KEAN

AY 27-28 Released Time for Research
APPLICATION INFORMATION

To apply for RTR in AY27-28, please email interfolio@kean.edu no later than **Friday, December 18, 2026** to request a case packet. Applications are due by **Monday, January 11, 2027**.

Materials Required in the RTR Application for AY 26-27 include:

1. Updated Curriculum Vitae
2. Released Time for Research/Creative Works Application Form
3. RTR Verification Form
4. ORSP/HERD-NSF Data Form

The AY 27-28 RTR Application Form Includes the Following Fields:

1. Name, Academic Rank, Department

2. **Title** of Project *(20-word maximum)*

3. Identify the category of scholarship:
    - Discovery: scholarship that adds to the field of knowledge of a particular discipline or combination of disciplines
    - Teaching & Learning: scholarship that adds to the knowledge and understanding of teaching
    - Integration: scholarship that makes connections among existing ideas within and/or across disciplines to provide new understandings
    - Application: scholarship that applies knowledge to issues of contemporary social concern in a manner that generates new intellectual understandings
    - Engagement: scholarship that applies knowledge and skills to elucidate the relationship between theory and practice in order to address significant local, national, and global issues
    - Aesthetic Creation: the production of works of art in any medium, including the performing, visual, and literary arts

4. Brief **Description** of Project *(500-word maximum)*:

    This should be a concise statement of the proposal goal, with clearly stated objectives and expected outcomes for the project (e.g., peer-reviewed article, book chapter, etc.). Projects that are expected to result in peer-reviewed scholarly publications or inclusion in refereed/juried exhibits or performances will receive preference over projects resulting only in conference papers (conference papers en route to publication are acceptable) or other ephemeral products. The description should include:

A timeline for the proposed project: Discuss what you plan to achieve with released time and how this work fits within the larger context of your scholarship/creative work. If you received an RTR award this year (AY26-27), you MUST provide a summary of progress on the project.

Intended Outlet for the project: To what journal, publisher, performance venue, or gallery will the completed project be submitted? Please describe how publication/inclusion in this venue is a mark of distinction and be specific (e.g., specify the journal for peer-reviewed articles; specify the university press for a book chapter, prospectus, or one or more chapters in a multi-chapter academic work, etc.). Describe your plans for external funding requests or grant submissions, and indicate status if applicable (i.e., in preparation, submitted, ranked, etc.)

The RTR Verification Form Includes the Following Fields:

1. Confirm the following - I understand that if awarded RTR, I must:
    a. Submit a final progress report through *Interfolio* at the end of the academic year, no later than June 30
    b. Provide, upon request, information necessary for Carnegie R2 reporting
    c. Create a full faculty biography for inclusion on kean.edu
2. I understand that I will not be permitted to receive an overload teaching assignment during a period of research release time whether from internal or external sources.
3. I understand that any research project involving human subjects requires prior approval from Kean's Institutional Review Board (IRB). I will not begin data collection, recruitment, or any other human-subjects research activities until all required IRB approvals have been obtained, and I will comply with all applicable institutional policies, ethical standards, and IRB requirements throughout the duration of the project.
4. I understand that faculty must disclose any international research activities, collaborations, or agreements to ensure compliance with institutional, legal, and funding requirements by completing the linked International Research Activities Disclosure Form.

The ORSP/HERD-NSF Data Form Includes the Following Questions:

1. Identify the R&D Field *(reference distributed guidance and the NSF HERD Guide below for definitions):*

- Computer & Info Science
- Atmospheric Science/Meteorology
- Geological/Earth Sciences
- Ocean/Marine Sciences
- Other Geosciences, Atmospheric Sciences, and Ocean Sciences
- Life Science – Agricultural
- Life Science - Biological/Biomedical
- Life Science – Health Sciences
- Life Science - Natural Resource/ Conservation
- Life Science - Other
- Physical Science - Astronomy/Astrophysics
- Physical Science – Chemistry
- Physical Science - Material Science
- Physical Science – Physics
- Physical Science - Other
- Social Sciences – Anthropology
- Social Sciences – Economics
- Social Sciences - Poli Sci/Government
- Social Sciences - Sociology/ Demography/ Population Studies
- Social Sciences - Other
- Engineering
- Mathematics & Statistics
- Psychology
- Other Sciences
- Business Management & Business Admin. (non-S&E Field)
- Communication & Commun. Technologies (non-S&E Field)

