



---

# **Gould Family Nursing Faculty Endowment Guidelines**

---

## Gould Family Nursing Faculty Endowment Guidelines

---

AdventHealth University (AHU), through its External Funding Steering Committee (EFSC), competitively awards the Gould Family Nursing Faculty Endowment (GFNFE) scholarship fund to active AHU nursing faculty.

### Objectives

The Donors have chosen to establish this scholarship fund at the University because the Donors believe in ensuring that faculty have the best educational and research opportunities available, and they wish to partner with the University in its mission to prepare caring, service-oriented leaders for the nursing profession. The Donors' intent is to provide this Fund as a perpetual endowment to benefit highly motivated, academically qualified faculty who demonstrate excellence in the teaching profession, are committed to teaching in Orlando and who desire additional qualifications – such as graduate degrees, specialty licensures and certification, and research or post graduate scholarship opportunities.

### Grant Funding and Criteria

Awards shall be made to reimburse expenses for an additional license, certification, or educational opportunity/program, or a university approved research project.

Other criteria to consider are that:

- the proposed project will enhance or bring value to the nursing program at the university,
- the faculty member has a commitment to teaching nursing as ministry in Orlando,
- the faculty member demonstrates excellence in teaching,
- the faculty member maintains active faculty status,
- the recommendation obtained from the Dean of Nursing.

Preference will be given to faculty who request expenses to support a doctoral program.

Awards may be made for expenses related to conferences where research/scholarship activities are disseminated. However, these are lower in priority than funds necessary to conduct research.

Notes on eligible expenses:

- Travel and accommodations for study for an off-site doctoral program are not expenses that are eligible.
- Required expenses, e.g., tuition and fees will receive priority over “optional” expenses, e.g., graduation regalia.

## **Gould Family Nursing Faculty Endowment Scholarship Fund Application Process**

*Submission:* The GFNFE applications will be available online at <https://my.ahu.edu/academics/research/online-submissions/scholarly-studies-and-internal-grant-application>.

*Time Extension:* Time period extension for an unspent balance form is available at <https://my.ahu.edu/academics/research/online-submissions/grant-extension-request-form>. (*See “Unspent Balances/extension request” section for further information*).

*Application period:* Each year, two application windows will be open for GFNFE early in each of the fall and summer trimesters. These dates will be announced each year on the website: <https://my.ahu.edu/academics/research/funding-resources/grant-guidelines>. An announcement will also be sent by e-mail to AHU Faculty 60 and 30 days before the submission deadline. All GFNFE applications and time extensions must be submitted by their deadlines; no exceptions will be granted.

*Review Process:* The EFSC will evaluate all applications and recommend funding allocations to the Provost through the Research Office (RO). The RO will notify the investigators of the decision on their application. The EFSC has 15 working days after receipt of applications to make a decision. The committees will conduct reviews during working days (WD). Holidays and school breaks are not considered working days.

*Funds availability:* Funds will be available for use no later than 15 working days following notification of funding for the following 12 months.

*Thank you note:* A thank you note is requested from the awardee to the Donor (Gould Family).

*Unspent Balances/extension request:* By default, all unspent balances revert to the fund after the 1-year termination date and will be used as funding for future awards. An extension request,

including justification to carry over unspent funds from the initial 12-month award period for up to an additional 12 months maximum, may be submitted online at <https://my.ahu.edu/academics/research/online-submissions/grant-extension-request-form> **at least 30 days before the award expiration date** stated in the award letter.

Upon receiving an extension request, the EFSC Chair will notify EFSC, and by consensus, the Chair and the Committee may approve the extension. If the Chair or a Committee member has questions or if a grant extension request has a balance of over \$1,000, a formal vote from the Committee is required. The Chair of EFSC will notify the Research Office of the EFSC decision.

### **Intellectual Property Information and AHU Patent Policy**

The intellectual property rights resulting from faculty members whose research is supported by a research grant are assigned according to AHU's policy as described in the current Employee Handbook. Faculty members who wish to receive continuing support from research grants must report income generated by royalties or sales of products in the "External Funding" section of the Research Grant application. Faculty members may apply for funding for expenses that are in excess of that which can be covered by royalty or sales income. Research that can be reasonably funded out of royalty or sales income may not be eligible for research grants funding beyond an initial start-up period.