



THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

November 15, 2006

To: Rutgers University Deans and Directors

From: Richard L. McCormick 
President

Philip Furmanski 
Executive Vice President for Academic Affairs

Michael J. Pazzani 
Vice President for Research and Graduate and Professional Education

Subject: **Academic Year 2006-07 Academic Excellence Fund Program**

We are pleased to inform you that the Academic Excellence Fund program is being continued for a fourth year. This year, we have set aside \$1.5 million to fund a limited number of initiatives directed at advancing academic excellence. The faculty response to this program in the last three years has been extraordinary, and although the requests far exceeded the available resources, many very worthy projects were initiated. In selecting proposals to be funded, emphasis was placed on projects that seeded development of outstanding new academic initiatives, established vital core resources or facilities that serve multiple groups, or significantly enhanced interdisciplinary activities. Key considerations will be whether the project could be leveraged to lead to new academic programs and research projects, whether the activity will be sustained after AEF funding, and the extent to which the project could not be otherwise funded through regular institutional resources or external funding mechanisms.

We are inviting Deans and Directors to submit proposals for Academic Excellence Fund awards. The AEF will provide support for initiatives that fall outside the categories typically considered in an annual budget, including but not limited to:

- initiatives that respond to significant opportunities for Rutgers based on our existing academic strengths, comparative advantages, the needs of our undergraduate or graduate students, or the needs and interests of the citizens of the State;
- initiatives that cut across the boundaries of schools, colleges, and disciplines and that advance novel multidisciplinary interactions and ways of thinking; and
- initiatives that leverage other resources committed to furthering academic excellence at Rutgers.

Note that the AEF fund is not intended to restore activities that were reduced due to budget cuts. Proposals should be no more than three pages in length, not including the proposal cover sheet and budget form. Proposals should include a plan for sustaining the project after AEF funding. The maximum that may be requested from the Academic Excellence Fund for any one project is \$250,000, and the median project is anticipated to be below \$100,000. All proposals must be submitted through the appropriate Dean. In the case of those Centers, Bureaus and Institutes that report directly to the Executive Vice President for Academic Affairs or the Camden or Newark Provosts, they should be submitted through the Director. Proposals from Centers that are within schools and colleges should be submitted via the appropriate Dean. Deans and Directors may submit multiple proposals from their units, and should provide a relative ranking of the proposals submitted. **Please note that those receiving an AEF award in a prior year, are required to include with their proposals a brief accounting of the use of AEF**

funds and a summary of project accomplishments in order to be eligible for consideration for a 2006-07 AEF award.

Proposals are due in the office of the Executive Vice President for Academic Affairs (for New Brunswick/Piscataway proposals) or in the offices of the Newark or Camden Provosts, as appropriate, by 5:00 p.m. on **Friday, January 19, 2007**. Electronic submissions also are acceptable and should conform to the same specifications and formats as paper submissions. Relevant email addresses include leslie@oldqueens.rutgers.edu for submission of New Brunswick/Piscataway proposals; provostn@andromeda.rutgers.edu for Newark proposals; and rjdennis@camden.rutgers.edu for Camden proposals. In addition, all proposals should be submitted to the Office of the Vice President for Research and Graduate and Professional Education or electronically to connelly@orsp.rutgers.edu. Decisions regarding allocation of funds will be made by the Executive Vice President for Academic Affairs, Vice President for Research and Graduate and Professional Education and the Newark and Camden Provosts, with appropriate input from deans and faculty leaders in the relevant areas as needed, by **Friday, February 16, 2007**.

For general questions concerning acceptable projects or content, please contact Michael Pazzani at pazzani@rutgers.edu. For questions on completing the budget forms, please contact Charlie Mathews at mathews@orsp.rutgers.edu.

We look forward to receiving your proposals and to funding a new cycle of academic excellence awards.

Attachments-

cc: Roger Dennis
Steven Diner
Mary Feldenkreiss
Roberta Leslie
Charles Mathews
Alexandra McIntyre
Karen Stubaus
Linda Schulze
Nancy Winterbauer



Academic Excellence Fund Proposal Cover Sheet

Proposal Title: _____ _____	
One Sentence Description of Project: _____ _____	
Requested Project Period Start Date: _____ End Date: _____	Total Dollars Requested \$ _____ Campus _____
Lead Project Director: Name: _____ *RIAS Org ID: _____ Email: _____ *Ext.Budget Resp Code: _____ Campus Address: _____ Tel: _____ Fax: _____ *Admin Unit #: _____ Description: _____ *Salary Unit #: _____ Description: _____ <small>* Please consult with your Business Office to obtain this information</small>	
Co-Project Director (1): Name: _____ *Salary Unit # : _____ Description: _____	
Co-Project Director (2): Name: _____ *Salary Unit # : _____ Description: _____	
Co-Project Director (3): Name: _____ *Salary Unit # : _____ Description: _____	
Co-Project Director (4): Name: _____ *Salary Unit # : _____ Description: _____	
Co-Project Director (5): Name: _____ *Salary Unit # : _____ Description: _____	
<hr/> <i>To be Completed by Dean or Center Director:</i> Dean/Director: _____ Proposal Ranking: _____ of _____	



Guidelines for Preparing Academic Excellence Fund Proposal Budgets

Please adhere to the following guidelines and explanations when preparing your Academic Excellence Fund proposal budget:

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/Piscataway. Please consult with these offices when developing your budget proposal.
3. Budgeted categories must include only one-time costs. Academic Excellence Fund 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. Prior approval is required before funds not spent by the end of the project period may be carried into a subsequent period.
5. 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 Academic Excellence Fund for any such unanticipated expenses.
6. Recurring costs, such as telephone, rent, or lease costs, should not be charged to the Academic Excellence Fund. Costs related to repair and maintenance of grounds and buildings, custodial and vehicular supplies, and selected other non-academic expenses are not allowable under the Academic Excellence Fund.

Notes on Specific Budget Categories

Salaries – Academic Excellence Funds 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 Excel budget templates automatically calculate the appropriate fringe benefit cost for you, unless line weight is provided.

- Line weight will not be provided by the central administration for Academic Excellence Fund awards. If weight is required, it must be provided by the Unit/Dean or Provost. Weighted positions provided on a temporary basis to AEF 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, 2008 (or the conclusion of AEF funding) should be included.

Tuition and fees for TA/GA positions must be budgeted at the appropriate academic year graduate student tuition rate.