**2025 UNIVERSITY SCHOLARS / UNIVERSITY RESEARCH FELLOWS PROGRAM
REQUEST FOR PROPOSALS (RFP)**

Purpose of the Grant Award

The University Scholars / University Research Fellows Program aims to support research and scholarly effort primarily for tenured and tenure-track faculty. These awards are expected to lead to peer-reviewed journal publications, books, or juried artistic/creative exhibitions, and to support the pursuit of external funding for further scholarship and creative endeavors.

Eligibility

Eligible applicants are **all** tenure-track and tenured UMass Dartmouth faculty. Preference will be given to Humanities, College of Visual and Performing Arts, and Charlton College of Business faculty who are Assistant or Associate Professors and have not received an internal UMassD grant in the past three years.

Award Amounts

The award amount may be $7,000 of research funding to support summer research activity or release from one course in the subsequent academic year.

The research funding may be used for:

A summer stipend (including payroll tax, and subject to applicable income taxes.) and eligible expenses (not taxable). Eligible expenses may include travel to complete research during the award period. Conference travel may also be supported. Award funds may not be used to purchase computers, laptops, and software already available through CITS.

OR

One course release to be applied in either the Fall 2025 or Spring 2026 semester. The course release is a replacement cost capped at $6,000, including fringe or payroll tax.

Applicants must specify in their proposals whether they seek summer research funding or a course release. Post-award changes in the type of support (stipend or course release) will not be permitted. Applicants should also specify which title ("University Scholar" or "University Research Fellow") best describes their work.

The Office of Research Support (ORS) will administer this program. Successful applicants must complete paperwork with ORS before the beginning of the research period to receive their stipend payments or course release. Reimbursement for eligible expenses will only occur after the appropriate paperwork and receipts are submitted to ORS for review and approval. Please note that all expenses that exceed the amount requested in the application budget are the responsibility of the faculty.

Award Criteria

In collaboration with the Faculty Senate Research Committee, the Chief Research Officer will appoint a committee to review the proposals. The Chief Research Officer will then select the recipients based on available funding, giving considerable weight to the recommendations of the Review Committee. The review committee will evaluate proposals according to the following criteria:

1. Scholarly or creative merit and originality.
2. Quality of the research or project plan and methodology (as appropriate).
3. Broader impacts of the proposed work, including the impact on the investigator's scholarly
4. and creative agenda, the possibility of external funding and/or scholarly and creative publications and clear identification of intended outcomes.
5. Previous funding in internal funding programs. When other factors in the proposals are comparably strong, priority will be given to requests from faculty who have not previously received one of these awards.

Obligations of Award Recipients

A. **Award recipients who choose summer research support will be expected to:**

1. Devote full-time effort to the research for a continuous eight-week period during the award period (June 1 - Aug 31). Teaching during the eight-week period is not permitted within the university or externally. If awardees intend to work on other research projects or teach during the designated eight-week period, they must propose working schedules in their application. These schedules are subject to the approval of the Chief Research Officer.

2. Submit a Research Progress Report to the Chief Research Officer by September 30, 2025. The report must describe the project's status, outcomes, and impact. These outcomes include but are not necessarily limited to creative work produced, scholarly journal publications in progress or submitted, and pending or submitted proposals for external funding and support. Recipients who have not submitted this Progress Report will not be eligible to apply for future support in this program.

3. Recipients are expected to acknowledge the support of this program when making publications as a result of this award. The following statement can be used: This work/research was supported by the University Scholars Grant Program / Research Fellows Grant Program at the University of Massachusetts Dartmouth, Dartmouth, Massachusetts, USA.

B. **Award Recipients who choose a course release will be expected to:**

1. Devote time outside of their teaching obligations almost entirely to scholarly or creative activity during the semester in which they utilize the course release. External consulting, teaching overloads, and major service commitments are not permitted during the semester in which the course release is used. A description of pre-existing service commitments and any planned externally compensated activities must be disclosed in the application.

