

**Roger Williams University**  
**Foundation to Promote Scholarship and Teaching**

**Guidelines and Instructions**

*(Revised November 30, 2023)*

These Guidelines apply for both monetary and course release grants.

**I. Purpose**

The purpose of the Foundation is to encourage and support the efforts of tenured and tenure-track MBUs in the wide variety of different kinds of scholarly activities generally recognized in undergraduate-focused universities and articulated in *Scholarship Reconsidered* and the subsequent expansion of Ernest Boyer's work supported by the Carnegie Foundation for the Advancement of Teaching. RWU notes that Boyer defines several areas of scholarship, including the scholarship of teaching, discovery, integration, and application (engagement). RWU equally values and encourages all these areas of scholarship.

It is the aim of the Foundation to be a resource for three general groups of full-time faculty in their efforts to develop self-sustaining scholarly/creative agendas. Priority in funding and course releases shall be directed to:

- a) tenure-track, untenured faculty who evidence a need for support to continue or initiate scholarly or creative endeavors and/or to provide incentives to raise extramural funding;
- b) mid-career and senior faculty who evidence a need to retool or reinvigorate their existing scholarly engagement; and
- c) mid-career and senior faculty who evidence a need for an internal, but short-term infusion of resources to benefit their on-going research or other scholarly endeavor. It is not the mission of the Foundation to be a perpetual granting agency for individual lines of research.

**II. Application Timeline**

For awards to be expended in 2024-2025, applications must be received by the Office of Academics Affairs by 11:59pm, Friday, February 16, 2024.

Decisions will be communicated to the applicant on or about Friday, March 29.

### **III. Foundation Committee Membership**

The Foundation shall consist of six voting members: four tenured/tenure-track faculty members, two from FCAS and two from the professional schools, and two administrators designated by the Provost. The Chair of the Foundation shall be elected by its members. To be eligible for election to the Foundation, faculty members should have a record of scholarship evidenced by publication in a refereed venue, the award of external grant support or formal presentations at professional conferences, or a record of excellence in teaching as evidenced by a teaching award, presentations at teaching conferences, or publication in a teaching journal.

### **IV. Foundation Committee Guidelines**

The Foundation shall award both grant funds and course releases to support the enhancement of teaching and scholarly activities, including those related to the enhancement of teaching.

Scholarly research as applied to those faculty members in the area of Fine and Performing Arts, shall encompass creative activity in their respective discipline, providing that this activity contributes to the artistic and/or intellectual substance of the profession.

The Foundation shall review grant and course release requests submitted to it and shall determine whether and to what extent such grant or course release requests shall be funded or approved.

The Foundation shall establish fair, appropriate, and efficient procedures for soliciting grant or course release requests, and for reviewing such requests and determining whether and to what extent specific requests are to be funded or approved. The Foundation shall not be obligated to make any grants or approve any course releases if no appropriate proposals are received and positively evaluated.

Members of the Foundation may not participate in the review of any proposals that they submit to the Foundation.

The decisions of the Foundation shall be final and binding.

The applications to and awards made by the Foundation shall be a matter of public record and will be communicated to the University community in a timely fashion.

Applicants whose proposals do not receive a foundation award shall be provided with developmental feedback that is specific to their proposal. Should an unsuccessful applicant assign error in the Foundation's decision, they may seek review of that decision by the provost, who may, at their election, consult with the Foundation and reassess the application.

The Foundation:

1. makes no *a priori* limitation on the amount of funding that any project may receive;
2. considers proposals that involve multiple participants;
3. considers applications for sabbatical research on the same basis as non-sabbatical research;
4. requires that sufficient detail be supplied in the application to justify the amount of funding sought, including assurance that the resources requested are not otherwise available to the applicant;
5. may, at its discretion, seek additional information from applicants or other qualified parties;
6. will not normally fund activities associated with the proposal that can be funded by an applicant's Professional Development Funds; and
7. will not finance proposals directly involved in contractual agreements between the applicant and another party that result in direct cost reimbursement to the applicant.

