

# Request for Proposals, 2019-20



## Student/Faculty Undergraduate Scholarly Collaboration Fellowships

### Summary

Through the generosity of the Seidler Fund, the CAS Dean's Office will provide funding for faculty/student creative work/research/scholarship to take place during the 2019-20 academic year (summer, fall or spring). Some projects may be of short duration, and others will represent the initiation of long-term, continuing projects. A maximum of two projects will be recommended for support throughout the academic year. Successful proposals will demonstrate a mentoring relationship between faculty and student that encourages scholarly/creative work in a collaborative environment. A representative committee will evaluate the projects and provide funding recommendations to the Dean. Both approaches are encouraged and can be supported through the Seidler Fund. There are three categories of funding approaches, as described below. The total number of projects funded will depend upon the budgets of the successful applicants.

### Requirements and Work Schedules

**Summer Projects:** The work will take place over a 6-10 week period during summer 2019. The application will come from the faculty member, who will identify a specific student(s) with whom they will work. Faculty will be paid a stipend of \$500 per week, and students will receive \$12/hour for 20-29 hours per week. (the total of a student's compensated work at FGCU may not exceed 29 hours per week from all FGCU sources). A faculty member may request funding for 1 or 2 students, but support for a second student is not guaranteed if the project proposal is approved. The faculty stipend does not change if a second student is funded. The budget information must include any other summer pay from sources such as teaching a class, grant-funded activities, etc. Total faculty summer pay may not exceed 1 FTE (approximately 1/3 of the 9-month base pay).

**Semester Projects:** In this category, faculty and students will work together during the fall or spring semester. The application will come from the faculty member, who will identify a specific student(s) with whom he/she will work. Faculty will be paid a stipend of \$3600, and students will receive \$12/hour for up to 10 hours per week. (the total of a student's compensated work at FGCU may not exceed 29 hours per week from all FGCU sources). A faculty member may request funding for fall or spring semester and for 1 or 2 students, but support for a second student is not guaranteed if the project proposal is approved. The faculty stipend does not change if a second student is funded. A faculty member receiving overload pay for teaching an additional class during a semester will not be eligible to receive this award for that semester.

**Year-Long Projects:** The committee may recommend up to 2 projects to for a longer period of funding, with support beginning in summer 2019 and continuing throughout the subsequent academic year. Faculty who wish to be considered for year-long funding must express their interest in section II, General Information below. Criteria that will make projects competitive for these awards will include: (1) An expression of interest in year-

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long funding; (2) The proposed work is innovative and among the best proposals submitted; (3) The project represents a long-term effort that will generate continuing collaborative work; (4) The project will increase the participating student(s)' competitiveness for graduate/professional school admission or employability; (5) The project has the potential to be competitive for future extramural support, and/or raise the visibility and recognition of FGCU in the wider academic community.

For all types of projects, faculty participants must commit to directly supervising and assisting the student(s)' work during the entirety of the period that the student is working. Faculty on sabbatical or other type of leave will not be eligible to receive funding during their leave period. Further details may be found in the Budget section below.

## Travel

Faculty may request funds for conference attendance for the student(s) and themselves (see budget information). We recognize that conference schedules necessitate that travel will typically occur after the completion of the funded project. Funds to support conference attendance for a faculty member awarded for a summer or fall 2019 project must be encumbered by June 2020. A faculty member who received funding for a spring 2020 project may encumber travel funds up to June 2021.

## International Travel

If FGCU students, faculty or staff participating in this funded research project will travel outside of the U.S. at any time (to conduct research, participate in an internship or community service, attend a conference, etc.) the faculty must consult the FGCU International Services Office, prior to submitting a proposal. The International Services Office provides guidance on university requirements, services and procedures supporting academic related international travel and will need to sign your proposal prior to submission. International travel preparations may require several months advance planning to ensure appropriate immigration; risk management and university support services are in place. The faculty member is responsible for knowing and complying with all host country requirements and protocols for conducting research at destinations outside the U.S. The Export Control information must be submitted a minimum of 45 days prior to international travel, and a Travel Authorization Report (TAR) must be submitted at least 30 days prior to travel.

## Application Process and Deadline

This Request for Proposals may be found at [https://www2.fgcu.edu/CAS/Files/2019\\_Request\\_for\\_Proposals\\_doc.pdf](https://www2.fgcu.edu/CAS/Files/2019_Request_for_Proposals_doc.pdf). Download and complete the application form at [https://www2.fgcu.edu/CAS/Seidler/files/20119\\_RFP\\_editable\\_form.pdf](https://www2.fgcu.edu/CAS/Seidler/files/20119_RFP_editable_form.pdf), saving your file with the name: facultylastname\_first initial\_SeidlerUSCF2019\_FORM. Collect and compile your supporting information in a single PDF. The application form should also be save as a single PDF. Send these two PDF documents to Patricia Rice ([price@fgcu.edu](mailto:price@fgcu.edu)). Application materials must be received by 5:00 P.M., Friday, February 8, 2019.

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## Evaluation of Proposals

An elected committee representing the disciplines in the College of Arts and Sciences will evaluate all applications. We are committed to ensuring that fellowship support is widely distributed among the disciplines in the college. Selection criteria will include:

- Significance of the project
- Clear narrative explaining the benefits of the proposed collaboration
- Evidence of student(s)' interest and commitment to the project
- Qualifications of the faculty and student participants
- Budget that meets the criteria delineated in the Budget Guidelines (below)
- Previous Seidler Undergraduate Scholarly Collaboration Fellowships (the Committee seeks to encourage new applicants, but faculty are not limited to one award)
- Summer commitments may not exceed 1 FTE (approximately 1/3 of the 9-month base salary)