

California State University Maritime Academy
Scholarly Activity Fund
Policy and Procedure

Rooted in the belief that dual pursuits of strong teaching and active scholarship nurture and strengthen each other, Cal Maritime is invested in the “teacher-scholar” model. To continue and to advance that model, Cal Maritime offers a number of funding sources to support faculty scholarly activity. (See [Faculty Development website](#).)

The Scholarly Activity Fund (initiated in 2021) is one such fund, deriving primarily from the revenue generated through research grants and contracts secured by Cal Maritime. In 2021, each school has been given an initial \$100,000 to support faculty scholarship and research. The level of funding maintained in the Scholarly Activity Fund will depend in large part on how much F&A is generated by faculty research grants and contracts.

Policy Statement

The Scholarly Activity Fund is broadly intended to support a wide range of faculty scholarly and research interests. However, awards from this fund are expected to align with one or more of the following top priorities:

- Projects led by probationary, tenure-track faculty—especially those without access to start-up funds;
- Projects with the potential for generating revenue (via grants or contracts) to replenish each School’s Scholarly Activity Fund;
- Projects that involve multi-faculty collaboration across departments or schools;
- Projects that involve undergraduate research.

Projects that align with more than one of these priorities will be given the highest consideration.

Procedures

Scholarly Activity Fund investments in faculty research and scholarly activity will (generally speaking) be approved at the level of the school deans. Faculty within schools should apply for these funds directly to the dean after securing the endorsement of their department chair, using the [SAF application form](#). *Faculty not housed within one of the three schools may appeal directly to the Provost for Scholarly Activity Funds.*

Application deadlines will typically fall on the first Friday of the fall and spring semesters. In exceptional cases, applications will also be accepted between deadlines in response to external opportunities. Award decisions will be communicated within one month after the application deadline.

Generally, Scholarly Activity Fund awards will not be given to the same faculty member or for the same research project in two consecutive years.

Individual deans may determine certain limitations and/or parameters appropriate to their schools, e.g., a limit on total awards given per year or a maximum amount for any single award. Each school dean will send the Provost an annual report delineating the awards of Scholarly Activity Funds within his/her school. The Provost will in turn share these reports with the entire faculty.

November 2021

All expenses from funded projects must be fully documented with specific reference to the research or scholarly activity being conducted and must follow all related university policies and procedures.