

I. BACKGROUND

Established in 2007, the Foundation Faculty Research Award (FFRA) is sponsored by the Kean University Foundation. The fundamental goal of the FFRA is to help faculty better position themselves to apply for and receive external funding for their research and scholarly activities. Full-time tenured/tenure-track faculty may apply for up to two consecutive years of funding, provided they have met certain conditions. Recipients are expected to be actively engaged in submitting proposals to external funding agencies both public and private. The award supports proposals from all disciplines. The Office of Research & Sponsored Programs administers the FFRA program on behalf of the Kean University Foundation.

II. ELIGIBILITY

The program is open to all full-time tenured/tenure-track faculty. Lecturers and adjunct faculty may participate in a project but cannot apply independently. Applications are encouraged from all disciplines.

III. FUNDING

The award provides up to \$5,000 in direct costs support for one year. Continuation awards of up to \$4,000 may be considered for one additional year for the same project if the awardee is actively engaged in submitting proposals to external funding agencies. A continuation application must be submitted the year immediately following the initial award to be eligible for continuation funding. A detailed, line-item budget is required as part of the application. Budget requests must be directly related to the project.

Eligible expenses include:

- equipment, materials or supplies required for research/creative activity
- student stipends for students directly engaged in the project
- travel required for primary research
- specialized software
- license fees to access databases needed for research purposes

Ineligible expenses include:

- faculty salaries or stipends
- conference travel
- publication costs
- computer equipment, including tablets and printers

IV. AWARD PERIOD

The award period is the Foundation's fiscal year, July 1 to June 30. All funds awarded must be used by the award end date. No carryover funds will be allowed.

V. REPORTING

Interim reports are due to the Office of Research and Sponsored Programs by December 15 of the award year. Final reports are due by July 30, 30 days after the end of the award period.

VI. AWARD ADMINISTRATION

The FFRA is administered by the Office of Research and Sponsored Programs (ORSP) on behalf of the Kean University Foundation. ORSP will announce the awards on the date established by the calendar for that year.

Notice of awards will be accompanied by guidelines outlining purchasing procedures, budget revisions, changes in project activities, and submission of reports. FFRA funded projects must comply with all University policies and procedures related to sponsored projects. The ORSP Grants and Contracts Resource Guide and Policy Manual is available online and from the ORSP office.