


THE STATE UNIVERSITY OF NEW JERSEY  
**RUTGERS**

October 1, 2004

To: Rutgers University Deans and Directors

From: Richard L. McCormick   
President

Philip Furmanski   
Executive Vice President for Academic Affairs

Subject: **Academic Year 2004-05 Academic Excellence Fund Program**

We are pleased to inform you that the Academic Excellence Fund program is being continued for a second year. We have once again have set aside \$3 million to fund a limited number of initiatives directed at advancing academic excellence. The faculty response to last year's program was 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 were whether the project could be leveraged to lead to sustained new academic programs and research projects, and the extent to which the project could not be otherwise funded through regular institutional resources or external funding mechanisms.

We are again inviting Deans and Directors to submit proposals for Academic Excellence Fund awards. The Fund 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.

Proposals should be no more than three pages in length, not including the proposal cover sheet and budget form. The maximum that may be requested from the Academic Excellence Fund for any one project is \$250,000. 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. The attached standardized cover sheet and budget form must be used when preparing the proposals.

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 **Monday, November 15, 2004**. Electronic submissions are also acceptable and should conform to the same specifications and formats as paper submissions. Relevant email addresses include [furmanski@oldqueens.rutgers.edu](mailto:furmanski@oldqueens.rutgers.edu); [sdiner@andromeda.rutgers.edu](mailto:sdiner@andromeda.rutgers.edu); and [rjdennis@camden.rutgers.edu](mailto:rjdennis@camden.rutgers.edu). Decisions regarding allocation of funds will be made by the Executive Vice President for Academic Affairs and the Newark and Camden Provosts, with appropriate input from deans and faculty leaders in the relevant areas as needed, by January 1, 2005. Questions about the program may be directed to Roberta Leslie ([leslie@oldqueens.rutgers.edu](mailto:leslie@oldqueens.rutgers.edu) or 732-932-8792).

We look forward to receiving your proposals and to funding a second round of academic excellence awards.

#### Attachments

cc: Roger Dennis  
Steven Diner  
Nancy Winterbauer  
Roberta Leslie  
Karen Stubaus  
Linda Schulze

**Rutgers University Academic Excellence Fund Proposal Cover Sheet**  
Academic Year 2004-05

Proposal Title: \_\_\_\_\_

\_\_\_\_\_

Lead Project Director: \_\_\_\_\_

Project Unit(s)/Department(s): \_\_\_\_\_

\_\_\_\_\_

Co-Project Directors (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Project Request: \$ \_\_\_\_\_

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: \_\_\_\_\_

## 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 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. 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. On-going costs will need to be covered through other existing permanent allocations.
4. Multiple-year projects are allowable. Please submit a separate budget form for each year of requested funding, as well as a total budget for the entire project period.
5. Funds not spent by the end of the fiscal year will automatically be carried over into the next fiscal year.
6. 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 consultants 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.
7. 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. 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.
- A statement explaining the continuation and support of any proposed position(s) beyond June 30, 2005 (or the conclusion of AEF funding) should be included.
- Indicate the appropriate budget fringe rate cost or line weight for each position. FY05 Fringe Benefit Rates provided by the University Controller's Office are:

|      |                                 |       |
|------|---------------------------------|-------|
| 1200 | Salaries-Regular Employees      | 32.5% |
| 1210 | Coadjutant Salaries-Instruction | 9.0%  |
| 1230 | Wages of Labor                  | 9.0%  |
| 1260 | Salaries-other                  | 32.5% |
| 1290 | Other Compensation              | 7.5%  |
| 1330 | Summer Employment               | 7.5%  |
| 1370 | Post Doctoral Assoc Salaries    | 27.5% |
| 1500 | Graduate/Teaching Asst Salaries | 23.0% |

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.

- Wages of labor, student wages, staff overtime, and faculty summer salary are considered non-salary resources, but still *may* require fringe benefits.

**Tuition remission** for TA/GA positions must be budgeted at the appropriate academic year graduate student tuition rate, as follows:

Current Graduate Full-Time Resident = \$9,668  
 Current Graduate Full-Time Non-Resident = \$14,370  
 Current Graduate Full-Time Fee Remission = \$1,171

**Rutgers University Academic Excellence Fund Proposed Budget**  
**Academic Year 2004-05**

*Note: For multi-year projects, please complete a separate proposed budget for each year, and a total proposed budget for all years combined.*

| <b>Budget Category</b>                                    | <b>\$ Amount Requested</b> |
|---|----------------------------|
| <b>Personnel</b>  |                            |
| Salaried Positions (specify faculty, GA, staff, post-doc) |                            |
| Name, % effort  |                            |
|   |                            |
| Wages of Labor (specify #, hours)                         |                            |
| Student Wages (specify #, hours)                          |                            |
| Faculty Summer Salary                                     |                            |
| Other (specify)   |                            |
| Fringe Benefits   |                            |
| <b>Total Personnel Costs</b>                              |                            |
|   |                            |
| <b>Student Aid/Tuition Remission</b>                      |                            |
|   |                            |
| <b>Services</b>   |                            |
| Consulting  |                            |
| Honoraria   |                            |
| Computer Services   |                            |
| Telecommunications  |                            |
| Publications  |                            |
| Other (specify)   |                            |
| <b>Total Services</b>                                     |                            |
|   |                            |
| <b>Materials/Supplies (specify)</b>                       |                            |
|   |                            |
| <b>Travel</b>   |                            |
|   |                            |
| <b>Equipment (specify)</b>                                |                            |
|   |                            |
| <b>Renovations/Alterations</b>                            |                            |
|   |                            |
| <b>Other Costs (specify)</b>                              |                            |
|   |                            |
|   |                            |
| <b>Total Project Costs</b>                                |                            |