

The Student Success Fellowship is designed to **positively impact student success and address the NKU Strategic Plan - Forward Together.** One-time funds will be available to support projects proposed by faculty (defined as Tenured/Tenure-track, Teaching Professor, and Visiting Teaching Professor with three or more years full-time service) that are aligned with the university success and retention initiatives as stated in the Strategic Plan. Successful research proposals will provide a review of the literature and utilize evidence-based practices. Successful creative activity proposals will include a detailed description of the creative activity and its relevance to the field. All proposals need to include a detailed assessment of the project and plans for dissemination; immediate and long-term impact on student success and retention; sustainability (how projects could be continued beyond the funding period).

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 the Strategic 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

1. Award Purpose and Priorities:

Funding is allocated on a competitive basis to proposals that might best achieve the success and retention initiatives as stated in the NKU Strategic Plan Forward Together. The funds can be used for faculty reassigned time during the academic year. See details in Proposal Guidelines.

2. Faculty Eligibility:

NKU Arts & Sciences faculty are eligible to apply including Tenured/tenure-track, Teaching Professors, Visiting Teaching Professors with three or more years full-time service, and chairs/directors.

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 through the Student Success Fellowship assignment found in the CAS Funding Opportunities Canvas shell by October 27, 2025 by 4:30pm, or sooner. For any questions contact CASfunding@nku.edu

- a) Cover Page (submit as .pdf).
 - i. Cover page must include the chair's signature/approval for the faculty member to pursue the award; electronic signatures are permissible.
- b) Full project proposal (submit as .pdf or .docx)
- c) Budget Excel (submit as .xlsx)

6. Proposal Review Process:

A representative of the College of Arts & Sciences Dean's Office or a faculty 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 or detailed description of the creative activity and its relevance to the field
- 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 time frame.
- f) Alignment with the NKU Strategic Plan - Forward Together.
- g) Appropriateness of budget requests.
- h) Sustainability 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 Canvas as a Word document (.docx). An assignment will be created specifically for Student Success Fellowship summary reports.
- d) The Fellowship recipient(s) agrees to either present their results to the college or offer their expertise through service to the college (e.g., mentoring future applicants; serving as reviewer, etc.).

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 **October 27** (or sooner). Awards will be announced by mid-December.
- b) Funds accessible upon receipt of award letter.
- c) Project completion deadline **December 31, 2026** (or sooner).
- d) Mid-year one-page summary report due June 1, 2026. Summary report deadline February 15, 2027 (or sooner).

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

10. 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.

All funds must be spent by December 31, 2026. Expenditures must follow university policies and procedures: <https://procurement.nku.edu/policies.html>.