

The Student Success Fellowship is designed to ***positively impact student success and address the NKU Success by Design Strategic Framework and/or the A&S Inclusive Excellence Plan***. One-time funds will be available to support projects proposed by faculty (T/TT, NTTR, Visiting Assistant Professors, and temporary lecturers who have three or more years full-time service are eligible) that are aligned with the major college success and retention initiatives as stated in the Strategic Framework and/or the A&S Inclusive Excellence Plan. Successful proposals will provide a review of the literature and utilize evidence-based practices, as well incorporate detailed assessment of the project and plans for dissemination. Immediate and long-term impact on student success and retention as well as sustainability (how projects could be continued beyond the funding period) and scalability should be discussed in the proposal.

The Fellowship and project duration is for a one-year period with the potential for competitive renewal. The Fellowship may be a joint project with a second faculty member. Faculty reassigned time may be requested during the academic year but may not exceed two courses (6 credit hour equivalent) per year per faculty member with the maximum in total requests per project being four courses (12 credit hour equivalent). Funding requests may range from \$1-\$10,000 (funding is limited, and awards will be based on the quality of proposals and clear intersections with Strategic Framework and/or the A&S Inclusive Excellence Plan). Budgets should be realistic and based on project goals and an understanding of sustainability expectations. The number of high-dollar awards will be limited.

Basic award guidelines follow:

1. Award Purpose and Priorities:

Funding is allocated on a competitive basis to proposals that might best achieve the college success and retention initiatives as stated in Success by Design and the A&S Inclusive Excellence Plan. The funds can be used for faculty reassigned time during the academic year. See details in Proposal Guidelines.

2. Faculty Eligibility:

Tenured/tenure-track (T/TT) or non-tenure track (NTT) NKU Arts & Sciences faculty (including chairs) are eligible.

3. Student Eligibility:

NKU undergraduate and graduate students majoring in Arts & Sciences disciplines are eligible to be included, although faculty should be the primary author of the proposal. Students minoring in Arts & Sciences disciplines are *not* eligible. Students must complete their portion of the project *before* they graduate.

4. Funding:

Maximum allocation = \$10,000/project. Recipients may receive the full amount requested or a smaller amount as determined by proposal reviewers and the Dean of Arts & Sciences. If a project involves another college, and funds are required, then that college will need to demonstrate substantial financial contribution with a letter of commitment from the chair and dean. See details in Proposal Guidelines.

5. Proposal:

The faculty member submits all materials:

- a) Cover Page (due with completed proposal by **March 15 at 4:30 pm**, or sooner).
 - i. Cover page requiring the chair's signature/approval for the faculty member to pursue the award is due with proposal submission; electronic signatures are permissible.
- b) Full project proposal with budget are due by **March 15 at 4:30 pm**. Submit the proposal as a .docx or .pdf document attached in an e-mail to Danielle McDonald at mcdonald1@nku.edu with "**Student Success Fellowship**" in the subject line.

6. **Proposal Review Process:**

The Associate Dean of the College of Arts & Sciences or a representative serves as chair for the preliminary review committee.

- a) **Preliminary review:** A committee of faculty from the College of Arts & Sciences reviews award proposals. Using project selection criteria noted below, the committee makes award recommendations to the Dean of Arts & Sciences. ***Committee members may not also be project award applicants.***
- b) **Final review:** The Dean of Arts & Sciences reviews award proposals and preliminary review committee recommendations and then determines awards.

7. **Proposal Selection Criteria:**

You will strengthen your proposal significantly by clearly addressing all of the following essential criteria:

- a) Clarity of the project purpose and expected outcomes and their potential significance.
- b) Review of the literature and use of evidence-based practices.
- c) Clarity and appropriateness of project plan.
- d) Documented qualifications of faculty (and possibly students) to engage in this particular project.
- e) Feasibility of successfully completing the project within the estimated timeframe.
- f) Alignment with the NKU Success by Design Strategic Framework.
- g) Appropriateness of budget requests.
- h) Sustainability/scalability plans.
- i) Plans for assessment and dissemination of results/outcomes.

8. **Summary report and dissemination to college:**

- a) The faculty member submits a final project report with assessment of the outcomes by the deadline.
- b) The report is a maximum 2 single-spaced pages (12-font) and includes a summary of the project purpose, the methodology used, the project outcomes, and any publications and/or presentations generated by the project.
- c) Submit the summary report electronically via email as a Word (.docx) document attachment to Danielle McDonald at mcdonaldd1@nku.edu with **“Student Success Fellowship”** in the subject line.
- d) The Fellowship recipient(s) agrees to present their results to the college.

9. **Timeframe & Deadlines:**

- a) Full proposal (cover page with chair’s signature of approval, proposal, and budget) due no later than **4:30 pm on March 15** (or sooner). Awards will be announced by mid-April.
- b) Funds accessible starting July 1, 2024.
- c) Project completion deadline **June 30, 2025** (or sooner).
- d) Mid-year one-page summary report due February 15, 2025. Summary report deadline September 13, 2025 (or sooner).

10. ***Proposals submitted after indicated deadlines or without required signatures will not be accepted or reviewed.***

10. **Acknowledgement:**

All publications, presentations, and/or performances resulting from supported projects must acknowledge **“Northern Kentucky University College of Arts and Sciences Student Success Fellowship”** for partial or full funding.

Materials should be submitted to Dr. Danielle McDonald, Associate Dean (mcdonaldd1@nku.edu) **by 4:30 pm on March 15**. Late and/or incomplete applications will not be accepted.

All funds must be spent by June 30, 2025. Expenditures must follow university policies and procedures: <https://procurement.nku.edu/policies.html>.