**OLD GOLD SUMMER FELLOWSHIP AWARD**

**COLLEGE OF ENGINEERING**

**APPLICATION INSTRUCTIONS**

**Nature and Purpose of the Award:** The Old Gold Summer Fellowship is a faculty development program that provides probationary tenure-track assistant and associate professors, who have nine-month appointments, funding for summer work on an approved developmental project within the first three years of their appointment.

The award is a fixed amount ($6,000) provided as summer salary. Each Old Gold Summer Fellowship is expected to result in at least one product of the proposed research/curricular development.

Faculty members on nine-month academic year appointments who receive an Old Gold Summer Fellowship can only receive up to two months of salary during the summer. Old Gold Summer Fellows may not receive a third month of summer salary, regardless of the funding source. In the case that one-month of a faculty member’s summer salary is greater than the amount of the Old Gold Summer Fellowship Award ($6,000), award recipients may elect to teach or receive grant funds to cover the remaining eligible salary.

Any faculty member who accepts an Old Gold Summer Fellowship is expected to return to his/her regular duties at the University for the following fall semester. A report on the Old Gold Summer Fellowship activity is required and must be submitted by each recipient shortly after the end of the award period. Award report instructions and due dates are on pages 6-8 of this document.

**Application Deadlines:** One complete original Old Gold Summer Fellowship application is due to your DEO by December 31. The DEO letter of support and original application is due to the Associate Dean of Faculty by January 15. The College shall send a list of Old Gold Summer Fellowship recipients to the Provost by February 1.

Proposals for *research and creative projects* that will contribute to or provide preliminary data for a planned application for external funding, i.e. an NSF Faculty Early Career Development (CAREER) Award or similar award proposal are preferred. However, your proposal may also be for *improving instruction/curriculum development.* Instructional/curriculum development proposals designed to support planned applications for external funding are preferred over instructional development proposals that stand alone. A summary of the UI general criteria for evaluating faculty development proposals is included on pages 4-5 of this document.

**Application Materials:**

1. **COVER SHEET AND ABSTRACT FORM FOR APPLICANT:** **(400-1000 characters maximum, including spaces; please use the word count function in your computer’s word processing program to count the characters):** The cover and abstract form is on page 3 of this document. It should be attached to the top of your application. Write the abstract using clear and concise language that can be easily understood by a non-specialist. The abstract must (a) educate the reader about the research/curriculum development by describing the content of the work; (b) give a sense of the scope of the proposed project; (c) convey the importance of the research/curriculum development.
2. **LETTER OF SUPPORT:** Your DEO must provide a brief letter of support (addressed to the Associate Dean of Faculty) for your proposal.
3. **Faculty Activities Summary (FAS)** report downloaded from the Academic & Professional Record (APR).
4. **PROPOSAL (3 pages, single spaced maximum length):** Explain the project in terms that an intelligent reader from outside your field can understand.

The proposal should specify the following, while addressing the evaluation criteria.

Specify:

1. **Purpose and Significance:** Describe the nature and significance of the project, including a clear, concise statement of the goals/objectives for the project and your aims in undertaking and accomplishing them. To what degree is the award crucial to the initiation and/or completion of the project? Will the project contribute to or provide preliminary data for a planned application for external funding, i.e. an NSF Faculty Early Career Development (CAREER) Award or similar award proposal?
2. **Work to be Accomplished:** Describe specifically what you plan to do during the summer fellow­ship. Where will you do the work? Identify persons (if any) with whom you will work. What is the likelihood that the project will be completed on schedule? Include an estimated schedule for the major steps of your project.
3. **Expected Results:** What tangible results will your project have, what form will they take, and how and where will you share your results with others (e.g., publication, presentation, exhibition, classes)?

*Curriculum Proposals must also specify:*

1. The rationale, aims, and instructional content, materials and procedures.
2. The portion of the project you plan to complete during your fellowship.
3. The significance of the project (including expressed need) for immediate and long-term instruction within or outside the unit.
4. Plan for implementation and evaluation (including procedures for evaluating student learning) of the curriculum project.
5. Evidence of Department/College support and expressed need for curriculum development (if applicable).
6. The relationship between proposed projects and courses currently or formerly taught.
7. Summary statement of student/colleague evaluations of your previous instructional contributions.
8. **JUSTIFICATION (1 page, single spaced maximum length):** How will the project contribute to your teaching? Be specific with course titles, number of students taught. How will it contribute to your own scholarly development? In what way does this project require a time commitment beyond that involved in the normal activities encompassed in teaching, research, scholarship, and service?

