Pace University

Westchester Campus

## Release Time Application

DEADLINES: Fall Semester - *October 18, 2019*; Spring Semester – *March 20, 2020*

**Please forward your application (with necessary signatures) via email to Dan Farkas (**[**dfarkas@pace.edu**](mailto:dfarkas@pace.edu)**) with Subject Line: *WFCSRC – Yourlastname – brief project title.***

1. Name                                         Rank                  Tenure Track No Yes\_\_\_\_\_

Department                                      School                                  Campus

Email \_\_\_\_\_\_                              Pace Extension   \_\_\_        Date

1. Application for FALL \_\_\_\_\_\_\_\_\_ SPRING \_\_\_\_\_\_\_\_\_ YEAR \_\_\_\_\_\_\_\_\_ \_\_\_\_

***IMPORTANT:* The Scholarly Research Committee will be awarding Released Time *only* for those research/scholarship projects that have NOT been previously considered in your released time. If your Dean has given you release time as part of your faculty contract for research and/or scholarship, you need to clearly explain how the project under application differs clearly from those other projects receiving released time in the 2018-2019 academic year with a letter from your Dean supporting your explanation.**

**This distinction does not have to be included for applications for Research Expenses to the Scholarly Research Committee or by applicants receiving no Released Time from another source**

1. Project Title/Purpose of Application (attach “Scholarly Research Project Description” Sheet)
2. Have you arranged for publication? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

If Yes, with whom? (append written documentation)

1. Expected date of completion of project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected date of publication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please list previous Scholarly Research Committee Awards you have been granted within the last three years

IMPORTANT. If you have received Released Time in the past three years from this Committee, you must submit a PROGRESS REPORT in order for your application to be considered

1. Have you applied to other sources of funding from Pace University or external sources to complete or expand this project? Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

If Yes, where have you applied and when do you expect to learn if your application has been accepted

\_\_\_\_\_\_\_

1. Have you considered applying for a grant from outside sources to complete or expand this project?

\_\_\_\_\_\_\_

1. You must indicate the following in order to be considered for additional Release Time:

a. Contractual teaching load per year\_\_\_\_\_\_\_\_

b. Release time for research purposes from chair, dean or other sources for Fall 2015

c. Anticipated release time for purposes other than research for the semester in which you are requesting Release Time from this committee

**To be considered, every field must be completed.**

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**Approvals:**

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Department Chair Date Chair, Campus Scholarly Research Committee Date

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Dean Date Executive Vice President for Academic Affairs Date

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|  | | | | | | | |
| Name |  |  |  |  |  |  | |
| Project Title |  | |  | | | |
|  | | | | | | |
| In a separate document, describe the proposed study. Your presentation should be clear and precise; technical details should be kept to a minimum to allow evaluation by committee members from diverse disciplines. In not more than 1000 words indicate the following:  a. the present state of the proposed study: whether it is just beginning or in progress; the progress to date; and the stage yet to be completed.  b. the specific program of study or research planned, including the basic thesis or queries to be explored, and the ways in which the study will be pursued (methodology, analysis).  c. include a timeline or schedule for your scholarly/creative endeavors  d. the relationship of the proposed study to your immediate and long range study and research objectives.  e. the significance of the study to your field (i.e., how your project relates to extant scholarship and research in your field).  f. the ways in which your project fulfills the criteria indicated in the "Policy Statement and Guidelines."  NOTE: If you have received Scholarly Research Funds from this Committee in past years, the Committee **requires** a brief update on the progress of prior studies before future funding on new or continuing projects/research will be considered. | | | | | | |