

## **FACULTY RESEARCH FELLOWSHIP APPLICATION GUIDELINES**

The application has been pre-formatted to encourage consistency and completeness, which aids in the review process. Please make use of this formatting by inputting the correct information in the dedicated space. Unless otherwise noted, text should remain in Times New Roman 12 point font, single-spaced. All indicated page limits include template headings.

### **TITLE PAGE**

#### **Title of Project**

Titles should be concise and informative as to the content of the proposal.

#### **Name of Applicant**

#### **Degree**

#### **Position/Title**

Indicate the academic position you hold within NSU's College of Psychology.

#### **Department**

A drop-down list has been provided on the application. Please select the appropriate department.

#### **Phone**

Please list your NSU office phone number.

#### **Email**

Please indicate your official NSU e-mail address.

#### **Type of Project**

Select from the drop-down list to indicate if your proposal is for a new research project, the continuation of an ongoing project, or the development of a grant proposal for external funding.

### **COMPLIANCE**

Using the check-boxes provided, please indicate whether the proposed research involves the use of human and/or animal subjects. All applicants are advised that acceptance of a fellowship

award indicates an agreement to follow all University policies and best practices relevant to the use of human and/or animal subjects prior to, and throughout the duration of the funded research.

## **ABSTRACT**

Include an abstract or structured summary of no more than 300 words. Your abstract should provide a brief overview of the background and significance, methodology, and aims of the proposed work. If data collection is complete, discuss the project you intend to submit for external funding.

## **PROPOSAL NARRATIVE**

The Proposal Narrative, including subsections for Background and Significance, Specific Aims, and Methodology and Design, should not exceed 5 single-spaced pages. If data collection is complete, discuss the project you intend to submit for external funding.

### **Background and Significance**

Provide a summary of the extant literature and current state of the field as it relates to the proposed research. The information you include in this section should provide adequate support for the specific aims outlined in the next section.

### **Specific Aims**

Outline and discuss the goals and objectives of the proposed project.

### **Methodology and Design**

Describe your research design and proposed methodology, including discussion of data collection procedures as well as statistical analyses and interpretation.

## **PROJECT TIMELINE**

Generate a timeline for implementation of your proposed project. Include in your timeline, as appropriate, plans for securing IRB/IACUC approval, data collection, data analysis, manuscript preparation, and submission of both internal (i.e., PFRDG if applicable) and external grant applications for additional/continued funding. The timeline should not exceed 1 page.

## **BUDGET**

### **Itemized Budget**

Complete the itemized budget per year in the tables provided. The budget is limited to \$3,000 per year and each item must be justifiable as imperative to the successful completion of the proposed research. Budgets that appear to be inflated with non-essential items are unlikely to be funded as requested.

### **Release Request**

The release request should include the number of courses (or course equivalents) and semester from which the applicant is requesting release during each funding year. The release time cannot exceed one course per semester and 2 courses per funding year.

### **Previous or Ongoing Funding**

Using the checkboxes provided, please indicate if you have previously received, or are currently receiving, funding for the proposed project. This can include funding from internal (e.g., PFRDG) or external (e.g., federal, foundation) sources. If yes, please briefly describe the nature of the funding, including the funding source, amount, and timeframe.

### **Budget and Release Justification**

Applicants must justify each item in the budget and release request as necessary to the successful completion of the proposed work. The funding and release request may be subject to modification if the justification is deemed inadequate, if sufficient funds are not available, or due to specific program needs.

Although faculty may request funding for up to three years, the funding is granted on an annual basis and continued support beyond year 1 is contingent on demonstrated success during the previously funded year(s) and availability of funds.

## **QUALIFICATIONS OF APPLICANT AND TEAM**

The main goal of the fellowship program is to increase the long-term competitive advantage of its recipients in their pursuit of external funding for scientific research. Successful PIs for external funding must be able to demonstrate their qualifications, not just as general researchers, but as researchers specifically qualified to conduct the proposed externally funded project. In this section, document the PI experience and/or funding history, along with any grant co-investigator's qualifications. This section should not exceed 2 pages.

### **PI Experience**

Describe your qualifications for serving as PI of an external grant proposal. Briefly explain the relationship of the proposed research to your ongoing work, and longer-term research goals. Discuss your publications in the proposed area of research.

### **Funding History**

When applicable, list and briefly describe previously funded (within the last 10 years) or ongoing grants, including the funding agency, your role, and the amount and duration of award for each. If appropriate, note how the previously funded work is related to the currently proposed research.

