
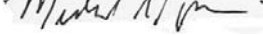


January 30, 2009

To: Rutgers University Deans and Directors

From: Richard L. McCormick 
President

Philip Furmanski 
Executive Vice President for Academic Affairs

Michael J. Pazzani 
Vice President for Research and Graduate and Professional Education

Subject: **Academic Year 2008-09 Academic Excellence Fund Program**

We are pleased to inform you that the Academic Excellence Fund program is being continued for a sixth year. This year, we have set aside \$1.5 million to fund a limited number of initiatives directed at advancing academic excellence. The faculty response to this program in previous years has been extraordinary, and although the requests far exceeded the available resources, many very worthy projects were initiated. This year, in selecting proposals to be funded, emphasis will be placed on projects that significantly enhance interdisciplinary activities between several schools, departments or centers, establish core resources or facilities that serve multiple groups, or provide seed funding to create or expand academic programs that will be self sustaining. Key considerations will be whether the project could be leveraged to lead to new academic programs and research projects, whether the activity will be sustained after AEF funding, and the extent to which the project could not be otherwise funded through regular department or school resources or external funding mechanisms.

We are inviting Deans and Directors to collaborate on submitting proposals for Academic Excellence Fund awards. The AEF will provide support for initiatives that fall outside the categories typically considered in an annual budget, including but not limited to:

- initiatives that improve or expand Rutgers academic and research programs
- initiatives that cut across the boundaries of schools, colleges, and disciplines and that advance novel multidisciplinary interactions and ways of thinking
- initiatives that leverage other resources committed to furthering academic excellence at Rutgers, and
- initiatives that allow revenue generation for academic programs by growth to accommodate additional students

Note that the AEF program is not intended to restore activities that were reduced due to budget cuts or to provide seed funding for single PI projects. In this year, the following restrictions apply:

- A faculty member may participate in no more than one AEF proposal.

- A faculty member may not apply as PI if s/he is PI of an existing AEF award with unexpended funds.
- Funds may not be used to buy out of courses. If projects require this, it should be a form of “match” from the school as a sign of its commitment.

Proposals should be no more than three (3) pages in length, not including the proposal cover sheet and budget form. Proposals should include a plan for sustaining the project after AEF funding. The maximum that may be requested from the Academic Excellence Fund for any one project is \$125,000, and the median project is anticipated to be below \$60,000. All proposals must be submitted through the appropriate dean. In the case of those Centers, Bureaus and Institutes that report directly to the Executive Vice President for Academic Affairs or the Camden or Newark Chancellors, they should be submitted through the Director. Directors who report to Deans should submit their proposals to the appropriate dean. Deans and Directors may submit multiple proposals from their units, and should provide a relative ranking of the proposals submitted.

Please note that those who completed an AEF award in a prior year, are required to include with their proposals a brief accounting of the use of AEF funds and a summary of project accomplishments in order to be eligible for consideration for a 2008-09 AEF award.

Proposals are due by 5 P.M. on March 25, 2009.

All proposals should be submitted to the Office of the Vice President for Research and Graduate and Professional Education to vpr-admin@orsp.rutgers.edu. Submissions should be sent as a single pdf file, including the cover sheet, proposal, and budget form. In addition, a copy should be sent to leslie@oldqueens.rutgers.edu for submission of New Brunswick/Piscataway proposals, to chancellor-newark@newark.rutgers.edu for Newark proposals, and to irisr@camden.rutgers.edu for Camden proposals. Proposals from more than one campus should be submitted to each of the relevant offices.

Decisions regarding allocation of funds will be made by the Executive Vice President for Academic Affairs, Vice President for Research and Graduate and Professional Education and the Newark and Camden Chancellors by **April 16, 2009**.

For general questions concerning acceptable projects or content, New Brunswick faculty should contact Michael Pazzani at pazzani@rutgers.edu. Newark faculty should contact Prof. Sherri-Ann Butterfield at sbutter@andromeda.rutgers.edu. Camden faculty should consult with their Dean. For questions on completing the budget forms, please contact Charlie Mathews at mathews@orsp.rutgers.edu. For questions regarding submission of a pdf file, please contact Mary Feldenkreis at felden@orsp.rutgers.edu.

We look forward to receiving your proposals and to funding a new cycle of academic excellence awards.

