

**North Dakota State University**  
**Faculty Research Development Award**

The Faculty Research Development Award [henceforth referred to as Award] will provide faculty opportunities to enhance their research, scholarly and/or creative activities beyond that possible within the confines of the standard faculty appointment at NDSU. The Award is provided to allow faculty to devote time completely to activities that further their research, scholarly and/or creative activity growth for a specified period of time. This is a competitive award granted by NDSU and is not an automatic guarantee. The Award does not replace Policy 132.

**A. Eligibility for Award**

The Award is available only to full-time, tenured faculty. During the term of the Award, faculty will not have any duties or responsibilities other than those related to the Award.

An Award will be made based on the following schedule:

1. One semester at 100% base salary after six or more years of permanent, full-time, continuous tenured or tenure-track service at NDSU since the conclusion of the faculty member's previous Award.
2. Two consecutive semesters (fall-spring or spring-fall) at 50% of base salary after six or more years of permanent, full-time, continuous tenured or tenure-track service at NDSU since the conclusion of the faculty member's previous Award.
3. Two consecutive semesters (fall-spring or spring-fall) at 67% base salary after eight or more years of permanent, full-time, continuous tenured or tenure-track service at NDSU since the conclusion of the faculty member's previous Award.
4. If a faculty member has received Developmental Leave under Policy 132, the years toward eligibility begins with the end of that Developmental Leave period.
5. Faculty cannot apply for the Award and Developmental Leave under Policy 132 during the same time period.
6. Rare exceptions to provisions (1) – (5) can be made by the Provost if the faculty member faces extenuating circumstances that justify an exception. All decisions by the Provost are final.

**B. Terms of Award**

1. Departments must make arrangements for covering course and committee assignments of the faculty member during the Award period. Departments may request the salary savings obtained via one year awards to help cover the course load.
2. Once the Award time period has expired, the faculty member must return to NDSU and his/her normal faculty appointment for at least the length of time of the Award. If this does not occur, the faculty member is required to pay NDSU for the salary collected during the term of the Award [inclusive of benefit premiums].
3. During the term of the Award, the faculty member will maintain all benefits. Premium deductions will be made as if the faculty member was at full salary and on a normal faculty appointment. All university matches towards the benefits will be maintained.
4. During the term of the Award, the faculty member is eligible for the same salary increases and promotions as he/she would be under a normal faculty appointment.

5. The total salary earned from all sources during the Award period may not exceed the faculty member's current salary. The salary can be supplemented up to 100% of the current salary but not beyond. The source of salary supplement must come from activities that align with the purpose of the Award. If the additional salary comes from a sponsored grant, the sponsoring agency must approve the use of funds in this manner [attach copy of approval]. The purpose of this Award is for the professional growth of the faculty member's scholarly activities. Thus, additional income via consulting activities must be handled through the normal policies of NDSU. During the Award period, a faculty member may not enter into any employment that violates his/her employment contract with NDSU/NDUS.
6. Time spent during the Award period must be focused on demonstrated scholarship [e.g., restructuring a course is not an eligible activity. Engaging in scholarship or creative activities that lead to a course that will foster the faculty's scholarship and that of other faculty and students is eligible].
7. The location of the activities under the Award may be NDSU, North Dakota and/or any location inside or outside of the State/United States. International locations will be subject to review for acceptance based on State Department travel ban lists/sanctions, etc.

### **C. Application Process and Review**

The Award is not automatically granted. A faculty member interested in this Award must prepare and submit an application for review and approval.

The *application packet* must contain the following:

1. Faculty Research Development Award Cover Sheet
2. A detailed plan [no more than four pages]:
  - a. of the scholarly work to be undertaken during the Award;
  - b. a discussion of how this Award and the associated activities will advance, enhance and/or enrich the faculty member's understanding in expertise in his/her field of scholarly activity;
  - c. a discussion of how this Award will benefit the academic unit, the college and NDSU;
  - d. a short description of how the research or creative activity will benefit the citizens of North Dakota;
  - e. a description of any planned travel [and/or location if re-locating for the duration of the Award] or a justification of why your scholarly activities do not require travel;
  - f. a description of the deliverables [submitted proposals, journal articles, book, etc.];
  - g. in cases having additional supplemental funds – the source of the funds and the amount.
3. CV [shows evidence of an active research/scholarly program. No more than 5 pages.].
4. Special Considerations [please address any that apply]
  - a. If the planned work involves travel to a sanctioned/embargoed country, a description of the travel must be contained in the application. The Award may be contingent on specific approvals by the State Department, Commerce and/or Treasury Department. Please contact the Export Control Office with questions. Your application must be reviewed by the Export Control Office.
  - b. If you have active IRB/IBC/IACUC protocols, please provide a description of how these will be handled in your absence. Your application must be reviewed by the cognizant compliance administrator.
  - c. If you have any external funding, please list each project and provide a justification of how these awards will be handled in your absence. Federal regulations stipulate that absences greater than 90 days must be reported to the agency with a plan on how the research will be accomplished in the absence of the PI/Co-PI.

- d. If your current NDSU research contains any export controlled technology, please provide a description of the research/technology. Your application must be reviewed by the Export Control Office.
- e. If you have any current graduate students, please provide a description of how these students will be supervised in your absence.

The faculty member must submit a complete package to his/her Department Chair by September 15<sup>th</sup> for consideration of Awards beginning the following academic/fiscal [for fiscally paid faculty] year. The Chair will review and make a recommendation on the application based on the merit of the planned activities and the needs of the department. The Chair will forward his/her recommendation [along with the application packet] to the Dean by October 15<sup>th</sup>. The Dean will forward the application packet, Chair's recommendation and his/her recommendation to the Provost by November 1<sup>st</sup>. The Provost will make the final decision on whether the Award will be granted. The Provost reserves the right to consult with the Research Council as an ad-hoc committee in the review process. Once approved by the Provost, the applications will be submitted to the President's Office for signature.

If NDSU requests that the applicant delay the Award because of departmental needs during the semester of the requested Award time period, the faculty member will not be penalized in terms of eligibility years towards the next Award. If more than one application package is received within a department, the Chair should prioritize based on the quality of the application packet. The Provost will resolve issues of eligibility.

**D. Deliverables Post Award**

Within 60 days of the end of the Award period, the faculty member is required to submit an official report detailing the scholarly work and outcomes of the work undertaken during the Award time period. The report is to be submitted to the Chair, Dean and Provost. A faculty member who does not submit a report will be required to pay NDSU for the salary collected during the term of the Award.

Award approved on \_\_\_\_\_

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Provost Beth Ingram

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President Dean Bresciani