**OLD GOLD SUMMER FELLOWSHIP AWARD - CoE**

**APPLICATION COVER SHEET AND ABSTACT FORM**

Complete applications are due to the DEO by December 31 and to the Associate Dean of Faculty by January 15.

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| --- | --- | --- | --- |
| Application for: | **Old Gold Summer Fellowship** | Award for Summer of *“year”*: |  |

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| --- | --- | --- | --- |
| Name: |  | E-Mail: |  |
| University ID: |  | Phone: |  |
| Primary Department: |  | Primary College: |  |
| Campus Address: |  | Start Date at UI: |  |
| Present UI Rank: |  |

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| **TITLE OF PROPOSAL:** |  |
| **ABSTRACT (400-1000 CHARACTERS maximum, including spaces; please use your word processor to count the characters):** Write the abstract using clear and concise language that would be easily understood by a non-specialist. The abstract must (a) describe the content of the work, (b) give a sense of the scope of the work completed, (c) educate the reader about the research, and (d) describe the impact on teaching (if applicable). |
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| **UNDERSTANTING OF OBLIGATION TO THE UNIVERSITY OF IOWA AND THE STATE OF IOWA:** |
| To receive an Old Gold Fellowship, you must sign below to confirm that you (a) meet the eligibility requirements for the award and (b) will return to teaching duties at The University of Iowa for at least one semester of full-time teaching after completion of the Summer Fellowship. |
| **APPLICANTS SIGNATURE** | **Date** |

|  |  |
| --- | --- |
| **Primary Appointment** |  |
| **DEO SIGNATURE****□** Approve **□** Do Not Approve | **Date** |
| **DEAN SIGNATURE****□** Approve **□** Do Not Approve | **Date** |

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| --- | --- |
| **Secondary Appointment** |  |
| **DEO SIGNATURE****□** Approve **□** Do Not Approve | **Date** |
| **DEAN SIGNATURE****□** Approve **□** Do Not Approve | **Date** |

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**criteria for evaluating proposals**

Proposals are evaluated by an advisory committee within the College and approved by the Associate Dean of Faculty. A list of approved Old Gold Summer Fellowship recipients is then submitted to the Provost. In every case, the evaluation focuses on the quality and potential of the proposal and on the past productivity and achievements of the applicant, taking into account both years of previous academic experience and practices characterizing the applicant's field of study.

Below is a summary of the UI general criteria for evaluating faculty development proposals. Faculty are encouraged to consider these criteria when developing proposals and preparing applications for developmental activities. The criteria can also be found listed under *General Principles* in the *Faculty Development Awards Program - Policies and Procedures* section of the *Faculty Handbook*, which can be found here: <http://provost.uiowa.edu/faculty/fachandbk/facdev/policies.htm#generalcriteria>

Proposals for ***research and creative projects*** are evaluated against the following criteria:

1. Scholarly, artistic, or clinical/technical merit of the activities proposed.

1. Value of the project, including its originality and potential contribution.
2. Adequacy and feasibility of the project in relation to the length of the developmental award period.
3. Clarity and completeness of the proposal, including readability by a non-specialist and references to relevant scholarship.
4. Project's potential for contributing to the faculty member's professional development.
5. Potential for disseminating and/or applying anticipated achievements through publications, presentations, and development of curricular and instructional activities.
6. Likelihood the project will contribute to the quality of the University and to the implementation of departmental, collegiate, and University strategic plans.

2. Scholarly, artistic, or clinical productivity of the applicant.

1. Quality of professional products, in relation to field and years of academic service.
2. Quantity of professional products, in relation to field and years of academic service.
3. Consistency of professional productivity, in relation to years of academic service.
4. Quality and quantity of work supported by previous UI developmental awards.

3. Other academic achievements and contributions.

1. Awards, fellowships, grants, offices, and other honors earned.
2. Consultantships, editorial assignments, review assignments, and other invitations that imply peer recognition.
3. Conferences, displays, guest lectures, and other professional contributions.
4. Special assignments, offices, and services performed for The University of Iowa and other outside agencies and associations.

Proposals for *improving instruction/curriculum development* are evaluated against the following criteria:

A. Purpose

Instructional development activities proposed for summer fellowships must promise major curricular improvements. Summer fellowships are not intended to support routine curricular activities, which are a continuing responsibility and normal expectation of all faculty members.

