

REQUEST FOR PROPOSALS (RFP)

Support of Scholarly Activities (SOSA) for Awards in Academic Years 2019-2021

APPLICATION DEADLINE: OCTOBER 1, 2018

The Office of Academic Affairs will notify applicants of award decisions in mid-January

PROGRAM MISSION AND ENDURING PRINCIPLES

The Support of Scholarly Activities (SOSA) program is designed to promote faculty and librarian scholarship, creative activity, and professional activity of exceptional merit and/or promise. The SOSA program reflects the College's commitment to making TCNJ a strong community of teacher-scholars and librarian-scholars. The program provides faculty members and librarians an alternate assignment within workload, and/or a monetary award, in order to have more time and resources to engage in scholarly, creative, or professional activities. SOSA awards may also be used for faculty and librarian scholarly, creative, or professional work that engages students as collaborators or apprentices. The SOSA program is designed to support—with equal importance—both new faculty members and librarians who are establishing their agenda for scholarly, creative, or professional activity; and continuing faculty members and librarians engaged in ongoing scholarly, creative, or professional activity.

The SOSA program is a competitive yet inclusive grant program, as it provides faculty members and librarians with support to expand their program of scholarly, creative, or professional activity beyond the level that is already expected and included within workload. Successful proposals must be of high quality, innovative, and supported by the candidate's area of expertise, record of accomplishments, and academic goals. Given that SOSA support is possible only with budgetary resources, SOSA grants are awarded in accordance with the following enduring principles:

1. The SOSA program is a competitive process that supports prospective scholarly, creative, or professional work. The review process is conducted in a fair, transparent, and efficient manner;
2. The assessment of the proposed scholarly, creative, and/or professional program/project for SOSA support is given the greatest weight in the evaluation of any SOSA proposal;
3. The scholarly, creative, and/or professional qualifications of the applicant are also given consideration in the review process. The applicant's area of expertise, record of accomplishments, and academic goals should support the proposed SOSA work and enhance the scholarly culture at the College;
4. The review process takes into consideration the impact on both the applicant's scholarly, creative, or professional program and the overall teacher-scholar and librarian-scholar culture at TCNJ.

All full-time, tenure-line faculty members and librarians, regardless of tenure status or rank, are eligible and encouraged to apply for SOSA awards. The teaching or administrative needs of a Program, Department, or School cannot be used to discourage an applicant from applying.

APPLICATION FORMAT

When submitting a SOSA application, applicants will have the option to indicate whether they choose a) reassigned time of 3 FWH each year for two years, b) a monetary award equivalent to the current overload pay (at the rate in effect when the application is submitted) for an assistant professor for 3 FWH (currently, \$5,235) for each of the two years, or c) a combination of monetary award and reassigned time, specifying the year during which they want to take the reassigned time. Applicants taking monetary awards must spend funds by the end of the fiscal year.

Once approved, applicants cannot change from reassigned time to a monetary award. Applicants who have been granted one year of reassigned time and one year of a monetary award cannot switch the year during which each type of award is taken.

Collaborative Scholarship Efforts

Applicants seeking SOSA support for collaborative projects with other TCNJ faculty or librarians who are also seeking SOSA support must each submit separate, individual applications and indicate on the cover page of the application the name of their collaborator(s). Each applicant must devote a major proportion of the proposal narrative to the specifics of how the project fits with his/her scholarly/creative/professional objectives and describe her/his individual roles and activities in the collaboration. Applicants should not provide identical or nearly identical (verbatim) descriptions of the proposal narrative. All proposals will be evaluated individually.

Each applicant seeking SOSA support must complete the cover form in Vibe and submit all materials (proposal narrative and annotated CV, and if applicable, SOSA reports and budget/budget justification) via Vibe, with subsequent acknowledgements in Vibe from the department chair and Dean. Application materials that have not been submitted via Vibe will not be reviewed.

NOTE: The applicant's budget file will NOT be reviewed by the SOSA committee. Should the proposal be recommended for funding, The Office of Academic Affairs will evaluate this document and provide final funding recommendations.

A. Cover Form

Applicants should complete the Cover Form available at <https://vibe.tcnj.edu/vibe/sosa-application>. All applicants must complete this cover form in full and attach all required files in PDF format. Upon completion, the applicant's department chair and Dean will be notified via email to log into Vibe to acknowledge the applicant's submission. Additional Vibe submission instructions are included at the end of this document.

B. Components of the Proposal Narrative (Description of the Proposed SOSA Program/Project)

The SOSA Committee will evaluate each proposal based on the review criteria below, using the *Evaluation Rubric*; however, the applicant should keep in mind that non-specialists will be evaluating the proposal. It is the applicant's responsibility to present the proposed program/project in a clear, well-organized manner that effectively communicates all elements of the proposal to the SOSA Committee, which is comprised of members with broad disciplinary representation. The Proposal Narrative must be submitted as a PDF-formatted file in Vibe.

