Summer Faculty Research Fellowships for Summer 2016
Office of the Provost and Chief Academic Officer
Howard University

Awarded annually by the Office of the Associate Provost for Research and Graduate Studies, summer faculty research fellowships are available for tenure-track assistant professors in the Academic and Health Sciences campuses without summer support to launch programs or finish a project involving their research or creative activities. These are competitive awards and no more than 50% of applications will be funded.

Summer Faculty Research Fellowships: All tenure-track assistant professors, nine-month appointment, who have no other summer support from a research grant, teaching assignment, or other Howard University funding source are eligible. Preference will be given to assistant professors whose academic and health science appointments began within the last three years and who have not received prior-year summer salary as part of a start-up package. These fellowships provide summer salary of $10,000 (which will be processed through payroll with appropriate taxes and other deductions according to the recipient’s withholding instructions), as well as a course release for the Fall 2016 semester provided by the department, school, or college. The program seeks to enable new assistant professors to launch programs involving their research or creative activities. Applications will be evaluated on the substance and character of the research project and the research potential of the applicant (see page two for specific guidelines). Preference for this award will be given to faculty who have not previously received a Summer Faculty Research Fellowship or received financial support from the Office of the Associate Provost for Research Graduate Studies.

Advanced Summer Faculty Research Fellowships: All tenure-track assistant professors on a nine-month appointment who are preparing their tenure/promotion dossiers within the next two years are eligible. These fellowships provide a summer salary of $15,000 (which will be processed through payroll with appropriate taxes and other deductions according to the recipient’s withholding instructions), as well as a course release for the Fall 2016 semester provided by the department, school, or college, and are to complete a research project already in progress during otherwise unsupported and uncommitted time in the summer. Project completion entails final stages of research but does not include revision or drafting of articles or texts based on research that has already been completed.

Faculty who have previously received an Advanced Summer Faculty Research Fellowship are not eligible to receive this award, and faculty notified during the spring 2016 semester that they will be on a terminal appointment in 2016-17 will not be eligible for the fellowship.

For ALL Summer Faculty Research Fellowship candidates:

Prior to submitting your application, we are requiring that you send an email to huogm@howard.edu no later than October 30, 2015 to express your interest in the 2016 fellowship program. In the body of the email include your name, department, and identify whether you plan to apply for the summer faculty or advanced summer faculty fellowship. This will help with dedicating resources for the review process.

You should submit an application to your department chair or appropriate administrator by November 16, 2015 to provide sufficient time for evaluation within the department and college. The chair or appropriate administrator will prepare for inclusion a letter and statement addressing the quality of the proposed research project and how funding will enhance the applicant’s future research program and career advancement. Chairs (or administrators) will forward the applications to the dean who will also provide an assessment of the proposal, and in cases where there is more than one proposal, provide a rank ordering of the proposals. Either the chair (or administrator) or the dean must indicate a commitment to provide a one-course release to ALL successful applicants for the Fall 2016 semester.

Deans must submit all applications from their school/college for both the Summer Faculty Research Fellowships and the Advanced Summer Faculty Research Fellowships for Summer 2016 by December 1, 2015 to the Office Associate Provost for Research and Graduate Studies via email at huogm@howard.edu (see application submission instructions below).
Application Procedures:

- Applicants should complete the fillable forms that are provided. These fillable forms include the following components.
  - Application cover sheet (1 page, fillable form provided)
  - Proposal narrative (3-5 pages) (See below for content and format guidelines.)
  - Research References (endnotes, works cited, etc.) (1 page, optional)
  - Brief formatted biographical sketch (fillable form, up to 4 pages). (See instructions below for details.)

- Reviewers will assess the 3-5 page proposal narrative on the basis of the following information:
  1. The potential of the project to advance the field of study in which it is proposed and make an original and significant contribution to knowledge.
  2. The quality of the proposal with regard to its methodology, scope, theoretical framework, and grounding in the relevant scholarly literature or data.
  3. The feasibility of the project and the likelihood that the applicant will execute the work within the proposed timeframe.
  4. The scholarly record and career trajectory of the applicant
  5. How the proposed activity fits into the applicant’s future research plans, including potential external funding sources
  6. For advanced faculty research fellowships, the proposal should also explain how receiving this funding will enhance the applicant’s tenure dossier.

- If the applicant has received support (other than start-up funds) from Howard University in the past, include a statement describing the outcomes of that support.

- If compliance committee (such as Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC)) approval will be required for the proposed research, include a statement of whether approval has been obtained or is pending. Final compliance committee approval must be RECEIVED before funded awards can be released.

- Proposal narratives should be 3-5 pages of text, double spaced in Times New Roman 12-point font. References/citations, if desired, should begin on a separate page and do not count toward the page limit. Appendix material is not permitted. Proposals that do not conform to these formatting guidelines will be returned without review.

- Because a multidisciplinary faculty review committee will rank order the proposals, proposals should be written in such a way that someone not in your specific discipline can understand its significance. Proposals must be concise but reflect a well-developed project and must fully explain the research to be accomplished within the time frame of the fellowship.

- The completed application should be submitted through the appropriate department chair (or appropriate administrator) to the dean of the college. It is suggested that applicants prepare their proposal in advance so as to obtain feedback from their chairs or departmental mentors before final submission, as poorly written proposals will not be competitive.

- Deans and department chairs (or appropriate administrators) should complete the fillable endorsement pages. The chair/director (or appropriate administrator) will include a statement addressing the quality of each proposed research project and how each will enhance the candidate's future research program and career advancement. These statements are an important part of the review process as they supply context for the proposed research.

- The dean will review and provide guidance in the rank ordering of the proposals and submit the completed applications for both programs by December 1, 2015 via email to huogm@howard.edu.

- Recipients of these fellowships must submit a final report and evidence of submission for externally sponsored grant support by February 28, 2017. Final reports are limited to two pages. Failure to submit a final report and to submit an application to an external agency for sponsored research support will preclude future funding in other programs supported by the Office of the Provost and Chief Academic Officer.
NOTE: The Biographical Sketch may not exceed four pages. Follow the formats and instructions below.

A. Personal Statement
Briefly describe why your experience and qualifications make you particularly well-suited for your role in the project that is the subject of the application.

B. Positions and Honors
List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

C. Selected Creative Activities and/or Peer-reviewed Publications
Please limit the list of selected creative activities or peer-reviewed publications (including manuscripts in press) to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on importance to the field, and/or relevance to the proposed research.

D. Research Support
List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). Begin with the projects that are most relevant to the research proposed in the application. Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months or direct costs.