B. Proposed Activities

* Clarity and completeness of proposal
* Value of proposal, including its creativity and potential contribution
* Feasibility of project in relation to fellowship period
* Plan and procedure for evaluating curricular value of project
* Project justification for summer fellowship funding
* Evidence of colleague and departmental support for project

C. Previous Contributions of Applicant

* Quantity of past experience
* Expertise of applicant in relationship to project
* Evidence of satisfactory student/colleague evaluation of the applicant's previous work

All proposals must clearly address the following questions:

1. Is the significance of the project established?
2. Does the proposal clearly show the reader how the goals will be accomplished?
3. What is the likelihood that the project will be completed on schedule?
4. Does the applicant have the skills and background to undertake the project or a plan to acquire these before the award period begins?
5. Is the purpose of the project communicated clearly to non-specialist?
6. To what degree is the award crucial to the initiation and/or completion of the project?
7. Are the benefits of the award (if received) for the faculty member and for the University clearly articulated?

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**Award Report iNSTRUCTIONS**

Final reports are due to the DEO by September 1 and to Associate Dean of Faculty by October 1. The reports will be kept on file in the Deans Office. The Provost Office may request this information to evaluate the effectiveness of the Old Gold Summer Fellowship and in response to external requests (e.g., Board of Regents). We appreciate your effort in developing a report that speaks thoughtfully and effectively to the activities you completed.

Your final report should include the following sections:

1. **Cover Sheet and Abstract:** Abstracts should be (400-1000 CHARACTERS maximum, including spaces; please use your word processor to count the characters): Write the abstract in an active voice, using clear and concise language that would be easily understood by a non-specialist, summarize the award period activities. The ideal abstract (a) describes the content of the work, (b) gives a sense of the scope of the work completed, (c) educates the reader about the research, and (d) describes the impact on teaching (if applicable). DEO’s and Associate Dean’s signatures (required) and comments (optional).
2. **Narrative Report (3-pages, single-spaced maximum length):** A brief narrative report on the developmental award. The following outline details what material should be included in the Report.
3. **Description of activities**. Describe your activities during the award period so that an educated non-specialist can understand what you did and appreciate its importance.
4. **Impact on research/creative work**. Describe the impact of the developmental activities on your research or creative work. For example, did you change the direction or focus or your work, extend your research domain, begin a new area of research or creative activity, learn a new technique, do preliminary work to obtain more or new funding?
5. **Impact on teaching**. Specify the improvements in your teaching that will occur as a result of your award. For example, will there be new lecture notes, reorganization of a class or a new class, a textbook, new techniques, technology enhancement, a CD-ROM? Which courses will be affected by these improvements?
6. **Specific products**. Describe books worked on or completed, papers under review or in press, a book prospectus, grant applications, exhibitions, invited talks, convention presentations, funded research, etc.
7. **PRODUCTS AND OUTCOMES SUMMARY (1 page, single-spaced maximum length):** This summary sheet complements the Narrative Report. Please list all products and outcomes of your developmental award under the following headings: *Publications* (specify in preparation, under review, or in press); *Presentations*; *Grants Submitted* (specify pending or funded); *Course Materials* (specify prepared or revised); *Other Results*. Be specific with titles, journals, dates, locations, etc.

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**AWARD REPORT COVER AND ABSTACT FORM**

Complete reports are due to the DEO by September 1 and to the Associate Dean of Faculty by October 1.

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| Report for: | **Old Gold Summer Fellowship** | Awarded for Summer of *“year”*: |  |
|  | Received in Summer of *“year”*: |  |

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| --- | --- | --- | --- |
| Name: |  | E-Mail: |  |
| University ID: |  | Primary College: |  |
| Primary Department: |  | Phone: |  |
| Campus Address: |  | Present UI Rank: |  |

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| **ABSTRACT (400-1000 CHARACTERS maximum, including spaces; please use your word processor to count the characters):** Write the abstract using clear and concise language that would be easily understood by a non-specialist. The abstract must (a) describe the content of the work, (b) give a sense of the scope of the work completed, (c) educate the reader about the research, and (d) describe the impact on teaching (if applicable). |
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**RECIPIENT’S SIGNATURE** (certifies completion of the reported activities and that the report meets the reporting requirements)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEO COMMENTS** (optional):

**DEO SIGNATURE** (certifies completion of the reported activities and that the report meets the reporting requirements)

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**DEAN COMMENTS** (optional):

**DEAN SIGNATURE** (certifies completion of the reported activities and that the report meets the reporting requirements)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEAN SIGNATURE** (if you have a joint appointment, both Deans’ signatures are required)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**