

Office of Teaching Excellence and Faculty Development

SUMMER STIPEND AWARDS

Program Guidelines

Introduction and Purpose

The Research Excellence Committee Summer Stipend Award Program is intended to assist faculty in completing major scholarly or creative activity during summer months.

This award provides a before taxes allowance of \$2,100 for one summer session or \$4,200 for both summer sessions. The duration of the appointment will be determined by the applicant and approved or modified by the Research Excellence Committee. During the appointment period recipients of the Summer Stipend Award shall be considered full-time employees working primarily on the project for which the grant is awarded; shall neither teach nor administer any Bradley course or program; shall not be involved with other internally or externally funded research/ creative production activity; shall not engage in outside University employment; and may not be enrolled in a degree program. Summer Stipend recipients may engage in teaching or other activities during the summer interim session or the other summer session, if their appointment is only for one summer session. They may apply for additional funds from the Research Excellence Award program and other sources to offset project costs. They shall be bound by the contractual arrangements listed in the Faculty Handbook.

The Committee will consider proposals requesting funds for the support of self-contained projects as well as to fund projects, which are intended to develop proposals for submissions to external government and foundation funding agencies. Funding requests to develop a proposal for submission to an external agency must be accompanied by the granting agency's guidelines or similar literature.

The Research Excellence Committee may award fewer than the budgeted awards if there is an absence of quality proposals. The Committee also may submit the proposal to external reviewers if it lacks sufficient expertise to make a judgment. There are a limited number of Summer Stipends available each summer. **Recipients agree to wait 3 years after receiving a Summer Stipend Award before applying for another such Award.**

Eligibility

Summer Stipend Awards have open enrollment and can be submitted anytime throughout the academic year. The applicant must be tenured or hold tenure track appointment. It is assumed that applicants will continue employment at Bradley in the academic year following the appointment period.

Allowable and Non-allowable Costs

Summer Stipend Award funds may be used for faculty salaries (up to the full amount of the stipend), or any other cost associated with the conduct of the proposed activity. The Summer Stipend Program does not provide funds for curriculum development or publication by vanity or non-refereed presses.

The amount of stipend awarded will be subject to all applicable employment taxes, including social security, federal and state income taxes. Portions of the award budgeted for non-personnel costs can be deducted to reduce overall taxability. Such arrangements must be budgeted prior to initial payment.

What to Submit

Applicants should write their proposals to be understood by a committee of their peers in other disciplines. The applicants must electronically submit the complete proposal package, including a completed application. For the budget items, please include a "Budget Explanation Page" for clarification and justification.

The narrative should be developed using the following format and headings:

Problem Statement: What is to be done? Why is it important to your discipline? What are the deficiencies of other efforts? How is this project a logical extension of your work?

Objectives: What do you specifically propose to do about the problem? Why? To what extent? With what results? In what order? For how long?

Methodology: How, exactly, do you plan to approach the problem? What is your detailed plan of action? How and why did you choose this method? Can you do what you propose--do you have the training, staff, and facilities?

Expected Outcomes: What will be the results of this activity (book, essay, composition, and sculpture)? What potential impact will the proposed activity have upon your professional growth, discipline, the University, and the scholarly community at large?

Time Line: List of project activities, expected completion times and milestones. If applicable, results from latest REC or Summer Stipend you have received.

References Cited: Names of authors in alphabetical order, article title, book or journal title, volume number, page numbers, and year of publication.

Summer Professional Activities: What other professional activities (e.g., teaching, research, consulting, etc.) will you engage in during the entire summer? List the time you will spend in each of these activities as well as on the project.

Please include a copy of current vitae for principal project participant.

OPTIONAL: A recommendation letter from a colleague at or outside Bradley commenting on the scholarly merits of the proposed activity. Any supportive letters can be attached to the email with your proposal package.

The **complete proposal should be electronically submitted to otefd@bradley.edu** for consideration.

Deadline

Summer Stipend awards have open enrollment and will be competitively reviewed as long as funds remain available.

Project Changes

Minor changes may be made in the project submitted; however, any significant changes must receive prior REC approval. A recipient wishing to make a major change should send the Committee an updated electronic proposal that describes the change and demonstrates that the modification is within the intent of the award.

Report

Recipients agree to submit a written report on the work accomplished during the summer. That report should be submitted electronically to otefd@bradley.edu.

Receiving Summer Stipend Payments

All personnel receiving compensation, (including Summer Stipends), will be required to fill out a time and expense form. The form is designed to document the percentage of time spent on approved activities. In order to receive compensation, download the "Time and Effort/Extra Compensation" form available at www.bradley.edu/otefd, complete all required information, and attach the form to a completed requisition. Submit your completed forms to the OTEFD office (429 Jobst).

Evaluation Criteria

A. Quality of the Proposed Effort:

- originality, relevance, soundness, feasibility
- significance of the outcomes
- contributions to the scholarly community
- promise for publication and/or presentation of the outcomes

B. Contributions to applicant's Professional Development:

- starting of new areas of research
- initiating new and significant research directions
- involves collaboration with others
- long term impact on career path and its acceleration,
- the ability of the applicant to complete the proposed project.

C. Contributions to the University:

- the activity's impact on enhancing university's reputation
- potential for attracting external funding

- involves meaningful involvement of students in research and scholarly activity
- benefits to the recipient's teaching activities
- contributions to the community

A supporting recommendation from the applicant's chairperson/director would also add to the strength of the proposal.

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