



REQUEST FOR PROPOSALS

Chancellor's Grant for Part-Time Lecturer (PTL) Faculty

Please read this document carefully before completing the application.

Applications accepted on a continuous basis until funds are expended.

OVERVIEW

The **Chancellor's 15 in 5** is a strategic initiative plan that offers competitive grants and awards to advance the student educational experience and to support the development of faculty and staff. The strategic initiatives align with the core mission and values of Rutgers University–Camden as an urban research institution dedicated to excellence and committed to community.

PROGRAM GUIDELINES

Chancellor's Grant for Part-Time Lecturer (PTL) Faculty

The Chancellor's Research Grant for Part-Time Lecture (PTL) Faculty provides funding to support the research efforts of faculty who are hired as part-time lecturers. Award funds may be used for travel to a professional conference for research or presentation purposes, travel to conduct research, or equipment not already available for use. Awards may not be used for salary or any pay to the award recipient, publication or membership fees, or any purposes not directly and specifically required for this project.

- Maximum Amount Per Award: \$1,200
- Award Duration: Award period spans the semester of the PTL contract
- Eligibility: Rutgers–Camden Part-Time Lecturer (PTL) faculty members who have a current teaching contract or anticipate teaching during the next full academic semester. The support is intended to be used during the semester the PTL is teaching. If, through no fault of the PTL, their course is cancelled, the awardee may continue to use their grant for the intended purpose.
- Awards: Award funds may be used for travel to a professional conference for research or presentation purposes, travel to conduct research, or equipment not already available for use. Awards may not be used for salary or any pay to the award recipient, membership fees, or any purposes not directly and specifically required for this project.
- Project Description Page Limit: 3 pages (not including references, budget, or CV)
- Evaluation Criteria 1) Intellectual merit; 2) Broader impact; 3) Potential for Career Advancement. Please be sure to include sections with these headings within the proposal. Please indicate target funder(s)/program(s) when referring to potential for extramural funding.
- Deliverables: PIs will be expected to provide a final report (3 pages max) within 30 days after the



funding period summarizing the project activities, accomplishments, findings, outcomes, and

plans to further the project beyond the grant period. Awarded PIs will also be asked for an update on project outcomes one year after project completion.

APPLICATION REQUIREMENTS

Please complete the application in [InfoReady](#). Required elements include:

1. Proposal Narrative see below
2. Budget and Justification see below
3. References
4. CVs for all project personnel (2-page max for each CV)
5. Optional elements include audio/visual files, syllabi, or other appropriate representations of your work

Proposal Narrative:

Proposals should be written using a font size of 11 or greater. The project description page limit does not include references, budget, or CV. There is no preferred citation format. When describing your project, put yourself in the position of the reviewer who is familiar with your field in general, but does not know the specifics. Explicitly state the problem, why the problem is important, and how the problem is to be solved. Please make clear reference to the potential and plans for attaining extramural funding, including identifying the target opportunity. Do not include copies of publications or photocopies of grant applications you have submitted to federal or other funding agencies.

The Department Chair or Dean must support the applicant's proposal. Applications must be submitted in [InfoReady](#) including the contents below.

1. Applicant CV or biosketch and list of key personnel
2. Current and pending support: List all current internal and external research support including pending applications. Provide the grant number, title, duration, annual direct costs, total value of award, and source of support (optional).
3. Research project description (3 pages max) that includes:
 - Project goals and objectives
 - Background work already accomplished (for research grants)
 - Rationale
 - Experimental design and methods (for research grants)
 - Intellectual merit (importance of the project to the field)
 - Broader impact (importance of the project to the larger society—including the campus)
 - Student engagement in the project (for research grants)
 - Potential for extramural funding, including identification of a target program
 - Project timeline
 - Plans for disseminating the outcomes of the project
4. Literature Cited (if applicable)



5. Budget proposal and justification

Scholars working in music and the visual arts may submit, in support of their application, tapes, photographs or other appropriate representations of their work. Upon request, these items will be returned via campus mail after the review process is complete.

Budget:

When constructing your budget, please describe how each budgetary item is necessary for the successful completion of the project. Funds can NOT be used for personal computers, smartphones, tablets, other types of office equipment and supplies, professional membership dues, or purchase of books or journals for a personal library. The grant cannot be used for purchase of books or journals for a personal library, applicants' salary (including summer), professional dues, or salary increments. The grant cannot be used to reimburse startup funds. ***All budgetary expenditures must comply with Rutgers University policies and procedures.***

Provide a budget for your project according to the following categories:

- **Travel:** describe the purpose location and duration of each trip.
- **Research Assistant Costs:** provide a justification of need, including the number of hours and hourly rate.
- **Project-Specific Supplies:** specify in detail and justify need.
- **Other:** specify in detail and justify need.

AWARDS

Actual award amounts may be less than requested. Award notifications, conditional upon funding availability, will be sent via email.

Candidates may receive funding from other sources internal and external to Rutgers University but may not be funded by multiple Chancellor-level grants for the same project. Please note that failure to receive a grant will in no way prejudice future applications under this program. All budgetary expenditures must comply with Rutgers University policies and procedures. Reimbursement policies/guidelines may be accessed [here](#).

DELIVERABLES

Unless otherwise indicated, a final report describing outcomes must be submitted within 30 days after the funding period. The report must also include a plan for outcomes beyond the grant period if applicable. As a public research University, Rutgers has an obligation to disseminate the results of its research. There is an implicit duty to inform the public of research findings. Award recipients may be asked to present their project at a campus faculty research event.

QUESTIONS

Please direct questions to [Jeannie Garmon](#), Director of Research Development.