

Roger Williams University  
Foundation to Promote Scholarship and Teaching

Guidelines and Instructions  
(Revised November 30, 2023)

These Guidelines apply for both monetary and course release grants

## I. Purpose

The purpose of the Foundation is to encourage and support the efforts of tenured and tenure-track MBUs in the wide variety of different kinds of scholarly activities generally recognized in undergraduate-focused universities and articulated in Scholarship Reconsidered, the subsequent expansion of Ernest Boyer's work supported by the Carnegie Foundation for the Advancement of Teaching. RWU notes that Boyer defines several areas of scholarship, including the scholarship of teaching, discovery, integration, and application (engagement). RWU equally values and encourages all these areas of scholarship.

It is the aim of the Foundation to be a resource for three general groups of full faculty in their efforts to develop self-sustaining scholarly/creative agendas. Priority in funding and course releases shall be directed to

- a) tenure-track, untenured faculty who evidence a need for support to continue or initiate scholarly or creative endeavors and/or to provide incentives to raise extramural funding;
- b) mid-career and senior faculty who evidence a need to retool or reinvigorate their existing scholarly engagement; and
- c) mid-career and senior faculty who evidence a need for an internal, but short infusion of resources to benefit their ongoing research or other scholarly endeavor. It is not the mission of the Foundation to be a perpetual granting agency for individual lines of research.

## II. Application Timeline

For awards to be expended in 2024-2025, applications must be received by the Office of Academic Affairs by 11:59pm Friday, February 16, 2024.

Decisions will be communicated to the applicant on or about Friday, March 29





If living subjects are involved in the proposed research, this must be clearly noted in the proposal and IACUC and/or IRB approval must be received prior to initiating the project.

The general criteria used by the Foundation in providing different kinds of support for scholarship shall include:

1. Academic merit/validity
2. The nature and quantity of support required for the successful pursuit of scholarly activity
3. Availability of alternate or supplemental (matching) financing
4. Ties to the curricular and teaching activities of the University (especially research or scholarly projects involving Roger Williams University students)
5. Relationship to the University's mission

Any faculty member who receives grant or course release support and who fails to produce the general required outcome of external presentation and critique will not be eligible for further Foundation support without the consent of the Chief Academic Officer.

## VII. Requirements for Recipients

Recipients of a grants or course release(s) agree:

1. That in accepting the grant the recipient will comply with any restrictions outlined in this document;
2. If applicable, Human Subjects Review Board (HSRB) and/or Institutional Animal Care and Use Committee (IACUC) approval will be received in advance of project;
3. That the recipient's and the University's copyright and patent rights as specified in the Agreement between the Roger Williams University Faculty Association and the University will apply;
4. That the assistance of the Foundation will be acknowledged in any publications, performances or exhibits which results in whole or in part from research funded by the Foundation;
5. That a copy of any such publication, performance program, or exhibition catalog will be filed with the Foundation;
6. That use of faculty research awards is contingent upon continued employment at the University and requisitions for awarded funds submitted following the effective date of termination of employment will not be honored and
7. To submit a detailed report of their activities to the Provost's Office within thirty days of the start of the semester following the completion of their grant period or course release semester, which shall be made available

Additionally, recipients of grants agree:

1. That funds will be used solely for the accomplishment of the project as approved;
2. To work with appropriate University officials to ensure that the best purchase(s), lease(s) or rental(s) of equipment and supplies, etc. are obtained;
3. That equipment and supplies purchased with grant funds are ultimately the property of the University and the disposition of these, upon the completion or termination of the research activity, is up to the University;
4. That upon approval of a grant, a budget for the grant as delineated in the proposal will apply
5. That transfers between grant categories greater than 10% of total grant monies from the Foundation will require advance approval from the Office of Academic Affairs
6. That funds cannot be carried over to subsequent funding years
7. Foundation to Promote Scholarship and Teaching (FPST) activities and spending are subject to current University processes, policies, and guidelines
8. Recipients are responsible for keeping an accurate accounting of their FPST spending and spending cannot exceed the amount of the award.

Notes on Foundation Course Releases:

No recipient of a course release may teach a course overload during the release semester (permission may be granted in exceptional cases by the Provost following consultation with the appropriate School/College dean and upon notification to the RWUFA).

An MBU who is unable to use an awarded course release in the semester authorized due to some exigent circumstance, will consult with the MBU's dean and/or Provost to arrive at mutual agreement on the semester for the carryover of the release.

Foundation course releases are not to be used or presupposed as part of the University's pre-approval process in support of external grants.