

INSTRUCTIONS FOR FACULTY APPLICATION FOR THE SUMMER 2017 RESEARCH SUPPORT

A significant responsibility of full-time faculty at Fordham University is to conduct scholarly research. The summer 2017 research support is provided by Gabelli School of Business to allow faculty to research uninterrupted in the summer and to help faculty publish in high quality and high impact academic journals.

Applications for the 2017 summer research support will follow the similar procedure as in 2015. All applications should be submitted electronically. The instructions below will help guide you through the submission process.

Each application should include both the proposal of the summer research project (discussed in detail later) and a recent CV. All applications will be reviewed carefully by the Research Committee shortly after the due date. The Research Committee consists of Hooman Estelami, Iftexhar Hasan, Brent Horton, Robert Hurley, Jie Ren, Bozena Mierzejewska, Yuan Xie, and An Yan. Decisions will be made primarily based on the publication record in recent years. Consideration will also be given to the submitted research proposal.

Deadline for completing the application is November 15, 2016. Faculty will be notified of the results of the application reviews by December 15, 2016.

Types of Summer Research Support

Gabelli School of Business offers full-time faculty the opportunity to apply for the summer 2017 research support in the form **of summer research stipends, research grants, and graduate assistants.**

Summer research stipends in Summer 2017 are provided to allow faculty to direct more time to research projects in Summer 2017. Non-contractual stipends will be awarded in three tiers in an amount of \$25,000, \$15,000, or \$7,500. Faculty submitting a proposal for summer research stipends will automatically be considered for all three tiers. Faculty who do not want to be considered for any one of the three tiers should specify the preference in the proposal.

The first tier of \$25,000 will be awarded up to 20% of the applications. Faculty with top journal publication(s) in the previous three calendar years 2014-2016 and with a promising summer research proposal will be considered for the first tier. The definition of top journals is the same as that in 2015. It will be re-visited for the relevant area(s) if a re-organization of any area happens before December 15, 2016. Please contact Prof. An Yan (ayan@fordham.edu) for any questions on the top journal list.

The second tier of \$15,000 will be awarded to faculty who receive top rankings determined by the research committee. Priority will be given to faculty with a strong record of publications in the recent years in high quality and high impact academic journals.

The third tier of \$7,500 will be awarded to the faculty who receive high rankings determined by the research committee. Priority will be given to faculty with a publication record in recent years and a strong research proposal.

Since the purpose of summer research stipends is to provide uninterrupted time for faculty to conduct high quality research in the summer, summer overload teaching is discouraged for stipend recipients as it may inhibit research productivity. As a general policy, faculty who receive summer stipends in the first tier will be ineligible to teach any overload courses in summer 2017. Faculty who receive summer stipends in the second or the third tier will be eligible to teach no more than one overload course in summer 2017. Faculty who contractually receive summer stipends is not eligible for summer teaching. Faculty to be awarded in any of the three tiers will have the option to refuse the award in order to teach overload course(s) in summer 2017.

In order to ensure a paper trail for audit purpose, all applicants for summer research funding must submit a proposal whether or not their summer research money is contractually guaranteed.

For faculty who can demonstrate ability to conduct productive research and strong teaching simultaneously in the summer, a new waiver policy is introduced by the research committee in addition to the above general policy on summer overload teaching. In the new waiver policy, faculty awarded summer research stipends can request to Dean's office to teach one additional overload course in summer 2017, with the following conditions to be satisfied.

1. Faculty who request an exception to the general policy of summer overload teaching should have published (i) at least three top journal articles in the past three years OR (ii) at least two top journal articles and at least four lower ranked peer-review journal articles in the past three years. The definition of top journals is the same as that in 2015. The definition of lower ranked journals follows the journal ranking list prepared by each area.
2. Under no circumstances can any faculty member that receives summer research stipends teach more than two summer overload courses per year.
3. A faculty member who requests an exception should receive permission from his/her area on the availability of an overload for him/her to teach in the summer.

Research grants provide reimbursement for research-related expenses such as specialized databases, participant incentives or expert computer support. These grants are not intended to reimburse the researcher for time spent in data collection, analysis or notification of the awarding of the grant.

Research Assistants are provided to support data collection, literature searched and other tasks related to the research project. The assignment of a graduate assistant is for ten hours/week for fifteen weeks.

Submission Process

The applications for the summer research support will be filed electronically. Please note that there is *no SAVE feature* in the software, thus requiring you to complete the application at/in one sitting. It is recommended that you type and save your proposal in Word and then copy/paste the various parts of your proposal into the relevant fields. The require fields are:

Title of the Research Project for Summer 2017 Research Support

1. Academic Area
2. Title of Summer Research Project
3. Purpose
4. Proposed Methodology
5. Timeline
6. Primary Target Publication Outlet
7. Alternative Target Publication Outlet #1
8. Alternative Target Publication Outlet #2
9. Status of Previously Funded Research (Please include application to the second installment of previously funded research) *
10. Summer Research Stipend
11. Summer Research Grant
12. Summer Research Grant Amount Requested
13. Purpose of Summer Research Grant
14. Summer Research Assistant
15. Purpose of Summer Research Assistant
16. Upload CV

Submission Process

Go to link: <http://fordham.bepress.com>

Step One

If this is the first time you are using this system to submit a research proposal, you will need to create a new account - by creating an account, future submissions can be done simply by entering your email and password. At the top of this page, on the right-hand side, click "My Account." Follow the directions under "Create new account" (only if you do not have an account) and you will receive a confirmation e-mail from the system when the account is ready.

Step Two

Scroll back to the top of this page. In the right hand column under "Author Corner", click on the "Submit Research" link.

If you are not already logged into the system, you may do so using your username and password on the next page.

Step Three

Read and agree to the Submission agreement by clicking in the box and hit submit.
You will then be brought to the submission form.

Your name will automatically be inserted in the "Author" field. There is nothing you need to do with this section. Please move on to the next question - "Academic Area" - and proceed from there.

If you have any questions concerning the new electronic submission process, please contact Josefina Kocovic at jkocovic3@fordham.edu.