

MEADOWS SUMMER RESEARCH FELLOWSHIPS

The following information can be found on the SMU website at:

<https://www.smu.edu/Meadows/About/AcademicAffairs>

Meadows Faculty Summer Research Fellowships

August 15, 2022

Summer Research Fellowships are intended to enhance a faculty member's research/creative productivity by providing financial support during the summer months. Fellowships are available to full-time employees holding faculty rank of assistant professor or higher in one of the academic units of the Meadows School. **Priority is given to tenure-track faculty who have applied for outside grant support and faculty members who have not previously received this award.** A principal objective of this program is to relieve faculty members of financial pressures during the summer so that they do not have to teach for extra compensation. Therefore, **no other employment may be undertaken during the summer of the Fellowship without the approval of the Dean.**

Fellowships are awarded on the basis of a clearly detailed and articulated plan that explains how the research/creative work will enhance the faculty member's **long-term research agenda**. A faculty member who accepts a Fellowship should recognize the ethical obligation to return to the University for at least one year of subsequent service. Fellowship amounts vary up to a maximum of ten percent (10%) of the faculty member's base salary.

Summer Research Fellowship Application deadline, January 20,
Faculty applicants who apply for outside grant support are given priority

Following application(s) for outside grant support:

1. The applicant **must submit a written proposal**; The length must not exceed 1000 words.
2. The **proposal must include a detailed description of the project** and its relation to the faculty member's research/creative agenda.
3. The proposal **must be submitted in hard copy, signed, and dated**, to the Chair/Director on or before **January 20, of the academic year**.
4. MOST IMPORTANTLY, on the date the proposal is submitted to the Chair/Director, the **faculty member must notify the Senior Associate Dean that a proposal has been submitted to the Chair/Director**.
5. Summer Fellows must submit a written report to the Sen. Associate Dean of what was accomplished not later than **September 1, of the grant year**.

The Academic Chair/Director

1. The **Academic Chair/Director submits the approved proposals** from the area with a letter of support that explains the basis for the academic unit approval **to the Senior Associate Dean** on or before (and not later than) **January 28, of the year of application.**
2. The **Academic Chair/Director reminds approved Fellows from the previous year to submit** a written report of what was accomplished to the Senior Associate Dean not later than **September 1, of the year awarded.**

The Dean of Meadows

The Dean notifies applicants of the final decision by **February 15.**

Again, Fellows **must submit a written report** of what was accomplished to the Senior Associate Dean on or prior to **September 1.**

From the Senior Associate Dean

- Communication between Chairs/Directors and their respective faculties regarding future summer research fellowship needs and opportunities should be ongoing.
- The information regarding Meadows Faculty Summer Research Fellowships provided on the preceding pages is thorough, detailed, and complete, and it provides the policy and procedural information necessary for Academic Chairs/Directors to advise their faculties and to move through the process themselves.
- All Meadows Faculty Summer Research Fellowship applications are submitted by Academic Chairs/Directors to Jennifer R. Smith, Administrative Coordinator for the Office of the Senior Associate Dean for Faculty. **Only complete applications** may be submitted; partial applications will not be accepted and neither will they be processed.
- Chairs/Directors must be clear and rigorous in their evaluations of the relative value and importance of the activities for which faculty members are seeking summer research fellowship support.