

Faculty Research Fellowships

Policy:

It is the policy of Kean University that all applications for faculty research fellowships be submitted to the Office of Research & Sponsored Programs (ORSP) for review. ORSP has the responsibility to convene meetings of the Faculty Research Fellowship Committee, appointed by the Vice President of Institutional Advancement and Research. The Faculty Research Fellowship Committee will make recommendations on research fellowship applications which will then be forwarded to the Vice President for a final decision. Research fellowships provide summer support or opportunities for faculty during the academic year or sabbaticals. Fellowships are prestigious and can raise the University's visibility, enhance its academic reputation and have a positive impact on students. Fellowships are provided by many federal sources such as the National Science Foundation, National Institutes of Health, National Endowment for the Humanities, and many private sources.

Procedure:

1. Notices of research fellowships will be sent in a blast email by ORSP to the Vice President, deans and department chairs as necessary.
2. Faculty interested in submitting applications for external research fellowships must complete the narrative section of the application in full and email it to ORSP for review.
3. After review, if Faculty Research Fellowship Committee approval and selection is required, ORSP will email all applications to the Vice President and members of the Committee.
4. The Committee will be asked to individually send their recommendations to ORSP.
5. The Committee's recommendations will be forwarded to the Vice President for final determination.
6. Final decisions by the Vice President will be conveyed to the director of ORSP. ORSP will then notify the faculty and submit the fellowship application on behalf of the faculty member, or when required by the funder, the faculty member will submit.