



College of Education and Human Services (CEHS) Open Faculty Fellows Program 2024-2025

Program Description

The CEHS announces an Open Faculty Fellows program that provides CEHS faculty members with research expectations the opportunity to catalyze their research program(s) by providing dedicated time for extramural grant proposal development. Scholarly work within the CEHS is enhanced through the receipt of extramural grant funding, given that such funding can provide resources for the execution of sophisticated research designs, support for graduate students, greater visibility through dissemination in top tier journals and academic conferences, and support for research infrastructure. Although all CEHS faculty with research appointments are expected to spend some portion of time developing grant proposals to support their research agendas, this fellowship program is aimed at further encouraging these activities.

Funding Model

Open Faculty Fellows will receive funding from the CEHS Office of Research Services (ORS) for one course release for either the Fall 2024 or Spring 2025 semester. There is no matching requirement for this funding, although applicants are highly encouraged to leverage additional support (e.g., research funds, pilot grants, other professional development activities that support grant writing) to facilitate the proposed work.

Who is Eligible to Apply?

Any USU CEHS tenure-track, tenured, or research-track faculty member with a role statement that includes research expectations may apply for an Open Faculty Fellowship. To increase faculty involvement, preference may be given to first time CEHS Faculty Fellowship applicants and previous fellows (including those affiliated with our Centers) will be excluded from applying for at least three years from their previous award date.

What Can You Propose to Do?

Fellows are expected to use the time provided through this fellowship program to develop and submit a new or revise and submit a previously reviewed extramural grant application. All types of grants are eligible, including those provided by federal and state agencies as well as those from foundations. There is no minimum dollar requirement. However, preference may be given to applicants who seek grants that will support CEHS graduate students and do not include restrictions on indirect costs.

Outcomes

Faculty funded under this program will be required to submit one external grant proposal related to their area of scholarship, no later than six months after the course release. Faculty Fellows 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 an Open Faculty Fellowship Proposal Include?

Proposals 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 faculty, department(s), and college(s) involved. Include address, phone number, and e-mail for the primary contact person.

2. **Departmental Commitment Letter** – Provide a letter of commitment from your department head that clearly indicates their support for the proposal. This letter must state that they agree to the course release 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** – Consists of following **required** elements:
 - **External Funding Target(s)** – What external funding source(s) will you target for support for this project? Include the specific funding agency, program, URL for the RFP or grant announcement, budgetary limits, and submission deadlines.
 - **Project Goals and Significance – 300 words or fewer.** Include statement of project goals and their importance for meeting the funding agency’s strategic goals and the faculty member’s research agenda.
 - **Research Plan – 500 words or fewer.** Provide a work plan that clearly identifies project objectives, the methods and resources to be used, and timelines for activity and project completion.
 - **Estimated Budget** – In table form, provide an estimated budget for the proposed grant. This estimated budget should include major cost categories such as faculty support (i.e., percent effort), graduate student support, and equipment and/or participant support. If needed, the Office of Research Services is available to support the development of this proposed budget.

How Do I Apply?

Prepare the aforementioned proposal (consisting of title page, department chair commitment letter [and signed statement from departmental fiscal officer if matching funds are included], research plan, and estimated budget) and submit one electronic copy of the proposal (**as a single pdf file**) to CEHS Associate Dean for Research and Innovation Shawn Whiteman at 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. This group will make recommendations to the CEHS Dean. **The final selection of CEHS Open Faculty Fellows will be made by the CEHS Dean and announced after May 1, 2024.**

What Are the Expectations of a CEHS Faculty Fellow?

Proposals are to be submitted to the intended external target(s) no later than six months after the course release (i.e., June 30, 2025 following a Fall 2024 course release; December 31, 2025 following a Spring 2025 course release). Failure to submit the grant proposal as intended will adversely affect future funding opportunities as part of the CEHS Faculty Fellowship programs and the individual may be required to teach an additional course in a future semester to account for the course release received as a part of this program.