Research Council Grants Program  
FY 2017-2018 Spring Cycle  

Guidelines

Please read this document carefully before completing the application.

Applications are due on or before 5 PM Friday, March 30, 2018.  
Application & supporting documents must be submitted as a single PDF.  
Late applications will not be accepted.

ELIGIBILITY

Only full-time members of the Rutgers faculty at the time of application may apply. This designation includes non-tenure-track, tenure-track, and tenured faculty. The following are not eligible to apply: coadjutant appointees, teaching and research assistants, post-doctoral fellows, and visiting faculty members. All awards are made on the basis of merit, although priority is given to tenure-track faculty in their first or second three-year probationary appointment who have not yet been evaluated for tenure.

Please note: Faculty who have received a research grant, excluding a subvention, in the most recent award cycle are not eligible to apply in this cycle.

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, research assistance, 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.

Applicants may request a maximum of $5,000. Award amounts may be less, depending upon the amount of funding available and number of applications recommended for funding. Requests exceeding $5,000 will not be reviewed. Priority will be given to proposals from faculty who have not received an award in the past three (3) years.
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 Rutgers Research Portal for **2018-2019 Guidelines for Subventions of Scholarly Publications**. 

**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 [https://researchportal.rutgers.edu/grant - grant-funding](https://researchportal.rutgers.edu/grant - grant-funding)

**COMPLETING THE APPLICATION FORM**

- All applications and supporting documents must be submitted as a single PDF to [RCG@ored.rutgers.edu](mailto:RCG@ored.rutgers.edu). Faculty members seeking guidance in preparing a proposal should consult the Chair of the Research Council, Margaret Marsh, at [mmarsh@rutgers.edu](mailto:mmarsh@rutgers.edu).
- Supply only the information requested.
- Describe how each budgetary item is directly necessary for the successful completion of the project.
- 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.
- Research Council Grants may not be used for summer salary, salary supplement, or to pay any part of a grant recipient’s salary. Grants may not be used to pay any publication fees charged by a journal. Grants may not be used for any general scholarly purpose not directly and specifically required for this project (For example, non-allowable expenses would include purchase of software that is not specific to this project; memberships in professional societies; journal subscriptions; and book purchases.) Awards may be spent only for the specific project and activities described in the funded proposal. Any request for post-award budgetary changes must be approved in advance by the Chair of the Research Council.
• Please note that all Rutgers University policies on the use of university funds must be followed.

• 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 (3) 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.**

• *Curriculum vitae* of two (2) 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 to:
  
  Jacquelyn Williams/Joy Racaza  
  33 Knightsbridge Road,  
  2nd Floor East  
  Piscataway, NJ 08854.

  Upon request these items will be returned via campus mail after the Council has completed its work.

• 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.

**APPLICATION SUBMISSION PROCESS**

All applications and supporting documents must be submitted as a **single PDF** to RCG@ored.rutgers.edu by March 30, 2018.

Application form can be downloaded here: 2018-2019 Research Grant Application

*Late applications will not be accepted.*
AWARDS

Award notifications, conditional upon the availability of funds, will be e-mailed in June for activation starting September 1, 2018. All funds must be committed by May 1, 2019 and expended by June 30, 2019. As the Research Council’s funds are limited, grants are highly competitive. Please note that failure to receive a grant will in no way prejudice future applications under this program. The committee regrets that it is only able to provide limited feedback on individual grant proposals that are either not funded or funded at an amount lower than requested.

FOR MORE INFORMATION:

Rutgers Research Portal

Professor Margaret Marsh, Research Council Chair: mmarsh@rutgers.edu

Jacquelyn Williams or Joy Racaza, Program Coordinator: RCG@ored.rutgers.edu