Requirements of the Proposal Narrative

The Proposal Narrative should be no more than three single-spaced pages, with one-inch margins, Times New Roman (or similar) 12-pt. font.

Do not exceed the page limit. Committee members will not read beyond three single-spaced pages.

The Proposal Narrative should address the following information (not necessarily in the order listed) that corresponds to the *Evaluation Rubric* the Committee uses for its evaluation:

1. Concise description of the proposed scholarly activity

An overview of the proposed scholarly/creative/professional program/project(s) should be provided. The description should be scholarly, yet accessible to the non-specialist. This section should contain pertinent information to adequately describe the context of the applicant's scholarly activity.

2. Proposed objectives and purpose of the scholarly activities

A description of the proposed project purpose(s) and the specific objectives to be accomplished during the two-year SOSA award period should be provided.

3. Detailed plan of scholarly activity with proposed timeline

The applicant should provide a detailed plan to accomplish the proposed activity. Details should include specific methods to achieve the proposed goals, and a timeline of activities over the two-year SOSA award period. Faculty and librarians applying for monetary grants should not provide a detailed budget or budget justification in the main section of the proposal, but should show in the plan and proposed timeline how the use of release time and/or a monetary award will be structured.

4. Expected scholarly outcomes

Applicants should describe plans for disseminating/exhibiting the results of the proposed scholarly activities and describe their potential to yield one or more outcomes. Outcomes could include scholarly articles, grant proposals, a book (for which applicants should indicate actual or potential publishers), conference presentations, artworks or exhibits, recitals or other public performances, etc.

5. Importance and significance of proposed scholarly activities to the applicant's discipline

The applicant should explain how the proposed scholarly/creative/professional activity fits into their own discipline of scholarship. This might include a description of how the proposed activity adds to or extends the applicant's current scholarship or, if embarking on a new area of study, how this will complement the applicant's earlier work.

C. Qualifications and Scholarly Record (see Evaluation Rubric)

The qualifications and scholarly/creative/professional activity of the applicant will be reviewed based upon evidence submitted in the annotated CV and prior SOSA reports. (Reports are required only for prior SOSA awards completed within the past five years.) The committee will consider the applicant's career stage and assess whether the scholarly record indicates that the applicant can successfully complete the project described in the proposal.

D. Pre-Tenure or Re-engaging Status

Pre-tenure applicants will receive an additional one point as indicated on the *Evaluation Rubric*. Similarly, applicants who are re-engaging in scholarly activity (e.g., after an extended time completing increased service responsibilities) will be reviewed by the committee for an additional one point on the *Evaluation Rubric*. The applicant must describe concisely on the cover form how re-engaging status is applicable.

E. Annotated Curriculum Vitae

Applicants should provide an annotated CV that highlights their scholarly, creative, and/or professional work. (Information about courses taught and non-scholarly service should not be included, unless this information is related to the SOSA proposal.) Annotations assist evaluators from across the disciplines in understanding the quality, scale, and scope of listed activities within the context of the applicant's discipline. Applicants should provide information about expected productivity and the scholarship/disciplinary standards in their field, such as type of outlet (e.g., the

relative value of scholarly outlets such as book manuscripts in history and high-impact, peer-reviewed journal articles in the sciences, or the prominence of performance or exhibition venues in the arts).

Applicants should include the following information in their annotations:

- Full bibliographic citations for all publications, including authors and page number ranges;
- Notations indicating whether publication and presentation venues are refereed/peer reviewed/juried or non-refereed/peer-reviewed/juried;
- For publications with multiple authors, indications of primary author, how authorship order is determined in the discipline, and specific descriptions of the applicant's contribution to the work;
- Whether creative exhibitions and performances are regional, national or international in scope and whether juried or by curator/institutional invitation;
- Other information about the publication, creative exhibit, performance, etc., that will help readers outside the applicant's field assess the scope and quality of the applicant's record of scholarship, such as the rate of acceptance or the status of a venue within the applicant's discipline.

The Annotated Curriculum Vitae must be submitted as a PDF-formatted file via Vibe.

F. Budget

If the applicant is requesting a monetary award, then a proposed budget and budget justification must be submitted as a separate PDF-formatted file through Vibe. The budget section should be concise (one page or less). The following expenses could be included in the budget: travel to research sites; equipment; supplies and technology purchases; purchases of datasets; payment of a participation fee to participants in experiments; and travel to present research results (beyond that normally supported from the School's travel budget). Other expenditure categories proposed by applicants will also be considered, but funds may not be used for faculty/librarian salary. If requested by the applicant, the Office of Academic Grants and Sponsored Research (OAGSR) will provide support in developing the budget. Only expenses related to the research project described in the SOSA application will be covered by this funding. Adherence to this will be confirmed by OAGSR and approved by the appropriate Dean.