### **Co-Investigators**

Using the check-box provided, please indicate whether, as a part of the proposed project and efforts to secure external funding, you will be working with a co-investigator who has a history

of funding and/or substantial publications within the proposed area of research. If yes, please list the name(s) and affiliation(s) of your co-investigator(s) below, and include in appended material either a brief biographical sketch or current curriculum vita for each Co-I (not to exceed 2 pages each).

While collaboration is not a required component of the fellowship, naming a co-investigator with expertise in the proposed area of research, who may increase your likelihood of securing external funding, may be considered in reviewers' assessment of the likelihood that the project is viable for external funding. It is not necessary to list collaborators who do not meet this criterion.

## **POST-AWARD OBJECTIVES**

### **Publication Plan**

Considering the manuscripts you anticipate generating as a result of the proposed work (where applicable), list one or more target journals and provide a justification of the fit between each journal's aims and scope and the proposed research. If your work has been submitted for publication and/or published and you are requesting funding to develop an external grant proposal, provide a list of the publications.

### **Internal Funding Plan**

Fellowship awardees are expected to apply for additional funding for the proposed (or related) research via NSU's President's Faculty Research and Development Grant (PFRDG). In this section, describe the plan for submitting a PFRDG application for additional/supplemental funding. Awardees may complete this requirement during any one fellowship year, the plan for which should appear in the proposed Timeline. Applicants who are not proposing data collection, or have received support from the PFRDG for the proposed project, are exempt from this requirement.

### **External Funding Plan**

The main objective the Faculty Research Fellowship is to increase recipients' long-term competitive advantage in their pursuit of external grant funding. Therefore, it is important for applicants to not only identify potential external funding opportunities, but also to provide an assessment of fit between each opportunity and the proposed research. This assessment could include: justification of an alignment between the proposed research objectives and goals of the funding source, evaluation of the similarity between the proposed research and projects previously funded by the indicated agency/program, communication with the funding agency's program officer on the project-program fit, or other such assessments.

## **REFERENCES**

Include the full reference list for work cited in the Proposal Narrative. There is no page limit for this section, although applicants are encouraged to be judicious in their use of citations.

## APPENDICES

In the appended material, please include:

- A biographical sketch or abbreviated CV (not to exceed 4 pages), which focuses on your experience as it relates to your qualifications for serving as PI of an external grant proposal (if longer than 4 pages, please abbreviate by stating the number of publications and presentations, and only including actual citations for relevant products in the past 8 years).
- Brief biographical sketches or brief CVs for each named co-investigator. Each biosketch or CV should not exceed 2 single-spaced pages.
- Any supplemental information that may aid in the review process.

## PROPOSAL REVIEW PROCEDURES

Completed applications, including appended materials, should be saved and submitted as **a single PDF to Kirk Berner ([kirk@nova.edu](mailto:kirk@nova.edu)) by 5:00 pm on February 1st**. All completed applications will be forwarded to the Fellowship Review Panel for scoring and ranking.

The review panel will consist of past Fellowship awardees and/or full-time CoP faculty with a noted history of successful external funding. The panel will review each application on the basis of its scientific merit, feasibility, proposed/perceived outcomes, PI qualifications, and overall quality of the writing. All applications will be scored and ranked according to the Faculty Research Fellowship Review Rubric. The review panel will forward its recommendations to the Dean. The Dean will conduct a separate review, consider the review panel's recommendations and the budget, and make a determination on funding/support. Faculty teaching loads will be taken into consideration in funding determinations. The funding decision will be communicated to the Department Chairs for endorsement. In the event departmental needs prevent a Chair from endorsing a supported application, the Dean will move to the next most highly ranked application. The primary concern of meeting departmental needs may result in a lower-ranked application being funded over a higher-ranked application. **Due to the critical nature of meeting departmental needs, it is recommended that a faculty member communicates with the Chair prior to submitting an application.** The number of supported applications will depend on available funds for that year.

The Dean's office will perform continuing review of all ongoing Fellowships. Projects that are determined to be making adequate progress will be considered for continued funding, while those that are not making sufficient progress will not be supported beyond the end of that funding year.

### **Post award period**

All applicants are cautioned that acceptance of a Fellowship award is an agreement to serve as a reviewer in subsequent years should they be asked. Additionally, all awardees are required to submit a progress report once per funded year. The progress report addresses whether the project has been developing toward its objectives and, if not, includes justification for the failure to meet the objectives and a plan for achieving and maintaining continued progress on the funded research.