For application forms and instructions, please visit <http://vpr.rutgers.edu>.

cc: Sherri-Ann Butterfield
 Steven Diner
 Roberta Leslie
 Margaret Marsh
 Charles Mathews
 Alexandra McIntyre
 Linda Schulze
 Karen Stubaus
 Nancy Winterbauer



Academic Excellence Fund Proposal Cover Sheet 2008-09

Proposal Title: _____ _____	
One Sentence Description of Project: _____ _____	
Requested Project Period Start Date: _____ End Date: _____	Total Dollars Requested \$ _____ Campus _____
Lead Project Director: Name: _____ *RIAS Org ID: _____ Email: _____ *Ext.Budget Resp Code: _____ Campus Address: _____ Tel: _____ Fax: _____ *Admin Unit #: _____ Description: _____ *Salary Unit #: _____ Description: _____ * Please consult with your Business Office to obtain this information	
Co-Project Director (1): Name: _____ *Salary Unit #: _____ Description: _____	
Co-Project Director (2): Name: _____ *Salary Unit #: _____ Description: _____	
Co-Project Director (3): Name: _____ *Salary Unit #: _____ Description: _____	
Co-Project Director (4): Name: _____ *Salary Unit #: _____ Description: _____	
Co-Project Director (5): Name: _____ *Salary Unit #: _____ Description: _____	
<hr/> <i>To be Completed by Dean or Center Director:</i> Dean/Director: _____ Proposal Ranking: _____ of _____	

Guidelines for Preparing Academic Excellence Fund Proposal and Budget

Please adhere to the following guidelines and explanations when preparing your Academic Excellence Fund proposal and budget:

General Information

1. **Please use the “Excel Budget Form for Proposals” found at <http://vpr.rutgers.edu/internal-funding-programs/academic-excellence-fund.php> when submitting your proposed budget.** In addition, you may attach a statement explaining items within your budget if needed.
2. Oversight and budgetary control will reside with the Chancellor’s Office in Newark and Camden and your collegiate department or appropriate Dean’s Office in New Brunswick/Piscataway. Please consult with these offices when developing your budget proposal.
3. Budgeted categories must include only one-time costs. Academic Excellence Fund resources are temporary, and may not be used for permanent on-going costs. When estimating start-up costs for items such as equipment, be sure to address installation and associated costs, and consider any possible on-going costs that could result – data line maintenance, equipment contracts, etc. Additionally, unless your unit, Dean, or Chancellor is providing line weight, you must include the fringe benefit rate applicable to each salary category (refer to the Budget Form for fringe rates.) On-going costs will need to be covered through other existing permanent allocations.
4. Prior approval is required before funds not spent by the end of the project period may be carried into a subsequent period.
5. When costing out your award, watch for unanticipated or “hidden” costs. For instance, if conferences, workshops presentations and other avenues for dissemination of research are planned, consider the costs of supplies, postage, mailings, preparation of slides, etc. If you are bringing outside consultants to the university (a valid consultant’s agreement is needed from purchasing), consider the travel and lodging expenses to be incurred. No additional support will be available from the Academic Excellence Fund for any such unanticipated expenses.
6. Recurring costs, such as telephone, rent, or lease costs, should not be charged to the Academic Excellence Fund. Costs related to repair and maintenance of grounds and buildings, custodial and vehicular supplies, and selected other non-academic expenses are not allowable under the Academic Excellence Fund.
7. To concatenate the 3 files, i.e. the cover sheet, 3-page proposal and the Excel budget form, into a single pdf file, please convert each file to a pdf document using the full version of Adobe Acrobat. This cannot be done using the free Acrobat Reader version. In Adobe Acrobat, under the “Document” tab, click “Insert Pages”. Choose the documents from which you want to insert pages. Pages should be in this order, cover sheet, 3-page proposal then budget forms. The single pdf file should be named using the PI’s last name, first name, school or center and department. If you have any questions about producing the pdf file, please contact Mary Feldenkreich at 732-932-0150 x3015 or felden@orsp.rutgers.edu.

Notes on Specific Budget Categories

Salaries – Academic Excellence Funds are state funds and thus are subject to the rules and policies governing state lines. No **permanent** hiring may be done on these lines; that is, no tenure-track faculty or long-term faculty or staff commitments may be made to any new hire unless appropriate line weight is available within the proposing unit. Normal salary savings policies will not apply; the recipient will have the full value of the award and salary savings will not be deducted from unused budgeted salaries. If faculty and/or staff position allocations are requested, please be advised of the following:

- Salary budgets **MUST** include appropriate fringe benefits, unless line weight is being transferred from another account. The Excel budget templates automatically calculate the appropriate fringe benefit cost for you, unless line weight is provided.
- Line weight will not be provided by the central administration for Academic Excellence Fund awards. If weight is required, it must be provided by the Unit/Dean or Chancellor. Weighted positions provided on a temporary basis to AEF projects without associated salary dollars will not affect the Units'/Deans' or Chancellors' salary savings on the unused salary dollars.

Line resources must be specific: e.g., Faculty, Staff, GA/TA, etc.; Range/Salary; full year or partial year appointment. Line weight is needed for faculty release time as well as for regular salaried positions. Please indicate the time frame and number of courses, if teaching is involved.

- A statement explaining the continuation and support of any proposed position(s) beyond June 30, 2010 (or the conclusion of AEF funding) should be included.

Tuition and fees for TA/GA positions must be budgeted at the appropriate academic year graduate student tuition rate.