- Education (non-S&E Field)
- Humanities (non-S&E Field)
- Law (non-S&E Field)
- Social Work (non-S&E Field)
- Visual & Performing Arts (non-S&E Field)
- Other non-S&E Fields

2. Identify the NSF HERD Research Activity
    - Basic Research: systematic study to gain knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications toward processes or products in mind.
    - Applied Research: systematic study to gain knowledge or understanding necessary for determining the means by which a recognized and specific need may be met
    - Experimental Development: systematic use of the knowledge and understanding gained from research for the production of useful materials, devices, systems or methods, including the design and development of prototypes and processes.

3. Identify your primary R&D Function *(reference detailed NSF-HERD definitions)*
    - Researcher
    - R&D Technician
    - R&D Support Staff

4. List any research collaborators or paid co-workers with their affiliation and identify individuals that contribute to your research as R&D Technicians or R&D Support Staff *(reference NSF HERD Guide for definitions)*

5. Does your project involve international collaborations or working with faculty who reside outside of the United States? (Yes/No)
    a. You must disclose any international research activities, collaborations, or agreements to ensure compliance with institutional, legal, and funding requirements by completing the linked International Research Activities Disclosure Form.

Office of Research & Sponsored Programs - NSF HERD Definitions

Research and development (R&D). R&D activity is creative and systematic work undertaken to increase the stock of knowledge—including knowledge of humankind, culture, and society—and to devise new applications of available knowledge.

R&D covers three activities: basic research, applied research, and experimental development.

- Basic Research: systematic study to gain knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications toward processes or products in mind.
- Applied Research: systematic study to gain knowledge or understanding necessary for determining the means by which a recognized and specific need may be met.
- Development: systematic use of the knowledge and understanding gained from research for the production of useful materials, devices, systems or methods, including the design and development of prototypes and processes.

Research activity does not include student services, academic support, scholarship, training, fellowship, equipment, capital fund, operational support, etc.

R&D does not include public service or outreach programs, curriculum development (unless included as part of an overall research project), or non-research training grants. R&D as measured on this survey does not include capital projects (i.e., construction or renovation of research facilities).

R&D Function

- Researchers. Professionals engaged in the conception or creation of new knowledge, products, processes, methods, and systems and also in the management of the projects concerned. Researchers contribute more to the creative aspects of R&D, whereas technicians provide technical support.
- R&D Technicians. Persons whose main tasks require technical knowledge and experience in one or more fields of science or engineering, but who contribute to R&D by performing technical tasks such as computer programming, data analysis, ensuring accurate testing, operating lab equipment, and preparing and processing samples under the supervision of researchers.
- R&D Support Staff. Employees not directly involved with the conduct of a research project but support the researchers and technicians. These employees might include clerical staff, financial and personnel administrators, report writers, patent agents, safety trainers, equipment specialists, and other related employees.

R&D Fields:

- Computer & Info Science - Computer & Information Sci.
- Geosciences, Atmospheric, Ocean Science
- Life Science - Agricultural Sciences, Biological and Biomedical Sciences, Health Sciences, Natural Resource & Conservation, Other Life Science
- Physical Science - Astronomy & Astrophysics, Chemistry, Material Science, Physics, Other Physical Sciences
- Social Sciences - Anthropology, Economics, , Political Science & Government, Sociology, Demography, & Population Studies, Other Social Sciences
- Engineering
- Non-S&E Fields - Business Management & Business Admin., Communication & Commun. Technologies, Education, Humanities, Law, Social Work, Visual & Performing Arts, Visual & Performing Arts
- Mathematics & Statistics
- Psychology
- Other Sciences

Important Note regarding international collaboration: Faculty must disclose any international research activities, collaborations, or agreements to ensure compliance with institutional, legal, and funding requirements by completing the linked International Research Activities Disclosure Form.