## V. Distribution of Grant Funds and Course Releases

RWU shall make available to the Foundation the following monies and course releases:

| Application Year | Expenditure Year | Monetary Pool | Course Releases |
|------------------|------------------|---------------|-----------------|
| 2023-2024        | 2024-2025        | \$170,000     | 35              |
| 2024-2025        | 2025-2026        | \$170,000     | 35              |

One hundred and five (105) hours of release from regular reporting and librarian responsibilities shall constitute one course release for faculty librarians.

## VI. Application Guidelines & Criteria

Only full-time tenured and tenure track faculty are eligible.

All proposals for grants or course releases shall clearly articulate how the results of the proposed scholarship will be presented to appropriate professional audiences.

It is expected that all funded proposals will have one or more outcomes that will result in presentation and critique. Traditional forms of presentation include treatises, books, monographs, refereed articles, reviews, or critiques in journals, periodicals or other appropriate publications. The University also recognizes other forms of presentation such as at professional meetings, professional workshops, reviewed creative performances, juried exhibitions, and commissions for professional work.

Applications for support should include the submitted outcomes report from the last successful application, if applicable.

If living subjects are involved in the proposed research, this must be clearly noted in the proposal and IACUC and/or IRB approval must be received prior to initiating the project.

The general criteria used by the Foundation in providing different kinds of support for scholarship shall include:

1. Academic merit/validity;
2. The nature and quantity of support required for the successful pursuit of scholarly activity;
3. Availability of alternate or supplemental (matching) financing;
4. Ties to the curricular and teaching activities of the University (especially research or scholarly projects involving Roger Williams University students);
5. Relationship to the University's mission.

Any faculty member who receives grant or course release support and who fails to produce the general required outcome of external presentation and critique will not be eligible for further Foundation support without the consent of the Chief Academic Officer.

## **VII. Requirements for Recipients**

Recipients of a grants or course release(s) agree:

1. That in accepting the grant the recipient will comply with any restrictions outlined in this document;
2. If applicable, Human Subjects Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) approval will be received in advance of project start;
3. That the recipient's and the University's copyright and patent rights as specified in the Agreement between the Roger Williams University Faculty Association and the University will apply;
4. That the assistance of the Foundation will be acknowledged in any publications, performances or exhibits which results in whole or in part from research funded by the Foundation;
5. That a copy of any such publication, performance program, or exhibition catalog will be filed with the Foundation;
6. That use of faculty research awards is contingent upon continued employment at the University and requisitions for awarded funds submitted following the effective date of termination of employment will not be honored; and
7. To submit a detailed report of their activities to the Provost's Office within thirty days of the start of the semester following the completion of their grant period or course release semester, which shall be made available to the Foundation Committee and the University community.

Additionally, recipients of grants agree:

1. That funds will be used solely for the accomplishment of the project as approved;
2. To work with appropriate University officials to ensure that the best purchase(s), lease(s) or rental(s) of equipment and supplies, etc. are obtained;
3. That equipment and supplies purchased with grant funds are ultimately the property of the University and the disposition of these, upon the completion or termination of the research activity, is up to the University;
4. That upon approval of a grant, a budget for the grant as delineated in the proposal will apply;
5. That transfers between grant categories greater than 10% of total grant monies from the Foundation will require advance approval from the Office of Academic Affairs;
6. That funds cannot be carried over to subsequent funding years;
7. Foundation to Promote Scholarship and Teaching (FPST) activities and spending are subject to current University processes, policies, and guidelines; and
8. Recipients are responsible for keeping an accurate accounting of their FPST spending and spending cannot exceed the amount of the award.

**Notes on Foundation Course Releases:**

No recipient of a course release may teach a course overload during the release semester (permission may be granted in exceptional cases by the Provost following consultation with the appropriate School/College dean and upon notification to the RWUFA).

An MBU who is unable to use an awarded course release in the semester authorized due to some exigent circumstance, will consult with the MBU's dean and/or Provost to arrive at mutual agreement on the semester for the carry-over of the release.

Foundation course releases are not to be used or presupposed as part of the University's pre-approval process in support of external grants.