Research Council Program
FY 2016-2017

Instructions

Please read this document carefully before completing the application.

Applications are due on or before 5 PM on Wednesday, April 6, 2016.
Hard copy and late applications will not be accepted.

ELIGIBILITY

Only full-time members of the Rutgers faculty may apply. The following are not eligible to apply: coadjutant appointees, teaching and research assistants, and visiting faculty members.

DESCRIPTION OF THE PROGRAM

By means of small grants, the Research Council supports studies leading to significant outside funding and publication in all fields of learning represented in the University as well as for creative work in the arts. Applicants may request funds for a variety of research needs, such as equipment and supplies, help, publication subvention, research colloquia and essential travel related to research – in short, funds to cover expenses directly related to research and other creative endeavors. Requests for wages of labor must be justified fully in convincing detail. Applicants may request up to a maximum of $5,000. However, please be aware that the typical grant awarded may be considerably less, depending upon the number of applications recommended for funding. For the 2015-16 award cycle, the average award was approximately $1500. Funding requests exceeding $5,000 will not be reviewed.

Faculty members in the biomedical sciences may apply to the Research Council or to the Busch program, but not to both, for support of a health-related research project. Since Research Council funds are in extremely short supply and must be used for all disciplines, faculty members in the biomedical sciences are strongly encouraged to make the Busch program their priority.

Applicants seeking subvention of a publication should go to the ORED website for “Guidelines for Subvention of Publication for Scholarly Books”.
Research Council grants may NOT be used to support research leading to an academic degree for the grant recipient from Rutgers or any other university.

OUTSIDE SUPPORT

As the Research Council’s funds are limited, the faculty is encouraged to seek support from outside the University. Help with acquiring external funding can be found at https://ored.rutgers.edu/content/resources-faculty-staff

COMPLETING THE APPLICATION FORM

- All requests must be submitted through the Electronic Submission website using the “2016-2017 Application for a Research Council Grant”, which is available for download from the ORED website https://ored.rutgers.edu/. Instructions for using the Electronic Submission website will be available on February 24, 2016. Faculty members seeking guidance in preparing a proposal should consult the Chair of the Research Council, Margaret Marsh, at mmarsh@rutgers.edu
- Use font size of 11 or greater.
- Supply only the information requested.
- Describe how each budgetary item is necessary for the successful completion of the project. **Note:** Funds cannot be used for personal computers, smartphones, tablets, other types of office equipment and supplies, computer time, travel to meetings of learned or professional societies (except for travel to conferences to present the results of research funded by this grant), purchase of books or journals for a personal library, applicant’s salary or salary increments.
- Requests to purchase equipment must be accompanied by a letter from a Chairperson or Director stating that the equipment is not already available for use.
- When describing your project, put yourself in the position of the reviewer who is familiar with your field in general, but does not know the specifics. Explicitly state the problem, why the problem is important, and how the problem is to be solved. Give details but use no more than three continuation pages to describe your work. **Do not include copies of publications or photocopies of grant applications you have submitted to federal or other funding agencies.**
- Attach curriculum vitae of two pages maximum.
- Persons working in music and the visual arts may submit in support of their application tapes, photographs or other appropriate representations of their work. Upon request these items will be returned via campus mail after the Council has completed its work.
- A faculty member may submit only one application, and one faculty member should apply for a collaborative group.
- Please submit one Word or pdf file with your application, budget, and 3 page proposal.
PLANS FOR PUBLICATION OR PRESENTATION

Research Council grants can only support projects likely to yield results that will be made available to the public. Therefore, please include a statement about your plans for publishing the results of your research and scholarship or for presenting your creative work to appropriate audiences.

APPLICATION SUBMISSION PROCESS

Applications must be completed and submitted electronically to EasyChair. Application forms and instructions for electronic submission will be available on February 24, 2016 https://ored.rutgers.edu/ and will close on April 6, 2016 at 5:00 PM.

*Hard copy and late applications will not be accepted.*

AWARDS

Award notifications, **conditional upon the availability of funds from the State**, will be mailed in June for activation starting September 1, 2016. All funds must be committed by May 1, 2017 and expended by June 30, 2017. As the Research Council’s funds are limited, grants are highly competitive. Please note that failure to receive a grant will in no way prejudice future applications under this program. The committee regrets that it is unable to provide specific individual feedback on grant proposals that are either not funded or funded at an amount lower than requested.

ADDITIONAL INFORMATION

Please visit the ORED website:  [https://ored.rutgers.edu/](https://ored.rutgers.edu/)

Those with questions concerning the Research Council Grant Program, should contact the Project Coordinator, Ana Santini at ana.santini@rutgers.edu or the Research Council Chair, Professor Margaret Marsh at mmarsh@rutgers.edu