G. Final SOSA Award Report Form

If the applicant has received a SOSA award(s) within the **past five (5) years**, then the applicant must include copies of final reports of the last two funded SOSA awards for award periods that ended within the past five years, as indicated on the Cover Form. These files must be submitted by the deadline, and applications that lack final reports will not be reviewed. Interim reports at the end of the first year of a two-year award are not required and should not be submitted. Final Report Form and instructions are available at the SOSA webpage:

<https://academicaffairs.tcnj.edu/faculty/research-faculty-development/>.

All Final Report forms for SOSA must be submitted as PDF-formatted files via Vibe.

INSTRUCTIONS TO SUBMIT

Applicants should submit their completed proposal application via Vibe for the SOSA Committee's review and recommendation to the Provost. The application deadline is **Monday October 1, 2018 by 11:59pm**. Late or incomplete applications will not be accepted. Brief submission instructions are noted below; detailed instructions for submitting application materials are included with the Vibe submission form.

1. Log into Vibe (using your TCNJ user name and password) from <https://vibe.tcnj.edu/vibe/sosa-application>
2. Click on the *New SOSA Application* button to complete the SOSA cover form and upload the narrative, annotated CV, and other required supporting documents (if needed).
3. Indicate what type of support you are applying for in year one and year two of the award. Options include:
 - Reassigned time of three FWH each year for two years; or
 - Funding equivalent to the current overload pay for an Assistant Professor (at the rate in effect at the time the application is submitted) for three FWH (currently, this amount is \$5,235) for each of two years; or
 - Funding equivalent to the current overload pay for an Assistant Professor (at the rate in effect at the time the application is submitted) for three FWH for one year (specify which year), and reassigned time for three FWH for the other year (specify which year).
4. Upload your application files in PDF format. Make sure that all files have been attached and that the Cover Form has been completed in full before final submission of your application. To help committee members keep track of application materials, it is recommended that files be named according to this specific format:
 - **LastNameFirstNameMiddleNameNarrative.pdf** [3-page Proposal Narrative]
 - **LastNameFirstNameMiddleNameCV.pdf** [Annotated Curriculum Vitae]
 - **LastNameFirstNameMiddleNameBudget.pdf** [Concise Budget and Budget Justification—applies only to applicants requesting funding equivalent]
 - **LastNameFirstNameMiddleNameFinalReport.pdf** [Final SOSA Reports from previous years—applies only to applicants who have received prior SOSA awards for periods ending within the past five years]
5. Click *Save and Continue*. At this point you can access your submission to make any edits to files that have been uploaded. You will receive an email (automatically generated from Vibe) notifying you to 'finish your SOSA application'.
6. Once you are satisfied with your final submission, you will click the 'Yes' link in the workflow box. Once you have completed this process, you will no longer have editing access to your application; just read-only access. The SOSA Committee will then receive your final SOSA Application for review.
7. Upon the submission deadline, your department chair and Dean will be notified electronically that you have submitted a SOSA application for review. They are instructed then to log into Vibe to acknowledge your application submission before the SOSA Committee begins the review process.

EVALUATION RUBRIC FOR SOSA APPLICATIONS

Applicant's Name _____

Items completed in accordance with SOSA RFP:

Proposal Narrative <input type="checkbox"/> Yes <input type="checkbox"/> No	Annotated CV <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Reports (if needed) <input type="checkbox"/> Yes <input type="checkbox"/> No	Budget (if needed) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Score definitions:

0=Absent	1=Unsatisfactory	2=Fair	3=Good	4=Very Good	5=Outstanding
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Score the following categories based on how they are presented in the proposal, in both content and clarity.

Proposal Assessment Score = (max 25 pts)

Concise description of proposed scholarly activity <i>(What is the context for your proposed program/ project?)</i>	0	1	2	3	4	5
Proposed objectives or purpose of scholarly activity <i>(What are the objectives of your scholarly activities?)</i>	0	1	2	3	4	5
Detailed plan of proposed scholarly activity with timeline <i>(How are you planning to accomplish your scholarly activities?) Faculty and librarians applying for monetary grants should not provide a budget justification in the main section of the proposal, but should show in the timeline how release time and/ or a monetary award will be structured.</i>	0	1	2	3	4	5
Expected scholarly outcomes Including potential to yield tangible scholarship outcomes (e.g., publications, grants, performances, new scholarly directions, etc.). <i>(What will you do with the results of your scholarly activities?)</i>	0	1	2	3	4	5
Importance and significance to the applicant's discipline Significance of the proposed scholarly activity within the applicant's own discipline of scholarship. <i>(How does this scholarship fit within your own discipline of study?)</i>	0	1	2	3	4	5

Qualifications and Scholarly Record Score = (max 5 pts)

Scholarly/Creative/Professional Record Including evidence presented in the annotated CV and prior SOSA reports, in accordance with the applicant's career stage. <i>(Does the record suggest that the applicant will be successful in the proposed endeavor?)</i>	0	1	2	3	4	5
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Pre-tenure or Re-engaging Status Score = (1 pt only)

Applicant is pre-tenure <i>or</i> Applicant is re-engaging in scholarly activities	0	1
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Final Score = (up to 31 pts)