

FOUNDATION FACULTY RESEARCH AWARD (FFRA) – PROGRAM DESCRIPTION AND GUIDELINES

I. BACKGROUND

Established in 2007, the Foundation Faculty Research Award (FFRA) is sponsored by the Kean Foundation. The fundamental goal of the FFRA is to help faculty better position themselves to apply for and receive external funding for their research, scholarly, and creative activities. Full-time tenured/tenure-track faculty who are located on one of the Kean USA campuses may apply. Recipients must become actively engaged in submitting proposals to external funding agencies both public and private. The award supports proposals from all disciplines. The Office of Research and Sponsored Programs administers the FFRA program on behalf of the Kean Foundation.

II. ELIGIBILITY

The program is open to all full-time tenured/tenure-track faculty located on one of the Kean USA campuses. Lecturers and adjunct faculty may participate in a project but cannot apply independently. Applications are encouraged from all disciplines.

III. FUNDING

The award provides up to \$5,000 in direct costs support for one year. Continuation awards of up to \$4,000 may be considered for one additional year for the same project if the awardee is actively engaged in submitting proposals to external funding agencies. A continuation application must be submitted the year immediately following the initial award to be eligible for continuation funding.

A detailed, line-item budget is required as part of the application. Budget requests must be directly related to the project. All purchased items must use the Kean University purchasing system. There will be no reimbursement for items purchased in any other way.

Eligible expenses include:

- equipment, materials or supplies required for research/creative activity
- student stipends for students directly engaged in the project
- travel required for primary research
- specialized software
- license fees to access databases needed for research purposes

Ineligible expenses include:

- faculty salaries or stipends
- conference travel
- publication costs
- general computer equipment, including tablets and printers

IV. AWARD PERIOD

The award period is the Foundation's fiscal year, July 1 to June 30. All funds awarded must be used by the award end date. No carryover funds are allowed.

V. REPORTING

Interim reports are due to the Office of Research and Sponsored Programs by December 15 of the award year. Final reports are due by July 30.

VI. AWARD ADMINISTRATION

The FFRA is administered by the Office of Research and Sponsored Programs (ORSP) on behalf of the Kean Foundation. FFRA funded projects must comply with all University policies and procedures including purchasing, travel authorization requests, and hiring of student research assistants.