

Rutgers, The State University of New Jersey
Office of Research and Sponsored programs
3 Rutgers Plaza – ASB III
Cook Campus
Website: <http://orsp.rutgers.edu>

2008 - 2009
University Research Council Program

Instructions

Please read this document carefully before completing the application

Applications are due on or before Friday, March 7, 2008
Late applications will not be accepted

ELIGIBILITY

Only full-time members of the Rutgers faculty may apply. The following are not eligible: Assistant Professors in their sixth year of tenure-track appointment ◊ Visiting persons ◊ Emeriti.

DESCRIPTION OF THE PROGRAM

By means of small grants, the Research Council supports studies leading to significant outside funding and publication in all fields of learning represented in the University as well as for creative work in the arts. Applicants may request funds for a variety of research needs, such as equipment and supplies, help, publication subvention, research colloquia and essential travel related to research – in short, funds to cover expenses directly related to research and other creative endeavors. Requests for wages of labor must be justified fully in convincing detail.

Faculty members in the biomedical sciences may apply to the Research Council **or** to the Busch program, *but not to both*, for support of a health-related research project. Since Research Council funds are in extremely short supply and must be used for all disciplines, faculty members in the biomedical sciences are **strongly encouraged** to make the Busch program their priority.

Applicants seeking subvention of a publication should go to the ORSP website for "[Guidelines for Subvention of Publication for Scholarly Books](#)" or email suber@orsp.rutgers.edu for a copy.

Applicants seeking colloquium support should go to the ORSP website for "Guidelines for Research Colloquia" or email suber@orsp.rutgers.edu for a copy.

Research Council grants may not be used to support research leading to an academic degree for the grant recipient from Rutgers or any other university.

OUTSIDE SUPPORT

As the Research Council's funds are limited, the faculty is encouraged to seek support from outside the University. Help with acquiring external funding can be found at <http://orsp.rutgers.edu/funding1.asp>.

COMPLETING THE APPLICATION FORM

- Use font size of 10 or greater.
- Supply only the information requested.
- Describe how each budgetary item is necessary for the successful completion of the project. **Note:** Funds cannot be used for personal computers, other types of office equipment and supplies, computer time, travel to meetings of learned or professional societies, purchase of books or journals for a personal library, applicant's salary or salary increments, food, or drink.
- Requests to purchase equipment must be accompanied by a letter from a Chairperson or Director stating that the equipment is not already available for use.
- 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. Give details but use no more than three continuation pages to describe your work. **Do not include copies of publications or photocopies of grant applications you have submitted to federal or other funding agencies.**
- Attach *curriculum vitae* of two pages maximum.
- Persons 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 Council has completed its work.
- All requests must be submitted on the "2008-2009 Application for a Research Council Grant" which is available for download on the ORSP website. *The website also includes previously funded applications selected by the Council for use as models by those seeking guidance in proposal writing.*
- A faculty member may submit only one application, and one faculty member should apply for a collaborative group.

PLANS FOR PUBLICATION OR PRESENTATION

Research Council grants can only support projects likely to yield results that will be made available to the public. Therefore, please, include a statement about your plans for publishing the results of your research and scholarship, or for presenting your creative work to appropriate audiences.

DEADLINE FOR APPLICATIONS

Applications must be completed and returned to the Office of Research and Sponsored Programs, 3 Rutgers Plaza, ASB III, Cook Campus on or before Friday, March 7, 2008. *Late applications will not be accepted.* Submit the original and six photocopies.

AWARDS

Award notifications, **conditional upon the availability of funds from the State**, will be mailed in June for activation starting July 1, 2008. As the Research Council's funds are limited and requests usually exceed by four or five times the amount available, many meritorious projects receive less than requested or go unfunded. Failure to receive a grant will in no way prejudice future application under this program.

ADDITIONAL INFORMATION

Those with questions concerning the Research Council Grants Program please call Dr. David Pramer [732] 932-0150x3027 or Joan Suber [732] 932-0150x2118.