

**CALL FOR APPLICATIONS:**

**Student-Led Research, Scholarship, and Creative Activities (SL-RSCA) Program  
Proposal Review Committee**

Applications are invited from eligible graduate students to serve on the Student-Led Research, Scholarship, and Creative Activities Program **Proposal Review Committee**. The committee will read and review project proposals from Montclair undergraduate and graduate students and make funding recommendations to the Vice Provost for Research.

Applications to serve on the SL-RSCA Proposal Review Committee are due via the form linked [here](#) no later than **5pm on June 25, 2024**.

Faculty endorsements from the Doctoral Program Director (DPD), Graduate Program Coordinator (GPC), or Department Chair are due via email to the [Vice Provost for Research](#) by **11:59 pm on June 30, 2024**.

**Applicants are strongly encouraged to discuss their application materials with their DPD, GPC, or Department Chair, and alert them in advance that you are seeking their endorsement for this Committee.**

Applications will be reviewed by the Vice Provost for Research and RSCA Program Administrator in the Office of Sponsored Programs. The composition and size of the committee will be determined in part by the number of SL-RSCA grant proposals received and the disciplinary expertise needed to evaluate the proposals. We anticipate inviting committee members during the week of July 8, 2024.

**1. Program Overview**

This SL-RSCA program supports student-led research, scholarship, and creative activities by undergraduate students (1-year awards up to \$2,000) and graduate students (up to 2-year awards, up to \$5,000) under the guidance of a faculty mentor, for example theses, dissertations, culminating applied projects and capstone projects. This program does not support routine or team-based coursework activities, projects and/or expenses that will produce items for sale and/or personal profit, or administrative tasks related to capstone/thesis/dissertation preparation (word processing, indexing, publication fees, etc.). Applications are accepted from individuals only.

The inaugural summer 2024 competition will pilot a **Proposal Review Committee** composed of graduate students from across the University who will evaluate proposals and make funding recommendations to the Vice Provost for Research.

Student Proposal Review Committee members will receive \$500 towards conference travel or other professional development activity conducted between July 1, 2024 and June 30, 2025.

## **2. Eligibility Criteria for the SL-RSCA Program Proposal Review Committee**

- Doctoral students who have advanced to candidacy.
- Masters students who have completed at least 50% of their degree program coursework.

Note: Graduate students may simultaneously submit RSCA proposals for funding and apply to serve on the Review Committee. Committee members who have RSCA proposals under review will be instructed on recusal procedures to manage conflicts of interest.

## **3. Committee Responsibilities and Time Commitment**

- Attend a committee orientation (July 2024)
- Participate in self-guided and group reviewer training activities regarding conflict of interest, project merit and impact, and recognizing implicit bias in the review process (half day during July 2024);
- Read and provide constructive feedback on an assigned subset of program proposals (July and August 2024);
- Attend committee meetings (2 anticipated) to discuss proposals and make funding recommendations (July and August)
- Prepare “panel summaries” for an assigned subset of proposals to provide constructive feedback to the applicants (August).

## **4. Professional Expectations for Committee members**

- Comply with professional standards for minimizing conflicts of interest (for example recusing oneself from all discussions where you have a personal or professional connection to an applicant, their faculty mentor, or project collaborator);
- Maintain confidentiality, in perpetuity, of all proposal materials submitted by the applicants and faculty mentors;
- Maintain confidentiality, in perpetuity, of all committee discussions
- Interact collaboratively and professionally with fellow committee members and members of the Office of Research
- Express feedback in a professional and constructive manner.

## **5. Application Format**

- Application components listed below must be assembled in one .docx or PDF document
- Page limit: 2 pages maximum for all components combined
- Use 1 inch page margins
- Use 12 point font

## 6. Application components for the SL-RSCA Program Proposal Review Committee

- A. Letter of interest (**2 pages maximum**) that addresses the following questions:
- Describe your area of research expertise and your academic and professional experiences thus far in your graduate program at Montclair State University.
  - Why are you interested in serving on the Student-led RSCA Program Proposal Review Committee?
  - What contributions do you believe you would make to this committee?
  - Describe any previous experiences you have had with preparing actual proposals or mock/practice proposals (for example for grants and awards offered by your department or College, applications to external agencies, travel grants to professional conferences, mock proposals prepared in research methods courses, experience from employment, etc).
  - Describe any previous experience you have had with reading and reviewing work prepared by your peers, for example within courses, informal reviews requested by friends, classmates, and/or co-workers. Describe your approach to providing feedback to your peers.
  - How would you approach reading and reviewing proposals that are outside of your area of expertise?
  - Address your ability to maintain confidentiality of all program materials and discussions and your understanding of why this is important.
  - Address your willingness to identify conflicts of interest (COI) and recuse yourself from all discussions in the event of COI, and your understanding of why this is important.
- B. Upon receipt of the applicant's letter of interest, the Office of Research will contact the DPD, GPC, or Chair identified in application form to request their endorsement of the candidate, which must be submitted via email from the faculty member to the [Vice Provost for Research](#) and cc'd to the [RSCA Program administrator](#). Endorsements are due by 11:59pm on June 30, 2024.

The endorsement (**2 pages maximum**) should address the following:

- Confirmation of the graduate student's eligibility as per the criteria listed above.
- Assessment of the applicant's professional maturity, understanding of professional service, and readiness to serve on this committee. This may include an assessment of the applicant's disciplinary expertise, prior service activities and/or leadership experiences, contributions to diversity, equity, and inclusion, and/or potential to contribute unique insights to the committee's work.
- Ability to maintain confidentiality
- Ability to provide constructive feedback
- Ability to work productively and collaboratively in a team-based setting