

## GUIDELINES FOR BATCHELOR (FORD) SUMMER FACULTY FELLOWSHIPS

Deadline: February 6, 2023

**ELIGIBILITY:** All regularly appointed members of the faculty are eligible for the Batchelor (Ford) Summer Faculty Fellowships, awarded each year. In the granting of awards, preference for approximately half of the awards is given to pre-tenure faculty. The earlier preference defined in terms of “years since terminal degree” was changed in recognition of the fact that it is more common now for new pre-tenure faculty to have years of experience after their terminal degree elsewhere, before starting on the tenure track here at Holy Cross. Post-doctoral teaching fellows are not eligible for these fellowships.

**INSTRUCTIONS:** All applications must be submitted through the Faculty Support Portal and include the following documents:

1. A 250-word abstract of the research plan or project.
2. Description of the proposed research plan or project in clear and non-technical terms, not to exceed 1250 words. The proposal should establish the project’s relationship to your previous professional work and to current literature or creative developments in the field. The proposal is the only document that members of the Committee on Faculty Scholarship will have to evaluate the substance of the project, the contribution it can make to a field of knowledge, and the general quality of the proposed research. Therefore, it is essential that the proposal narrative include enough detail about the ideas, objectives, and methods of the project to enable the panelists to assess its quality, significance, and feasibility.

Tips: Reviewers will be looking for the following elements in your proposal:

- a) **Objectives:** States specific goals and outcomes that are very clear, logical, and measurable.
- b) **Methodology:** Provides a clearly defined explanation of the proposed methods.
- c) **Significance:** Clearly defined demonstration of likelihood that project will have significant impact on research discipline, personal career, institutional mission, societal good, etc.
- d) **Timeline:** Proposed timeline is very clear and feasible.

3. Curriculum vitae. Vitae must be up-to-date and indicate current and expected leaves.
4. Report of most recent award (or copy of the report already submitted) if a prior Batchelor Ford Award was received.
5. Recommendation letter. Faculty must have a letter of support from an external recommender **outside of the College**. Letters from the family of applicants will not be accepted. All recommendations must be sent directly from the external recommender to Stacy Riseman at [sriseman@holycross.edu](mailto:sriseman@holycross.edu). Please do not try to upload recommendation letters to the Portal.

**RESPONSE TO FIELDS IN FACULTY SUPPORT PORTAL ABOUT OTHER SOURCES OF FUNDING:**

1. List all other internal College financial support received in the past three years (other than through the department or for conference travel) and indicate whether this support was related to the proposed project.
2. List any external support for which you have applied related to this project. If you have applied for external support, indicate the funding agency, amount and status of the request. If you have not applied for external support, please state, "None" on the application cover page (this question is for internal record-keeping purposes only).

**ADDITIONAL GUIDELINES:** Any outstanding reports for previous College support (grants, fellowships, leaves, etc.) must be submitted before a new grant application will be considered.

*All requests must be made through the Faculty Support Portal.*