

**RESEARCH/SCHOLARSHIP COURSE RELEASE
FOR ACADEMIC YEAR 2017-18**

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APPLICATION FORMAT AND REVIEW CRITERIA

I. Applications Format and Content

1. Title.

2. Non-technical abstract. (1 page maximum)

The abstract should be understandable to faculty members who may have a general knowledge of the field but not specialists.

3. Project description. (2 page maximum)

The main part of the application will be the narrative, including background, significance, goals, methodology, expected outcomes, and a dissemination plan.

4. Justification and impact. (1 page maximum)

A case should be made for the necessity of the course reduction to move the Scholarship forward.

5. Abridged CV. (2 page maximum)

The brief vitae should emphasize special qualifications, training, publications, awards, grants, and other data related to the proposed project.

6. Letters of Support.

The application should include letters from:

1) Program director, as appropriate

Describing how staffing will be handled and how this research/scholarship will benefit the program and teaching and learning.

2) Executive or Academic Dean.

If the applicant has course releases for administrative assignments, this must be addressed by the Dean.

7. Supporting materials.

If the applicant has a contract with a publisher, s/he should include a copy of the letter of commitment or contract.

If the applicant is working toward a major grant submission, s/he should include the abstract of the funding opportunity.

II. Review Criteria

The overall intellectual merit of the application will be reviewed with the following specific considerations:

- Significance of the project(s)
- Clarity of the project description
- Appropriateness of the project's scope and methods
- Quality of proposed dissemination plan
- Contribution to the applicant's scholarly development