



## **College of Education and Human Services (CEHS) and the National Center for Hearing Assessment and Management (NCHAM) at Utah State University Faculty Fellows Program 2024-2025**

### **Program Description**

The CEHS-NCHAM Faculty Fellows program provides CEHS faculty members with opportunities to enhance their scholarly work in collaboration with project staff at the National Center for Hearing Assessment and Management (<http://www.infanthearing.org>). The intent of the program is to develop new collaborations and interdisciplinary approaches to enhance research and scholarship at the NCHAM and the College. Faculty will have up to 12 months to meet the goals of their Fellowship project.

### **Funding Model**

CEHS-NCHAM Faculty Fellows will receive funding from the CEHS Office of Research Services (ORS) for *up to* two course releases across the fellowship period. It is expected that only one release will be applied per semester (i.e., one in each of the Fall 2024 and Spring 2025 semesters, respectively). Funding for a second semester (i.e., Spring 2025) will be contingent upon the research team making adequate progress on their stated objectives and agreed upon benchmarks prior to December 31, 2024. There is no matching requirement for this funding, although applicants are highly encouraged to leverage additional funding sources. Proposals that include matching funds may receive higher ratings (examples of matching funds include: other grants, graduate assistantships, departmental travel funds).

### **Who is Eligible to Apply?**

Any USU CEHS tenure-track or research-track faculty member may apply for a fellowship. Faculty submit proposals as individuals, but must specify a person or project at NCHAM with whom they intend to work. To increase faculty involvement, preference may be given to first time NCHAM Faculty Fellowship applicants and previous fellows are excluded from applying for at least three years from their previous award date.

### **What Can You Propose to Do?**

Faculty members can propose to engage in a collaborative research project, analyze existing datasets at the NCHAM, conduct a program evaluation, perform a meta-analysis that leads to specific recommendations for program improvement, develop new project ideas or expand on existing projects.

### **Outcomes**

Faculty funded under this program will be required to submit: (a) at least one co-authored publication with a NCHAM staff person per semester (two publications total); and (b) one grant proposal any time during the funding period and up to six months afterwards. Faculty also are expected to participate in other activities, including bimonthly meetings with other Faculty Fellows and the Associate Dean for Research and Innovation.

### **What Must a CPD Faculty Fellowship Proposal Include?**

Proposals must not exceed two pages (excluding title page and a required letter of department chair endorsement), must be single-spaced, and in a standard font at least 12 points in size with 1-inch margins. Each proposal must include the following:

1. **Title page** – Clearly indicate the home department(s), college(s), and position(s) of all individuals involved on the proposed project. Include address, phone number, and e-mail for the primary contact person.
2. **Departmental Commitment Letter** – Provide a letter of commitment from your department chair that clearly indicates their support for the proposal. This letter must state the number of course releases you will receive if awarded the fellowship. Please engage in discussions with your department head early in the process of applying for this fellowship so they can plan accordingly. If your proposal includes additional matching funds, then a signed statement from the department fiscal officer (in addition to the letter from the department chair) must be attached to the proposal to verify the commitment level.
3. **Proposal** – two pages or fewer. Consists of following **required** elements:
  - **Abstract** – Include project title and abstract of **150 words or fewer**. Abstract must be suitable for public dissemination, should the proposal be selected.
  - **Project Significance** – **300 words or fewer**. Include statement of project goals and their importance for meeting NCHAM, departmental, college, and/or university strategic goals.
  - **Research Plan** – **500 words or fewer**. Provide a work plan that clearly identifies project objectives, the person(s) who will be responsible for carrying out the proposed work (e.g., name, title, role within the project), the methods and resources to be used, the specific NCHAM projects that will be involved, and timelines for activity and project completion.
  - **Statement on Intended Scholarship and Dissemination** – **250 words or fewer**. Include description of intended scholarship, potential publication outlets, and any potential grant opportunities that will be pursued by this project.

#### How Do I Apply?

Prepare the aforementioned proposal (consisting of title page, proposal, department chair commitment letter, and signed statement from departmental fiscal officer if matching funds are included). Submit one electronic copy of the proposal (**as a single pdf file**) to CEHS Associate Dean for Research Shawn Whiteman at [Shawn.Whiteman@usu.edu](mailto:Shawn.Whiteman@usu.edu) by **April 15, 2024**.

#### How Will Proposals Be Reviewed?

All proposals will be reviewed and ranked by the CEHS Office of Research Services and the NCHAM Director. This group will make recommendations to the CEHS Dean. **The final selection of CEHS-NCHAM Faculty Fellows will be made by the CEHS Dean and announced after May 1, 2024.**

#### What Are the Expectations of a CEHS-NCHAM Faculty Fellow?

**Projects are to be completed by July 31, 2025.** A final one-page report must be submitted by August 30, 2025, to the CEHS Associate Dean for Research as well as the Director of the NCHAM. Failure to submit the final report may adversely affect future funding opportunities as part of the CEHS Faculty Fellowship programs. CEHS strongly encourages all CEHS-NCHAM Faculty Fellows to publicly share the findings of their collaborative project with colleagues and peers in their respective departments and colleges, across campus through university forums.