**FR&D Frequently Asked Questions**

**Who is on the FR&D committee?**The FR&D committee intentionally has diverse representation from different schools, as follows:

Teaching Faculty Committee Members

Kaye Usry, Chair (kusry@elon.edu)

Rozana Carducci

Wen Guo

Mary Kay Hannah

Jennifer Guy

Xin Liu

Jane O’Boyle

Tony Rizzuto

Jonathan Su

Pamela Winfield

Thomas Kerr

Ex Officio members

Amy Overman

Bonnie Bruno

**What is the difference between research and development?**Research is scholarly/professional activity that generally leads to peer-reviewed presentation or publication of some sort. Development is professional activity that enhances growth as a scholar. Both research and development are funded by FR&D. Developmental proposals should illustrate clear connections to, and advancement of, eventual outcomes in scholarship or creative activity.

**Types of funding and eligibility**

Those eligible for sabbatical (see Faculty Handbook) may apply for a full-year, full-pay sabbatical; full-year, half-pay sabbatical; or half-year, full-pay sabbatical. FR&D offers up to two full-year, full-pay sabbaticals. Those who do not receive the full-year, full-pay sabbatical may be automatically considered for full-year, half-pay sabbaticals and half-year, full-pay sabbaticals. Sabbaticals are a funding priority of the committee.

Any eligible faculty member (see Faculty Handbook) may submit an application for a summer fellowship, which provides a stipend to conduct R&D work over the summer.

Any eligible faculty member (see Faculty Handbook) may apply for financial assistance to fund research or development expenses.

First-year faculty may apply for a Hultquist Award, which is typically awarded as a stipend.

Any faculty member may apply for a reassigned time fellowship for smaller projects (one course-load reduction), unless the course reduction would take the faculty member below the minimum required course load (see Faculty Handbook). (FR&D RT award frozen for the 2022-23 application cycle.)

FR&D does not prevent faculty members from applying for multiple funding categories. For example, sabbatical applicants may also apply for summer fellowships. However, proposals must be distinct.

**What does "financial assistance" mean, and which FR&D categories also offer financial assistance?**Faculty may apply for financial assistance to support a variety of expenses associated with R&D, which is money awarded above and beyond regular pay or stipends. Examples include funds to support equipment purchases, scholarly resources, workshop registration fees, and compensating research participants. Applicants applying for any of the sabbatical categories and summer fellowships are asked to request financial assistance in the same application, if the proposal includes a funding request. FR&D also accepts applications for financial assistance only, which are often requests to support expenses for research and development activities. If you are applying for a sabbatical, summer fellowship, or Hultquist with financial assistance, do not also submit a separate proposal for just financial assistance.

**What are the application deadlines?**

Due dates for specific awards include the following for academic year 2022-2023:

Full-Year/Full-Pay Sabbatical: Friday, September 30  
Sabbaticals: Monday, October 17  
All other FR&D awards: Monday, October 31

**Checklist for submission**

Abstract, not exceeding abstract word count

Prior FR&D support

Questions 1-7, not exceeding word count

Name removed from application and name of file

Budget (only if asking for financial assistance)

Eligibility (only if applying for sabbatical)

Record of scholarly accomplishment and consideration if not awarded (only if applying for full-year, full-pay sabbatical)

**What happens after I press “submit?”**

After you submit your proposal, the FR&D Committee is notified, and your proposal is available for review by members the committee. After each assigned member has reviewed the proposal, the committee will convene to discuss all proposals and make decisions.

**How does the committee make decisions?**Decisions are made through a process of blinded peer-review by fellow faculty members. Committee members read each proposal, make notes, and give a preliminary score on a scale of 1-5. Then, the committee members meet formally to discuss the proposals and decide which are fundable. Strong proposals are clearly written, feasible, supported by evidence, clearly aligned with ongoing research, and show how the project is of benefit to the applicant, the discipline/profession, the university, and/or other groups.

**When are decisions made?**FR&D decisions are typically completed by late-November. Decisions are communicated to applicants by Tim Peeples, Senior Associate Provost for Faculty Affairs, by the end of the Fall semester.

**When do I receive my funding?**

Applications submitted in Fall 2022 are for projects that will be funded in Summer 2023, Fall 2023, and/or Spring 2024.

**Where can I direct my questions?**

If you have questions about the application process, contact the chair of FR&D committee directly. (Kaye Usry, kusry@elon.edu)