David and Amy Fulton Endowed Professorship in Computer Science  
Bowling Green State University  
September 24, 2008

The Department of Computer Science at Bowling Green State University gratefully acknowledges the generous support of its first department chair, David Fulton, and his wife Amy Fulton. This document describes the details relating to the awarding of these funds to computer science faculty.

Computer Science faculty are encouraged to apply for funds under one or both of the following programs.

**OPTION A: RESEARCH ENHANCEMENT**

This option is to support the research activities of a tenured faculty member already in the department who has demonstrated outstanding contributions to research and teaching and whose work promises to contribute to the intellectual strength of the department. The award will be made for a three-year term, renewable for one three-year term based on outstanding accomplishments. During this period, the recipient will be designated as the “Fulton Professor of Computer Science” or the “Fulton Associate Professor of Computer Science” or the “Fulton Assistant Professor of Computer Science” depending on the current rank of the recipient.

Funds of up to $10,000 per year will be provided to the recipient to use for research. These funds could be used for graduate assistantships, equipment, summer salary, professional development, conference travel, or similar expenditures.

**OPTION B: VISITING FACULTY**

Computer Science faculty can request funds up to $20,000 to supplement potential Arts and Sciences funds to invite a visiting faculty member to the department for up to one year to support research efforts within the department. This would help recruit short-term faculty who would infuse new ideas/pedagogy into the department, helping to enliven the intellectual environment and stimulate the work of the department’s faculty. Any probationary or tenured faculty member may apply under this option, but preference will be given to probationary faculty.

During the period the visitor is on campus, his/her title will be “Fulton Visiting Professor of Computer Science” or “Fulton Visiting Associate Professor of Computer Science” or “Fulton Visiting Assistant Professor of Computer Science”, as appropriate. The funds can be used to supplement the salary of the visitor or to provide research support for the visitor such as graduate assistantships, equipment, conference travel, or similar expenditures. Up to 15% of the award can be used to support the research activity of the sponsor.

**PUBLICATIONS AND GRANTS**

For both options, it is expected that these awards will result in grant proposal submissions and/or research paper submissions. Any publications resulting from this award should acknowledge the support of the Fulton endowment.
REQUIRED REPORTS

For both options, reports detailing expenditures and research accomplishments must be given to the donors, the department, and the college. The final project report is due within three months after project completion. For projects with duration longer than one year, a midterm progress report is due at the end of each academic year. Reports must list all publications and grant proposals submitted during the reporting period.

Award recipients must make an oral presentation on their accomplishments to the department at least once each academic year.

APPLICATION PROCEDURES

Computer Science faculty can apply for either or both of these programs. The faculty member should submit a brief description of the proposal plus a budget and a justification for the budget items. Faculty applying for Option B must also provide a position description and search criteria to be used for the position, and must agree to serve as the chair of the search committee for that position.

If equipment acquisition is part of any proposal, this must be approved by the Facilities Committee before the application is submitted. Funding sources for the maintenance of the equipment must be identified for the period of the award as well as for the period after the award.

If the research supported by the grant will involve human subjects, a pre-approval should be obtained from the University’s Human Subjects Review Board before the application is submitted.

Applications must be submitted by January 15 for grants to begin during the following academic year (Fall term through Summer term).

For 2008-2009, only awards under Option A are available and the grant period is through the end of the Summer 2009 term. Grant proposals are due November 1, 2008.

SELECTION PROCEDURES

The application must be submitted using the standard format. Each application will be evaluated on the basis of the following criteria: the extent of benefit to the applicant and to the department; the value of the expected outcomes in proportion to the cost; clarity and thoroughness of the project description; the feasibility of the project with respect to the applicant's background, experience, goals, timeline, budget, etc. The committee will also consider recent previous funding by the David and Amy Fulton endowment.

Proposals will be evaluated and ranked internally by the Personnel Committee, or another group of tenured faculty that they designate for this purpose. Proposals in Option B will be discussed by the faculty of the department before final determinations are made. The designated committee will propose a recipient for Option A and/or Option B and submit to the department chair. The final selection of the recipients will be made by the Dean of the College of Arts and Sciences in consultation with the CS department chair.
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Application Format

Application Cover Page

• Name of Applicant (Computer Science Faculty Member)
• Contract Status of Applicant (Tenured or Probationary)
• Project Title
• Inclusive Date(s) of the Project
• Total Estimated Expense
• Program Applied for (Option A or Option B)
  If Option B, indicate if you are willing to serve as search committee chair.

Application Details

The application is limited to fifteen (15) pages, excluding the cover page and attachments, and includes the following sections in this order.

• Project Description (500-750 words). Describe the project, its objectives and the expected benefit to applicant, CS department
• Specific plans for assessment of project outcomes and for reporting the outcomes.
• Procedures to be followed in completing the project (include timetable for completion and methods to be used, other personnel involved, materials and equipment required, as appropriate)
• Budget requested and purpose. Provide a budget rationale for each item. Indicate and describe the source and amount of other funding for this project as part of the budget. If equipment is requested, identify funding source for equipment maintenance during, and after the project duration and attach approval from the department’s Facilities Committee.
• Pre-approval from the University’s Human Subjects Review Board (if the project includes human subjects).
• Summary of the applicant’s (and, if applicable, the visitor’s expected) background, professional experience and faculty responsibilities as related to the proposed project.
• Description and dates of any previous funding from the David and Amy Fulton Endowment.
• Include as attachments appropriate supportive material to further clarify the description and/or objectives of project (such as brochures, testimonials from others, etc.)

APPLICATION DEADLINE: January 15 for grants beginning during the following academic year (Fall term through Summer term).

Exception: For 2008-2009, Option A grants are limited to the current academic year (through Summer 2009 term) and proposals are due November 1, 2008. No Option B awards will be made for 2008-2009.
SIGNATURES

______________________________________________
Laura Leventhal, Acting Chair
Department of Computer Science
Date

______________________________________________
Simon Morgan-Russell, Acting Dean
College of Arts and Sciences
Date

______________________________________________
J. Douglas Smith, President and CEO
Bowling Green State University Foundation, Inc.
Date