**FR&D Frequently Asked Questions**

**Who is on the FR&D committee?**The FR&D committee intentionally has diverse representation from different schools, as follows:

Returning members, term 2017-2019

Srikant Vallabhajosula (Health Sci), Chair (svallabhajosula@elon.edu)

Julie Justice (Edu)

Robert Vick (Math/Sci)

Binnan Gao (Arts/Hum)

Jooyun Hwang (Com)

Elisha Savchak-Trogdon (Soc Sci)

Brian Lyons (Bus)

Incoming members, term 2018-2020

Susan Anderson (at-large)

Janet Cope (at-large)

Jen Dabrowski (at-large)

Scott Wolter (at-large)

Ex Officio members

 Tim Peeples (Senior Associate Provost for Faculty Affairs)

Bonnie Bruno (Director of Sponsored Programs)

**What is the difference between research and development?**Research is scholarly/professional activity that generally leads to peer-reviewed presentation or publication of some sort. Development is professional activity that enhances growth as a teacher-scholar. Both research and development are funded by FR&D. Developmental proposals should illustrate clear connections to, and advancement of, eventual outcomes in scholarship or creative activity.

**What types of funding can I apply for from FR&D?**You may apply for funding with or without financial assistance for expenses. For example, you may apply for a summer fellowship or a summer fellowship with financial assistance for materials you may be using for your project. If you are applying for both funding and financial assistance, please submit only one application, include a budget, and select the funding type + “with financial assistance" from the drop-down menu on the application site. **Do not submit separate requests for the same project for funding and financial assistance.** You may also apply for financial assistance only. See below for all the types of funding.

**Types of funding and eligibility**

Those eligible for sabbatical (see Faculty Handbook) may apply for a full-year, full-pay sabbatical; full-year, half-pay sabbatical; or half-year, full-pay sabbatical. FR&D offers only one full-year, full-pay sabbatical, and those who do not receive the full-year, full-pay sabbatical may be automatically considered for full-year, half-pay sabbaticals and half-year, full-pay sabbaticals. Sabbaticals are a priority of the committee and all acceptable applications will be funded.

Any eligible faculty member (see Faculty Handbook) may submit an application for a summer fellowship, which provides a stipend to conduct R&D work over the summer.

Any eligible faculty member (see Faculty Handbook) may apply for financial assistance to fund research or development expenses.

First-year faculty may apply for a Hultquist Award, which is typically awarded as a stipend.

Any faculty member may apply for a reassigned time fellowship for smaller projects (one course-load reduction), unless the course reduction would take the faculty member below the minimum required course load (see Faculty Handbook).

FR&D does not prevent faculty members from applying for multiple funding categories. For example, sabbatical applicants or reassigned-time applicants may also apply for summer fellowships.

FR&D does not prevent more than one faculty member from applying for the same project. If two people applying for same project then apply separately but explain each person’s contribution to the project, but do not identify the person by name because applications should be blinded for review by the committee.

**What does "financial assistance" mean, and which FR&D categories also offer financial assistance?**Faculty may apply for financial assistance to support a variety of expenses associated with R&D, which is money awarded above and beyond regular pay or stipends. Examples include funds to support equipment purchases, scholarly resources, workshop registration fees, and compensating research participants. Applicants applying for any of the sabbatical categories and summer fellowships are asked to request financial assistance in the same application. FR&D also accepts applications for financial assistance only, which are often requests to support expenses for research and development activities.

**What are the application deadlines?**

Due dates for specific awards include the following for academic year 2018-2019:

Reassigned time Fellowships: Friday, September 14
Full-Year/Full-Pay Sabbatical: Monday, October 1
Sabbaticals: Monday, October 15
All other FR&D awards: Thursday, November 1

**Checklist for submission**

Abstract, not exceeding abstract word count

Prior FR&D support

Questions 1-7, not exceeding word count

Name removed from application and name of file

Budget (only if asking for financial assistance)

Eligibility (only if applying for sabbatical)

Record of scholarly accomplishment and consideration if not awarded (only if applying for full-year, full-pay sabbatical)

**What happens after I press “submit?”**

After you submit your proposal your chair and your dean are notified. Then the FR&D Committee is notified and your proposal is available for review by members the committee. After each assigned member has reviewed the proposals, the committee will convene to discuss proposals and make decisions.

**How does the committee make decisions?**Decisions are made through a process of blinded peer-review by fellow faculty members. Committee members read each proposal, make notes, and give a preliminary score on a scale of 1-5. Then, the committee members meet formally to discuss the proposals and decide which are fundable. Strong proposals are clearly written, feasible, supported by evidence, clearly aligned with ongoing research and/or development, and show how the project is of benefit to the applicant, the university, or other groups.

**When are decisions made?**Decisions are usually made within a few weeks of the application deadline, and those decisions are communicated to applicants soon thereafter by Tim Peeples, Senior Associate Provost for Faculty Affairs.

**When do I receive my funding?**

Applications submitted in Fall 2018 are for projects that will be funded in Summer 2019, Fall 2019, and/or Spring 2020.

**Where can I direct my questions?**

If you have questions about the application process, contact the chair of FR&D committee directly: Srikant Vallabhajosula svallabhajosula@elon.edu