UNIVERSITY SENATE COMMITTEE ON RESEARCH

Guidelines for 2016 COR Fellowships

Note: Program guidelines were revised in December, 2007 by vote of the University Senate and implemented July 1, 2009. Please read the new guidelines carefully for program goals, applicant eligibility and allowable expenditures.

The Committee on Research, in conjunction with the Provost’s Office, provides up to $10,000 fellowships to support research activities by faculty. Allowable expenses include summer salary (9-month appointees only), graduate student support, travel, supplies, and minor equipment. Faculty members, particularly those in fields that emphasize sponsored research, are strongly encouraged to use these funds to undertake activities that would help them submit competitive proposals for external funding or develop new collaborations, particularly in multi- and interdisciplinary directions. Examples of such activities include travel to meet with program managers at funding agencies, attending workshops, symposia or conferences on a relevant research theme, supporting a graduate student to obtain preliminary results, or writing a white paper on a potential topic. All full-time, regular, tenure-track faculty are eligible to apply, though preference will be given to faculty in the first three years of their appointment at the time of application and to more advanced faculty who are initiating new areas of research. It is anticipated that approximately ten awards will be made annually.

Full proposal should be submitted in PDF format by the applicant’s direct supervisor (department or program chair for most faculty; Deans for most department or program chairs) via email to Kathleen White (kwhite13@tulane.edu) by January 8, 2016. Applications will be reviewed by the COR Fellowship Subcommittee according to the attached criteria; awards will be announced within four weeks of the deadline.

Application Process

A COR fellowship application should include:

1. A completed Application Cover Sheet.

2. A proposal of up to five pages in length (single-spaced, 12 point font with 1” margins) describing the proposed research activities to be undertaken. As much as possible, it should be written in a manner that can be understood by faculty in a wide range of disciplines. A brief one-paragraph abstract should be included at the beginning of the proposal.

3. A one-page budget and justification listing the expenditures anticipated for expenses such as supplies, equipment, travel, and summer salary.

4. A two-page curriculum vitae.

Review Process

Applications will be reviewed by members of the COR Fellowship Subcommittee utilizing the following evaluation criteria. The breadth of school representation on the COR Fellowship Subcommittee will ensure that proposals from all departments and programs will receive thorough and discipline-appropriate reviews.
50%  Proposed Activities
What is the novelty of the proposed work?
Will the proposed activities help achieve the stated goals?
Will the activities increase the visibility of the faculty member?
Is the proposed work likely to lead to further discipline-appropriate funding? If so, from what source?
What are the barriers that exist to the current success of this project?
Is the project timeline reasonable?

25%  Faculty Development
Is the faculty member early in his or her career?
How will these funds benefit their professional advancement?
What is the likelihood that this project will improve the faculty member’s professional visibility?
Will these funds help establish a mentor-mentee relationship with a graduate student?

25%  Proposed Budget
Are the proposed expenditures reasonable?
Will the proposed expenditures help achieve the proposed outcomes?

The Committee on Research will make recommendations to the Provost, who will announce the award winners.

Fellowship Process
A 6-ledger account will be established in the name of the fellowship recipient, who will have signature authority to utilize the funds in a manner consistent with the proposed budget. All expenditures must adhere to university policies and guidelines; e.g., equipment purchased with these funds becomes the property of Tulane University. Faculty should account for benefits when requesting summer salary (currently 7.0% for faculty, check Sponsored Projects Administration http://tulane.edu/asvpr/ora/proposals.cfm); i.e., fringe benefits will be taken from the 6-ledger account. Only faculty with 9-month appointments are eligible for summer salary payments. No permission is needed for re-budgeting of funds, but all expenditures must be accounted for in the final report.

Reporting Process
By the end of the award period, fellowship recipients are requested to submit a progress report that includes a brief, but informative, summary of the work supported by the award. Specific accomplishments such as scholarly publications or proposals submitted should be enumerated. Comments about the effectiveness of the fellowship program, adequacy of the support so provided, and any improvements that might be made in its administration and implementation are also welcome in this report. A summary of budget expenditures must also be submitted.

An acknowledgement of Tulane’s Committee on Research fellowship should be included in any publication that results from the research accomplished during the fellowship period. The Provost’s Office would appreciate receiving copies of such publications.