

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

September 15, 2005

To: Rutgers University Deans and Directors

From: Richard L. McCormick 
President

Philip Furmanski 
Executive Vice President for Academic Affairs

Subject: **Academic Year 2005-06 Academic Excellence Fund Program**

We are pleased to inform you that the Academic Excellence Fund program is being continued for a third year. Similar to previous years, we have set aside \$3 million to fund a limited number of initiatives directed at advancing academic excellence. The faculty response to this program in the last two 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 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 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.

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 revised Excel budget form must be used when preparing the proposals. **Please note that those receiving an AEF award in the first year of the program (AY 2003-04), 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 2005-06 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 **Monday, November 14, 2005**. Electronic submissions also are acceptable and should conform to the same specifications and formats as paper submissions. Relevant email addresses include furmanski@oldqueens.rutgers.edu; sdiner@andromeda.rutgers.edu; and 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 3, 2006. Questions about the program may be directed to Roberta Leslie (leslie@oldqueens.rutgers.edu or 732-932-8792).

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

Attachments

cc: Roger Dennis
Steven Diner
Nancy Winterbauer
Roberta Leslie
Karen Stubaus
Linda Schulze
Sharon Fortin-Kramer
Heidi Szymanski

Rutgers University Academic Excellence Fund Proposal Cover Sheet
Academic Year 2005-06

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 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. 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 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.
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. The attached budget form automatically calculates the appropriate FY 2006 fringe benefit rate 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, 2006 (or the conclusion of AEF funding) should be included.

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 = \$10,440 (or appropriate professional school rate)

Current Graduate Full-Time Non-Resident = \$15,521 (or appropriate professional school rate)

Current Graduate Full-Time Fee Remission = \$1,241