

**Joan Finn Faculty Research Fellowship**  
**Fall 2025 or Spring 2026**  
Applications due via [Kuali Build](#) by 4:00 PM Monday February 3rd

**Description and Purpose**

Southern Connecticut State University recognizes the importance of faculty scholarship and creative activity in furthering its mission. The University is committed to expanding the array of support mechanisms for such scholarship and creative activity. The **Joan Finn Faculty Research Fellowships** aim to provide untenured faculty members at the assistant or associate rank with a significant amount of reassigned time at an early stage in their careers at Southern for these purposes. The Fellow may generate publication(s) from his/her dissertation or other previous research or conduct new research or creative activity. It is expected that the Fellow will pursue work leading to a publishable article or its scientific or creative equivalent and will make a public presentation at Southern or within the CSU system.

Applications will be reviewed by a group of faculty, representing a broad range of disciplines, who have been appointed by the Provost to serve on the University-wide Research and Scholarship Advisory Committee.

This fellowship is sponsored by the Office of the Provost/Vice President for Academic Affairs and is independent from the reassigned time allocated in the AAUP contract. This reassigned time will be coupled with a proportionate release from service responsibilities for the semester of the fellowship.

For this project, two fellowships of NINE hours of reassigned time each will be awarded, for the Fall 2025 or for the Spring 2026 semester

Eligibility, evaluation criteria, and proposal guidelines follow. A link to the submission portal in Kuali Build is included [here](#) and throughout this CFP.

These fellowships, now named in honor of the late Joan Finn, professor emerita of Exercise Science who did much to launch them, are an excellent opportunity for untenured faculty members who satisfy the criteria below, and the University hopes that those eligible will consider applying.

**Eligibility**

Full-time, permanent untenured faculty at the assistant or associate professor rank who will have completed at least one year of service at SCSU by Fall 2024 or Spring 2025 are eligible to apply for this fellowship. The applicant must hold a terminal degree in his or her field and must not have entered the tenure review process.

**Criteria**

The Committee will use the following criteria to rate the quality and completeness of proposals:

1. Significance: Evidence of a well-focused and worthy purpose, presented in relationship to previous scholarship. Please include in your application a discussion of how the project will contribute to your discipline or field of study.
2. Plan of Work: An appropriate and feasible method as well as a plan of action or a setting of conditions that will result in accomplishing the objectives of the project. Please include a proposed schedule or timeline.
3. Outcomes and Reporting: Likelihood of significant outcome, such as publication, performance, or exhibition. Applicants should be aware that a final report highlighting scholarly accomplishments will be due 90 days after the completion of the project. Furthermore, it is expected that the recipient will complete a manuscript for a publishable article or its scientific or creative equivalent and make a public presentation at Southern or within CSU. These responsibilities must be fulfilled within two years following the end of the fellowship semester.

## Proposals

A fellowship proposal must contain the following:

1. Cover Sheet and Abstract: Use the form provided in [Kuali Build](#).
2. Proposal Narrative: The narrative should respond to and be organized by the headings given in the “Criteria” section above (i.e., Significance, Workplan, Outcomes and Reporting). The narrative should fit onto **no more than five double-spaced pages** of printed text using 12-point font and one-inch margins. A bibliography or works cited page is required in order to help the committee understand the significance of your research and should not exceed one page; this page will count toward the five-page limit. No other materials/appendices will be allowed in the application. Please keep in mind that the review committee consists of faculty in a range of disciplines, so that proposals will likely be read by faculty who are not necessarily discipline specialists. Therefore, proposals should be written for an informed generalist while still giving enough specific information on the significance of the research and the soundness of the proposed method to allow a reasonable evaluation by faculty from outside of your area. A brief review of related research undertaken by the applicant and/or others will help the committee understand the significance of the proposed project. A creative arts proposal should contain a description of the work to be produced, materials and facilities to be used, and production details.
3. Curriculum Vitae: Please include a curriculum vitae indicating your educational background, professional experiences, previous and present research, and other scholarly accomplishments.
4. Human Subjects and Vertebrate Animals: If the research involves either human subjects or vertebrate animals, you must so indicate on the proposal cover sheet. As with any research project, the Fellow must seek approval from the Institutional Review Board (IRB) for human research subjects or the Institutional Animal Care and Use Committee (IACUC) for vertebrate animals. The Fellow should contact the appropriate committee for information on submission procedures and timing. **In no case should work with human beings or**

**vertebrate animals as research subjects be undertaken until the proper approval is obtained.** Failure to obtain proper approval may result in the termination of the fellowship. Letters of approval from the IRB or IACUC must be attached to the final report.

If research will involve human cells, tissues, or potentially infectious materials, you must also indicate this on the cover sheet and seek guidance from the Institutional Biosafety Committee (IBC).

**Proposals that fail to adhere to these application guidelines will not be reviewed.**

### **To apply**

The application form and all required supporting materials must be fully completed and submitted through the electronic portal at this link: [RSAC Faculty Research Fellowship Application](#) by **4:00 p.m. on February 3rd, 2025**

### **Proposal Review**

Applications will be reviewed by a committee of faculty appointed by the Provost/Vice President for Academic Affairs to serve on the Research and Scholarship Advisory Committee. The sub-committee designated to evaluate Fellowship applications will represent a broad range of disciplines. The sub-committee may solicit feedback from additional readers in the event that special expertise is required to evaluate the proposal.

Each reviewer will be asked to assign a rating from "1" for weak to "5" for excellent for each of the three criteria listed above. The scores from the readers will be added to produce total scores, which will assist in ranking the proposals.

The Research and Scholarship Advisory Committee will make recommendations to the Provost/Vice President for Academic Affairs, who will announce the awards.

To avoid undue hardship for a department, the recipient of the fellowship should work with the school Dean, Department Chairperson, and the Provost/Vice President for Academic Affairs to select the semester for the fellowship.

### **Deadline**

All proposals must be received in electronic format to: [RSAC Faculty Research Fellowship Application](#) **no later than 4PM Monday February 3rd..**

### **Questions**

Questions regarding the content and review of applications may be directed to C. Michele Thompson, Research and Scholarship Advisory Committee Chair at [thompsonc2@southernct.edu](mailto:thompsonc2@southernct.edu)

Questions regarding the electronic form can be directed to the SPAR office, [spar@southernct.edu](mailto:spar@southernct.edu)