per individual per fiscal year, up to $200. Funds are limited.

Required Content

- Online Application - (completed in its entirety, including budget justification)
- Official documents showing acceptance of work, result of review, charges required for

SABBATICAL

Purpose and Eligibility

Applications may be made for the purpose of pursuing a substantial project designed to yield publishable results and/or enhance competency as a scholar or teacher. Faculty members eligible for sabbatical leave must be full-time, tenured, and who, as of June 30 prior to the year for which the leave is requested, have completed six or more years of service. A faculty member can be granted a sabbatical leave no more than once every seven years. Applicants who have received internal funding recommended by the R&PD committee for multiple projects during the past five years will be given lower priority. Projects with other funding sources are eligible for this competition on an equal footing with those without additional funding.

*Per the terms of the Master Agreement, each faculty member or librarian accepting a leave must sign a written statement obligating him or her to continue to serve for at least one (1) year after expiration of the term of the leave, unless waived by the President of the College/Univ

Funds Available

An average award of one semester is granted per applicant. Sabbatical applicants need not request a replacement but should discuss with the program coordinator and the Dean as to how their courses might be covered during the Sabbatical leave should they be awarded leave time. Half-year leaves shall be at the rate of full salary, full-year leaves shall be at t

SCOSA

Purpose and Eligibility

Tenure and tenure-track faculty members are eligible to apply. Funding supports scholarly or creative/artistic projects which pertain broadly to the study of aging and are consistent with SCOSA's mission to "nurture body, mind, and spirit of older adults through research, education, and service." Funds may be used to support stand-alone projects, as seed-funds for anticipated programmatic research, or to augment projects for which the applicant seeks or has sought other sources of funds. Projects should have the potential to lead to additional outside funding, publication in any field but especially in gerontology and geriatrics and increasing the recipient's professional development as a researcher/scholar in the field of aging.

Funds Available

A total of $10,000 is available to fund approved applications. Funds may be awarded for:

- Salaries: Stipends, Student Workers, Adjunct Replacement Costs
- Professional Assistance
- Supplies, Materials, Equipment
- Travel related to research, scholarly presentations, or projects.

Required Content

- Online Application - (completed in its entirety)
- Description of project (3 page maximum)
- Online Application Budget Justification
- Curriculum Vitae (2 page maximum)
- Understanding of Conditions for Internal Awards Form (Electronic agreement required)
- Dean's signature (downloadable form available)
- Final reports required by October 15th of the following fiscal year for which the award was granted.

Process

Applications are collected annually mid-spring semester. Funds are distributed in July. Applications are submitted to the ORSP and reviewed by the R&PD Committee using SCOSA's rubric criteria. Recommendations by the committee for funding are forwarded to the Provost office for final approval.