Policy Statement, Guidelines, and Procedures

Overview

Funding through the Scholarly Research Committee is to support scholarship leading to the publication of scholarly books, publication in recognized journals, or similar scholarly and artistic endeavors that raise the academic stature of Pace University ; or to provide seed money to develop grant proposals to external sources. Funds are not provided to support theses or dissertations. There are two types of awards: Release Time Funding and Expense Funding. The guidelines are below.

General Eligibility

1. Applicants may apply for both Release Time and Expense Funding in the same cycle, although it is unlikely that both will be funded due to limited resources; applicants must provide explicit and strong justification for why both should be awarded. Released time will be awarded only once per academic year.
2. Sabbatical leave faculty are eligible to apply for Expense Funding and Release Time.
3. Full-time lecturers and clinical professors are only eligible to apply for Expense Funding, while full-time tenured and tenure-track faculty are eligible to apply for both Expense Funding and Release Time Funding.
4. Applicants currently serving on the SRC may apply for Expense Funding and Release Time but may not attend the meeting where any applications for that semester are considered by the committee.

Applicants for Release time

1. Reduced teaching loads are limited to the Fall and Spring semesters and are generally limited to one course (3 credit hours) per individual per semester. Release time will not be awarded in a semester in which the applicant has overage.

2. To be considered, applicants for release who are already receiving six or more credits of release time from their dean (and thus have a 9/9 or lower courseload) will be expected to make a very strong case as to why they need additional time. Applicants should describe their activities for the release time they already receive, and what additional projects, scope, or depth they plan to undertake for the additional 3 credits they are seeking from the SRC (as well as why these activities cannot be completed within the release time already provided).

3. The release time application must be signed by the candidate's chair, followed by the Chair of the Scholarly Research Committee, followed by the Dean. Final approval for release time is given by the Provost's office.

4. Applications for Expense Funding must be signed by the applicant's chair, followed by the applicant's Dean or Associate Dean (for Dyson), followed by the Chair of the Scholarly Research Committee.

5. All signatures must be secured through echosign and before the deadline.

6. If the applicant received Release Time from the SRC in the last two years, they are to attach a one-paragraph progress report describing what had been accomplished during the period of the award.

Applicants for Research funds:

1. Direct grants will be awarded up to $3000 (the corresponding funding for Release Time) to cover research expenses such as costs for equipment, research-related materials, office supplies, photocopies, microfilm, mailing, journal page charges, travel to special libraries or other facilities providing sources of information, or to collect data. Applicants may request additional funding providing a budget and justification; if after all awards are granted for that semester there are funds

available, it may be approved.

2. For general purpose equipment (i.e., equipment that could be used for personal use, whether), the committee will be funding a max of 60% of the cost. In addition, the applicant must justify why a less expensive alternative is not sufficient for their purposes.

3. Funding for travel is limited to that directly related to conducting research. Travel to conferences should be requested from the [Kenan fund](#), which is a separate committee on the NYC campus. When requesting travel funds for research purposes, applicants must clearly justify why the work can't be done remotely. Furthermore, lodging and transportation must be appropriately modest.

4. The SRC will not provide per-diems; applicants are encouraged to submit an itemized budget for their research needs.

5. The SRC welcomes funding requests for technology needs as related to creative or scholarly production, but typically limits such consideration to purchase of software and software upgrades not offered through [ITS enterprise licensing](#), purchase of data sets not available through research consortia or the Pace libraries, hardware not typically provided as part of a standard computing start-up or replacement package offered by the university, etc. Such requests will be considered only in cases in which applicants have not attained other sources of funding from the university, college or department (such as research start-up funds, summer research grants, etc.), and a clear justification related to applicant's research or creative production must also be supplied.

6. SRC funds toward publications, including fees for open access options, are limited to non-predatory journals and publishers. It is incumbent upon the applicant to provide justification on the quality of the press or venue. Lists such as Beall's list and journal rankings or other measures of a journal's standing should be consulted for any given field of study. *Submission* costs will be considered for funding only if the article was accepted at the named journal.

7. The SRC does not fund self-publication unless there is substantive justification for why the research cannot be funded by ordinary means.

8. Applicants for research funds for student assistants must provide documentation that all other resources from the University (e.g. courses where students perform

research for credit, University programs that support student-faculty research partnerships, etc.) have been tapped but were unavailable. A description of the students' role as it relates to the scholarly or creative project must be provided.

9. Grants are made for a specific fiscal year. Unexpended funds may not be carried over from one year to the next unless special approval has been obtained. In case of funds being used for the purchase of equipment, a letter of responsibility is required, stating that the faculty member will assume responsibility for the maintenance, upgrade, or servicing of the equipment. If you have any questions about your request, please contact the chair of the Scholarly Research Committee.

10. If the applicant received Expense Funding from the SRC in the last two years, they are to attach a one-paragraph progress report describing what had been accomplished during the period of the award.

Scholarly Research Committee Guidelines

Criteria may be more or less stringent depending on the number of applicants an the availability of funds. Nevertheless, projects are evaluated and given priority according to their scholarly significance, their originality, the possibility of publication, the results of past awards to the applicant, budget feasibility, and the likelihood of enhancing the academic reputation of the University. Preference is given to projects for which publication is assured.

Submission deadlines are announced at the beginning of each semester and are strictly adhered to.

Processing Approved Applications

Approved application forms must have all the necessary signatures including that of the campus Scholarly Research Committee Chairperson. The Scholarly Research Committee Chairperson will keep copies of all applications forms for his or her records.

The original application form and all attachments will be forwarded to the Office of the Executive Vice-President for Academic Affairs for handling. The Office of the Executive Vice-President for Academic Affairs will notify the faculty member that the award has been granted.

Released time and Expense Funding awards will be handled through the Comptroller's Office. If the grant involves a one-time payment, this should be indicated on the application form, and an invoice, receipt, or canceled check must be attached to the application. The Comptroller's Office will then issue a check directly to the faculty member. If the grant involves setting up a budget account, this should be indicated on the application. The Comptroller's Office will contact the faculty member directly concerning the procedures for drawing upon the account. The faculty member will be required to submit invoices to the Comptroller's Office for all expenditures when requesting payment.

Adopted by the SRC 2002, revised 2016. Last revised in January 2019.