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**SCIENCE INSTITUTE**  
College of Arts & Sciences  
Fairfield University

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DATE: January 17, 2024

TO: All Full-Time and Part-time Faculty Members

FROM: Dr. Shelley A. Phelan, Director of Science Institute

SUBJECT: Request for Proposals

The Science Institute at Fairfield University is an endowed program in the College of Arts & Sciences that supports activities and programs in the areas of science and mathematics, including innovative teaching, curriculum development, lectures, and seed grants for research, along with projects that promote the cultivation of an appreciation for scientific teaching and inquiry in the University and the community at large.

**All members of the College of Arts & Sciences faculty are invited to submit proposals for up to \$2,000 that further the study and teaching of the sciences through research, curriculum development, faculty development, or programs such as seminars, symposia, lectures, professional development workshops, and other activities.** The Institute also funds research support such as equipment purchases (including computer hardware), consumables, and travel to professional meetings by students. Seed grants for faculty research that will increase the likelihood of procuring external funding are particularly encouraged, as are programs and activities that further engage undergraduates in scientific inquiry. Funds cannot be used for faculty stipends, but may be used for student stipends or stipends for non-university employees related to curriculum development and/or research, with a clear justification. Funds cannot be used for development of commercial products. A letter from the Chair will be required for proposals that might need departmental support for sustainability of the project.

The Institute encourages submissions that build connections between disciplines and that demonstrate positive outcomes for students. In addition, submissions that advance Fairfield's Jesuit and Catholic identity are welcome. Applications that explicitly advance the goals of the University Strategic Plan and/or College priorities will be given special consideration.

The Institute is directed by the Dean of the College of Arts and Sciences. There is a rotating faculty advisory committee that participates in the review of applications. The deadline for the submission of proposals is Thursday, February 15. Awards will be announced on or about March 1st. **Please submit the application electronically as a pdf** to Joan Francis (jfrancis@fairfield.edu).

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