

Guidelines for Batchelor (Ford) Summer Faculty Fellowships

Deadline: February 3, 2020

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 is given to tenure-track, in recognition of the fact it is more common now for new tenure-track faculty to have years of experience after their terminal degree elsewhere before starting on the tenure-track here at Holy Cross. Post-doctoral positions are not eligible. We want to be able to offer support without prior experience negatively affecting eligibility for this preference.

Instructions:

All applications must be submitted through the new Faculty Support Portal and include:

1. A 250-word abstract of research plan or project.
2. 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.
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. All faculty must have a letter of support from an external recommender **outside of the college**. All recommendations must be sent directly from the external individual to Stacy Riseman at sriseman@holycross.edu. Please do not try and upload recommendation letters into the Portal.

Response to fields in the faculty support portal about other support:

1. All other internal College financial support received in the past three years (other than through the department or for conference travel), and indication of whether this support was related to this proposed project.
2. Any external support you have applied for related to this project. If you have applied for external support, indicate the funding agency and status of the request. If you have not applied for external support, provide a reason why not.

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.

Tips: Reviewers will be looking for the following:

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