



# Successfully Applying for FRFs and Sabbaticals

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# FRF or Sabbatical?

- ▶ Deciding which one – some definitions
- ▶ FRF:
  - ▶ Just a teaching release; awardee still has service obligations
  - ▶ Designed to be spent on creative/scholarly activity, whatever that looks like in your discipline
- ▶ Sabbatical:
  - ▶ Full release from university obligations, including teaching AND service
  - ▶ Can be taken for one or two semesters
    - ▶ One semester – Full pay
    - ▶ Two semester – 50% pay with possibility of additional \$12,000 stipend
- ▶ **Deadline for both: January 31, 2023**

# FRF Eligibility and Specifics

- ▶ Full time, tenured or tenure-track faculty
- ▶ Based upon a 12 credit hour teaching load per semester
  - ▶ So, asking for 25% release is equivalent to 1 3-credit hour course, 33% is 4 hours, 50% is 6 hours, 75% is 9 hours and 100% is 12 hours **for no more than 2 consecutive semesters**
- ▶ \$3000 cash for supplies, services, materials or travel may also be requested
- ▶ Usually these are granted as written, but may be altered by awarding office as budgetarily needed
- ▶ May apply in teams, but each member needs separate application with **unique** contributions outlined

# FRF “Allowable” and “Unallowable” Topics

## ▶ Allowable:

- ▶ Preliminary data collection that may lead to external funding
- ▶ Time to initiate or complete major scholarly work
- ▶ Interdisciplinary work

## ▶ Unallowable:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| ▶ Travel to conferences             | Faculty development                 |
| ▶ Computer purchases                | Service Work                        |
| ▶ Commercial endeavors              | Curriculum development              |
| ▶ Institutionally directed research | Reimbursement for incurred expenses |
| ▶ Publication charges               |                                     |

# FRF Scoring Rubric

- ▶ Your proposal will be evaluated based upon the following criteria:
  - ▶ Title Page and Abstract – 10pts.
  - ▶ Project Description – 25pts.
    - ▶ Significance, goals
  - ▶ Project implementation – 20pts.
    - ▶ Sound methodology, preparation, work plan feasible
  - ▶ Budget/timeline justified – 5pts.
  - ▶ Benefits – 10pts.
    - ▶ Collaborations established, benefits to students, community benefit
  - ▶ Capability – 10pts.

**+4 CPP = 84pts.**

# Sabbatical Eligibility and Types

- ▶ Full time, tenured or tenure-track faculty who have served 12 semesters since their last sabbatical may apply
- ▶ Two Semester
  - ▶ 50% pay, plus up to \$12,000 in support
  - ▶ If requesting \$12,000 in support, detailed budget must be included
    - ▶ This can be used for salary, travel, supplies, software, equipment
- ▶ One semester
  - ▶ 100% pay, no additional support
- ▶ You may apply for both types in one application cycle, but you need two separate applications if you plan to do so. Consider how scope and timeline should be different if you plan to submit both types.

# Sabbatical Allowable Topics

- ▶ 1) Community Service
- ▶ 2) Professional Development
- ▶ 3) Program Development
- ▶ 4) Research, Scholarly, or Creative Activity

# Sabbatical Scoring Rubric

- ▶ Your proposal will be evaluated based upon the following criteria:
  - ▶ Title Page and Abstract – 10pts.
  - ▶ Project Description – 25pts.
    - ▶ Significance, goals
  - ▶ Project implementation – 20pts.
    - ▶ Sound methodology, preparation, work plan feasible
  - ▶ Budget/timeline justified – 5pts.
  - ▶ Benefits – 10pts.
    - ▶ Collaborations established, benefits to students, community benefit
  - ▶ Capability – 10pts.

**= 80pts.**



# Submission – Both Awards

- ▶ All applicants must upload their completed applications into InfoReady
- ▶ Combine all elements into one pdf document – and name your file according to this naming convention: **Lastname\_Firstname\_FRF\_2023** or **Lastname\_Firstname\_Sab 1sem\_2023 (or Sab 2sem)**
- ▶ Proposals must be **submitted** (not started) by 11:59:59 on the due date
  - ▶ Things to note:
    - ▶ There are questions to answer once you get into InfoReady so allow time for that!
    - ▶ You cannot edit your file once you submit it, so make sure it is what you want.



# Dos and Don'ts

# Formatting and Technicalities

- ▶ Pages 2&3 of the FRF guidelines and pages 4-6 in sabbatical guidelines outline formatting things that **MUST BE FOLLOWED**.
  - ▶ If you take nothing else away from today, just make sure to follow the formatting to the letter.
  - ▶ I have seen proposals **completely disqualified** for not following formatting rules.
    - ▶ Up to committee discretion; at the very least **heavy deductions** taken
  - ▶ This includes tables, appendices, footnotes

# Dos

- ▶ Keep the jargon to a bare minimum! Or, better yet, do not use it at all. If the readers can't tell what you're doing, they don't assume you're brilliant, unfortunately.
  - ▶ People reading this are educated scholars or artists, but they are not experts in your field necessarily.
- ▶ Seek peer review – come back to one of our FDC-sponsored, peer-review sessions Jan. 23 and/or Jan. 26 at 3:30pm
- ▶ Do not miss the deadline – even by seconds...
- ▶ Did I mention following the formatting to the letter? 😊

# More Dos

- ▶ Check with your department head to let them know of your plans
  - ▶ Do NOT let them talk you out of applying! More on this later...
- ▶ Propose something that you've never done before, but make sure you explain how/why you're prepared to make that leap.
- ▶ Obtain letters of support if relevant
  - ▶ This helps in some cases but is not necessary in others

# Don'ts

- ▶ Do not make assumptions about reader knowledge, but extensive citations are unnecessary.
- ▶ Don't try to sneak in a slightly smaller fonts or margins. The URSLC chair checks these things. This includes footnotes, tables, etc.
- ▶ Don't underestimate how important everything on the scoring rubric is.
  - ▶ Many focus on the project description and implementation
  - ▶ Committee will notice if you don't discuss benefits to EMU students, community – I've seen people lose all 10 points on this and lose funding for a very innovative project.
  - ▶ Committee also notices if timeline is too lofty or not lofty enough!

# More Don'ts

- ▶ Don't let anyone dissuade you from applying!
  - ▶ Many people think:
    - ▶ “My department can't spare me.”
    - ▶ “My idea isn't very well formulated yet.”
    - ▶ “I will never get this award because I have never studied in this area before.”
    - ▶ “I just had a summer research award, so...”
  - ▶ Your Department head may say “Well, I don't know how we're going to cover this course now.” That's for them to figure out, not you.



In summary...



# Things to Note About Both

- ▶ You may apply for both an FRF and a sabbatical during the same cycle, but if you are awarded both, you must pick **one** to accept.
- ▶ You may ask for feedback from the URSLC committee chair whether you receive an award or not. The chair will summarize comments and provide you a summary of what was said about your application. You CAN resubmit next cycle.
- ▶ If relevant, you must have your IRB approval IN PLACE 30 days before the semester of your granted release.
- ▶ You must serve at EMU at least two semesters following your award unless granted an exemption.
- ▶ A final report is due following your award, else you become ineligible for other awards.



# Questions...

Ask me things that only someone who has served on the committee will know. I'll be candid!