



Richard L. McCormick, President

October 25, 2006

To: University Provosts, Deans, and Directors

From: President Richard L. McCormick

Subject: President's Programs to Recognize Research in Service to New Jersey

Two years ago I initiated two new programs at Rutgers that recognize our deep and varied connections to the communities beyond our campuses. As the state's only public, comprehensive research university, service to New Jersey is one of the key elements of Rutgers' mission. Our faculty members have strong ties to K-12 schools, to government agencies, to area businesses and industries, to our agricultural institutions, and to a wide range of community programs. We bring these organizations and communities the benefits of our expertise and world-class research, and provide them with a steady stream of well-trained graduates. I am pleased to announce that as a way of acknowledging and showcasing our university's commitment to serving the citizens of New Jersey we will continue these two programs this year.

The first program is the annual President's Award for Research in Service to New Jersey. This award recognizes the exemplary work of a distinguished faculty member whose research has had a direct and demonstrable positive impact on the citizens of our state, and includes a \$5,000 research award. We are now soliciting your nominations for the 2007 President's Award. All full-time Rutgers faculty members are eligible. A packet containing a summary of the accomplishments that support the nomination (up to three pages), letters of support from constituents (up to three), and a letter of support from the nominee's dean are due **February 15, 2007**. In the case of faculty whose work is tied primarily to a center, bureau, or institute that reports to the executive vice president for academic affairs or the Camden or Newark provost, the letter of support should be sent by the center director, or in the case of a nomination of the director himself or herself, the appropriate provost or the executive vice president. Packets should be sent electronically to Roberta Leslie in the Office of Academic Affairs at leslie@oldqueens.rutgers.edu.

The second program to be continued is the President's Program for Research in Service to New Jersey. This program provides seed funding for innovative proposals designed to apply the results of university research to service to New Jersey's citizens and institutions. Up to five exemplary proposals will be funded.

For the President's Program for Research in Service to New Jersey, we are soliciting proposals from full-time faculty at any rank in all schools, universitywide. The key consideration is the extent to which faculty research can be translated into service for the benefit of New Jersey and its citizens. Proposals for the President's Program should be no more than three pages in

length, not including the attached cover page and budget form. A letter of support from the applicant's dean or center director, indicating how the work fits within the academic priorities of the school or center, should also be included. Deans and directors may support multiple projects, but should also send in a rank ordering of their recommendations. The maximum budget for any one project is \$10,000. All proposals should be submitted to Roberta Leslie at leslie@oldqueens.rutgers.edu using the attached standardized cover sheet and budget form. Proposals are due by **February 15, 2007**.

Questions about either program may be directed to Roberta Leslie by email or phone – 732-932-8792. We look forward to receiving your nominations for the President's Award and your proposals for the President's Program.

Attachments

c: Philip Furmanski, Executive Vice President for Academic Affairs
Nancy Winterbauer, Vice President for University Budgeting

Rutgers University
President's Program for Research in Service to New Jersey
Proposal Cover Sheet
Academic Year 2007–08

Proposal Title: _____

Lead Project Director: _____

Project Unit(s)/Department(s): _____

Co-Project Directors (if any): _____

One Sentence Description of Project: _____

Total Project Request: \$_____ (*please refer to attached budget guidelines before completing*)

Contact Information for Lead Project Director (*for proposals with more than one project director, please select a **single** individual to be the contact person*)

Contact Name: _____

Campus Address: _____

Telephone: _____ Fax: _____

Email:

To be completed by Dean or Center Director

Dean/Director: _____

Proposal Ranking: ___ of ___

Guidelines for Preparing Proposal Budgets President's Program for Research in Service to New Jersey

Please adhere to the following guidelines and explanations when preparing your proposal budget for the President's Program for Research in Service to New Jersey.

General Information

1. **Please use the attached Excel budget form when submitting your proposed budget.**
In addition, you may attach a statement explaining items within your budget, if needed.
2. Oversight and budgetary control will reside with the provost's office in Newark and Camden, and your collegiate department or appropriate dean's office in New Brunswick. Please consult with these offices when developing your budget proposal.
3. Budgeted categories must include only one-time costs. All program resources are temporary, and may not be used for permanent on-going costs. When estimating start-up costs for items such as equipment, be sure to address installation and associated costs, and consider any possible on-going costs that could result – data line maintenance, equipment contracts, etc. Additionally, unless your unit, dean, or provost is providing line weight, you must include the fringe benefit rate applicable to each salary category (refer to the budget form for fringe rates.) On-going costs will need to be covered through other existing permanent allocations.
4. When costing out your award, watch for unanticipated or "hidden" costs. For instance, if conferences, workshops, presentations, and other avenues for dissemination of research are planned, consider the costs of supplies, postage, mailings, preparation of slides, etc. If you are bringing outside consultants to the university (a valid consultant's agreement is needed from purchasing), consider the travel and lodging expenses to be incurred. No additional support will be available from the Research in Service to New Jersey program for any such unanticipated expenses.
5. Recurring costs, such as telephone, rent, or lease costs, should not be charged to the Research in Service to New Jersey program. Costs related to repair and maintenance of grounds and buildings, custodial and vehicular supplies, and selected other nonacademic expenses are not allowable under the Research in Service to New Jersey program.

Notes on Specific Budget Categories

Salaries – Research in Service to New Jersey program resources are state funds and thus are subject to the rules and policies governing state lines. No **permanent** hiring may be done on these lines; that is, no tenure-track faculty or long-term faculty or staff commitments may be made to any new hire unless appropriate line weight is available within the proposing unit. Normal salary savings policies will not apply; the recipient will have the full value of the award, and salary savings will not be deducted from unused budgeted salaries. If faculty and/or staff position allocations are requested, please be advised of the following:

- Salary budgets **MUST** include appropriate fringe benefits, unless line weight is being transferred from another account. The attached budget form automatically calculates the appropriate FY2007 fringe benefit rate for you, unless line weight is provided.

- Line weight will not be provided by the central administration for Research in Service to New Jersey program awards. If weight is required, it must be provided by the unit/dean or provost. Weighted positions provided on a temporary basis to the Research in Service to New Jersey program projects without associated salary dollars will not affect the units'/deans' or provosts' salary savings on the unused salary dollars.

Line resources must be specific: e.g., faculty, staff, GA/TA, etc.; range/salary; full-year or partial-year appointment. Line weight is needed for faculty release time as well as for regular salaried positions. Please indicate the time frame and number of courses, if teaching is involved.

- A statement explaining the continuation and support of any proposed position(s) beyond June 30, 2007, should be included.

Tuition remission for TA/GA positions must be budgeted at the projected academic year graduate student tuition and fees rates for 2007/08, as follows:

FY08 (PROJECTED)

Tuition (out of state) & Fees	Tuition	Fees	Total Tuition
2 credits (very advanced student)	\$1,522	\$497	\$2,020
12 credits (typical student)	\$9,134	\$1,424	\$10,558
18 credits (first-year student)	\$13,701	\$1,424	\$15,125