2. Submit a Research Progress Report to the Chief Research Officer within 45 days of the completion of the semester in which the course release was used. The report must describe the project's status, outcomes, and impact. These outcomes include but are not necessarily limited to creative work produced, scholarly journal publications in progress or submitted, and pending or submitted proposals for external funding and support.

3. Recipients are expected to acknowledge this program's support on publications resulting from this award. The following statement can be used: This work/research was supported by the University Scholars Grant Program / Research Fellows Grant Program at the University of Massachusetts Dartmouth, Dartmouth, Massachusetts, USA.

Proposal Submission Process

1. Faculty informs their Chair of plans to submit a proposal. The Chair and Dean review the proposal and indicate their approval by signing the Proposal Routing Form (PRF).
2. Faculty submits a final application in the Research Development Grant portal by the submission deadline: Faculty scans the signed PRF and Proposal separately and saves each as two separate documents in Adobe PDF format. The faculty member uploads their proposal to the Research Development Grant portal.

The Office of the Chief Research Officer will announce the awards at the end of April. Awards are contingent upon the availability of funds.

Timeline

Monday, February 10, 2025	The call for proposals will be sent via e-mail to faculty in all colleges/departments.
Monday, March 17, 2025	Deadline for submission of proposals.
Monday, April 7, 2025	Review committee recommendations submitted to the Chief Research Officer.
Monday, April 28, 2025	Announcement of awards.

Proposal Format

- Sections I-IV below (Proposal Routing Form, Abstract, Narrative, Curriculum Vitae) are REQUIRED.

- Follow all instructions and use (a) through (f) as section headings.
- The proposal should be written clearly and be accessible to a reviewer from outside your academic or creative discipline. Points will be subtracted for proposals that do not adhere to this requirement (e.g., too much jargon or discipline specific language used in the narrative).

I. PROPOSAL ROUTING FORM (PRF)
II. ABSTRACT: (Up to 500 words, single spaced; does not count toward Narrative page maximum)
III. NARRATIVE: (five pages maximum, double-spaced, one-inch margins, font size 11 or 12 point)

a) **Background and Rationale.** Describe the background for the project and the rationale for this project as a next step. Provide enough information so that an individual who is not familiar with this particular area of research and/or scholarly/creative work can assess its intellectual and scholarly/creative significance.

b) **Project Goal(s)** (broad, general, abstract) **and Objective(s)** (focused, precise, tangible).

c) **Study Design/Methodology.** Provide a detailed account of precisely what the applicant intends to do to answer the question, test the hypothesis or produce the creative or artistic work. Include plans for the protection of human or animal subjects and the environment if applicable.

d) **Future Grant and Publications Plan.** Include the names of agencies, foundations, programs, journals, presses, and/or exhibition venues to which you plan to apply as well as a description of your publication plan for the summer research. Ensure that the agencies/foundations/programs/presses have been thoroughly researched and are a good fit with the proposed work. Discussion with relevant agency/foundation/program/press personnel is encouraged but not required.

e) **Statement of Eligibility and Qualifications.** Give a brief description of prior work relevant to the proposed research. Describe the qualifications of the investigator to perform the proposed work.

f) **Budget and Justification.** If applying for summer research funds, indicate how the $7,000 will be spent. Travel-related expenses necessary to complete the research are eligible. Funds for personal computers/laptops, and common software are not eligible. If opting for course release, the budget should just say "Course release" and the semester of the requested release should be indicated. A list of planned service and externally compensated outside activities that will occur during the requested semester must be included if a course release is being requested.

IV. CURRICULUM VITAE: (one-inch margins, does not count toward the page limit) Applicant should highlight previous work and publications relevant to this application. In addition, please include a list of current grants and pending applications and include for both of these the agency, amount requested, and the project period. If you have no current or pending grant applications, please clearly state.
V. APPENDICES: (figures may be included; no more than 5 pages)

For more information, please contact Jennifer Glass,
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