

APPLICATION GUIDELINES
FACULTY SEED GRANT (FSG)
[WJC PRESIDENT'S FUND FOR RESEARCH]

Introduction

The Faculty Development Grant program at William James College (WJC) combines two distinct funding mechanisms, subject to availability, into a single grant application. The two mechanisms include:

- (1) **Faculty Seed Grants (FSG)** funded by the WJC President's Fund for Research
- (2) **Faculty Enrichment Grant (FEG)** funded by the John Leopold Weil and Geraldine Rickard Memorial Charitable Foundation. **FEGs are not available at this time as the FEG process currently is being reviewed and revised.**

This document provides guidelines for faculty interested to apply for the FSG.

Purpose

The primary purpose of the **President's Faculty Seed Grant (FSG)** is to stimulate and support fundable faculty research at WJC. The one-semester grants are intended to result in successful bids to outside agencies, foundations and other funders; to support pilot studies; to contribute to analysis of existing data; to support development of a professional paper appropriate for presentation at a professional conference, and/or a manuscript suitable for review and publication in a professional journal. The intent is to provide seed money to advance the faculty member's broader research agenda, enhance the overall clinical research activity at WJC, encourage greater faculty and student involvement in ongoing research, and support the advancement of the field. FSGs are awarded in the form of a supplemental stipend of five thousand dollars (\$5,000) over six months.

FSG proposals will be considered from faculty embarking on one or more of the following endeavors:

1. Develop an evidence-based statement of need through a thorough review of the literature combined with primary and/or secondary data collection and analysis to support a future grant proposal;
2. Develop a clinical research project or program evaluation that includes students and may secure grant support;
3. Conduct a feasibility or pilot study to inform the development of a more comprehensive research effort;
4. Conduct research to develop a clinical service or to revise or rework a current program.
5. While not limited to the following, special consideration will be given to areas central to WJC's mission and principles. These include:
 - a. Social justice
 - b. Historically disenfranchised or underserved populations (e.g., Latino populations, people of Caribbean and African descent)
 - c. Veterans, active military, and their families
 - d. Refugees and victims of trauma
 - e. Child, adolescent and family
 - f. Forensic psychology
 - g. Health psychology
 - h. And/or venues: Schools, Day Care, Courts, Healthcare settings, Business & Organizations

Program Description

1. Up to 4 President's FSGs may be awarded annually in the form of supplemental stipends – 2 for Cycle 1 (July 1 – December 31) and 2 for Cycle 2 (January 1 – June 30).

Eligibility

1. Applicants must hold current faculty rank at the level of Assistant Professor or higher.
2. Only ranked faculty members in good standing with the College will be considered.
3. Only faculty who have **NOT** been awarded an enrichment grant or seed grant (either in the form of release time or a supplemental stipend in the past two (2) years) will be considered for the current funding cycle.
4. Faculty who have never been awarded a WJC faculty development grant or release time will be considered over those who have received the grant in the past.

Application and Selection Process

1. Faculty must submit complete applications online to the Office of Research no later than 1 month prior to the desired funding cycle.
 - o Funding Cycle 1 (July 1 – December 31) -- applications are due no later than June 1.



PLEASE NOTE: TO GIVE FACULTY MORE TIME TO RESPOND, THIS INITIAL ROUND OF FUNDING WILL BEGIN 07/15/2017 AND COMPLETE ONLINE APPLICATIONS ARE DUE 06/15/2017.

- o Funding Cycle 2 (January 1 – June 30) -- applications are due no later than December 1.
2. Application requirements appear in the section below.
 3. Applications will be pre-screened for completeness and content by the Office of Research. Only complete applications will be considered. All approved applications will be forwarded to the Faculty Governance Committee on Scholarship and Research (FGC-S&R) for more detailed review. FGC-S&R, in collaboration with the Associate Vice President for Research, will make recommendations to the Vice President of Academic Affairs within five business days.
 4. Priority will be awarded based on:
 - a. Quality of proposal and its intellectual, pedagogic and social importance as well as its relationship to William James College's core values: Social Responsibility, Experiential Education and Attention to Personal Growth.
 - b. Likelihood of success and impact.
 - c. Faculty member's service to the institution and the profession.
 5. The Vice President of Academic Affairs in coordination with the Office of Research and the FGC-S&R will make the final decision on all awards.

Application Requirements

It is the applicant's responsibility to ensure that the proposal is complete, has sufficient detail to enable its evaluation, and complies with established requirements and deadlines. The FSG Application Form provides a description of all required information. Specific deadline dates are established and promulgated by the Associate Vice President for Research.

Applications must be submitted on line using a Qualtrics form created for that purpose. Here's the link to the online application:

https://williamjames.co1.qualtrics.com/jfe/form/SV_5cF6Uh6BDCgb5qd

In addition to background and contact information, you will be required to upload a brief narrative as part of the application. When instructed to do so, you will be able to upload a Word or pdf document. The narrative must be

no longer than 5 pages in length (single-spaced, 1" margins, at least 11-point font). References do not count towards page length.

Your proposal narrative should be organized according to the following headings:

- 1) Statement of the problem
- 2) Proposed approach
- 3) Key project outcomes and benefits
- 4) Target population(s)
- 5) Work plan and timeline
- 6) Please indicate how, if at all, the proposed project will benefit:
 - a) your professional development,
 - b) the students you teach or involve in your project,
 - c) the larger WJC community,
 - d) your profession/discipline
- 7) How does this project fit into your larger research agenda? How might you use the results to apply for future grant support?
- 8) Please include your current curriculum vitae (CV) in the approved WJC format (available on MyCampus). (CV does not count toward your page total.)

Conditions and Return of Service

To submit your application to the WJC Office of Research, you must agree to the following conditions and return of service:

1. Upon completion of the funding cycle, each recipient of a faculty seed grant is required to prepare a brief written summary (5 pages) describing the status/outcome of the project. The summary is to be submitted electronically to the Office of Research within two weeks of the conclusion of the funding cycle in which the stipend was awarded (January 15th for Cycle 1; July 15th for Cycle 2).
2. Once reviewed, the final project summary will be distributed to the WJC President, the Vice President for Academic Affairs (VPAA), the Director of your Academic Department, and the Chair of the Faculty Governance Committee on Scholarship and Research (FGC-S&R).
3. All intellectual property developed through this process must identify and acknowledge the source of the funding and identify the recipient's primary affiliation as being with William James College.
4. Results may be highlighted and shared with proper attribution on the William James College website, social media and print publications.
5. Recipients of all Faculty Development Grants are encouraged, if applicable, to submit proposals for external funding based upon their supported work.
6. Barring unforeseen circumstances, each recipient is expected to maintain her/his affiliation with William James College for at least one year after the funding cycle has concluded.
7. Every faculty member submitting a proposal is required to execute an agreement signifying compliance with the terms and conditions of the Faculty Seed Grant program.