

Application for Grant Faculty Fellowship

For the past few years, the Office of Grants Administration at Bergen Community College has had the privilege to host a faculty fellow to serve as a key member of the grants team. Last year we had the honor of having Prof. Donald Reilly of the English Department serving as a member of our team. We look forward to another outstanding faculty member to join the Grants Office effort this year. Applications are Due Sept. 30, 2016.

Role of Grant Fellow:

The primary role of the Grant Fellow is to help faculty and staff better understand the work and services of the Office of Grants Administration. Working in collaboration with the Grants Administration team, the fellow provides grant development assistance to Bergen faculty and staff in order to help strengthen Bergen's capacity for faculty development of projects and proposals that further the college's mission, goals, and strategic priorities.

Appointment as a Grant Fellow is contingent upon approval of appropriate department chair, dean, and vice president.

Compensation is in the form of three credits administrative reassignment time with payment for adjunct replacement provided by the Office of Grants Administration. Under certain circumstances, as approved by the Vice President for Academic Affairs, compensation may be in the form of a stipend equivalent to the cost for three credits of adjunct replacement.

The Fellow's Responsibilities Include:

1. Participates in activities and conducts research to learn basics of grant proposal development, grant writing, and available resources.
2. Serves as liaison between the Office of Grants Administration and faculty and staff to assist and support in all phases of grant development.
3. Identifies existing and develops new effective connections to alert faculty and staff to available funding opportunities for grant-funded research, program development, faculty scholarship, and professional development.
4. Works with faculty, staff, unit leaders and key stakeholders (i.e. deans, department heads, unit leaders, and vice presidents) to support development of high-quality and meaningful grant projects.
5. Assists in creating and conducting grant development workshops to expand faculty and staff knowledge of and involvement in project development and grant writing.
6. Reviews and provides input from the faculty perspective to a Grants Administration Newsletter.
7. Attends and participates in meetings as a member of the Grants Administration team.
8. Attends regional/national conferences and workshops on grant development and grant writing.
9. Assists with creating, collaborating on, and contributing content to the Office of Grants Administration webpage, newsletters, and workshops to promote faculty and staff interest in grant development/writing.

10. As appropriate, assists in development and editing of proposal drafts for programmatic content, spelling, grammar, formatting, and readability.

11. Makes recommendations and suggestions to strengthen Office of Grants Administration services and resources to thereby better meet needs of faculty involved in grant development, acquisition, and implementation.

Please fill out the application below.

Name:

Title:

Department:

Phone:

Email:

Why do you want to be a Grant Fellow and what will you bring to the Grants Department?

With what specific interests/activities do you want to engage in the upcoming year?