Monmouth University: Creativity and Research Grants

Frequently Asked Questions

What types of projects are funded by Creativity and Research Grants?
As defined in the Faculty Contract, the “funds are to be expended directly in support of a broad spectrum of creative and/or research activities. The purposes of which said sum may be expended include, but are not limited to, the purchase of apparatus and supplies, payment for sub-professional assistants, assistance in preparing manuscripts for publication, and other such purposes. Any equipment purchased with said funds shall become the property of Monmouth University.” Grants are evaluated by the University’s Grants and Sabbaticals (GS) Committee. Examples of previously funded projects include: travel to another location to conduct research, costs of translation services and manuscript preparation assistance, costs associated with exhibiting works, and participation in special educational workshops.

How much funding is available?
Grants can be awarded in amounts ranging from $400 to $2000 per academic year.

Who is eligible to receive grants?
All members of the faculty bargaining unit: full-time faculty in tenured, tenure-track, instructor, lecturer, and specialist positions. Adjuncts and post-doctoral fellows are not eligible.

When are the application deadlines?
Grants are awarded twice a year. The deadlines for submitting applications are November 1 and March 1. If the 1st of the month is on a weekend, the deadline is the following Monday. Applications must be uploaded to ecampus and submitted via hard copy to the Grants Co-Chair (see website for co-chair contact information) by the deadline.

What is the evaluation criteria used for granting funding?
• well-defined, specific creative endeavor
• clear explanation of costs
• history of previous funding - preference given to those who have received no, or minimal funding
• beneficial to the school
• availability of funds

Do I need to write a summary report?
On or before November 1 of the academic year after the Creativity and Research Grant has been received, each grantee shall submit to the Chair of TGS (as well as through ecampus dropbox), with a copy to the School Dean, and Provost, a report which shall explain how the monies were used and what were the results of the project for which the grant was awarded, with the presentation of appropriate evidence (such as copies of papers written, presented, or published). If the project has not been completed by November 1, a brief status report must be submitted.

Do I need additional approval to conduct research or surveys?
Yes, IRB applications should be submitted for any research with humans or animals. A copy of the forms should be attached to grant applications.

Where can I get additional information on Creativity and Research Grants?
You can contact TGS committee members, speak to colleagues in your department who have successfully applied for and received grants, and you can review the Faculty contract.

Where do I find the current grant application form and guidelines?
http://www.monmouth.edu/university/grants-and-sabbatical-committee.aspx