



Gould Family Nursing Faculty Endowment Guidelines

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

Objectives

The Donors have chosen to establish this fund at the University because they believe in ensuring that nursing faculty have the best educational and research opportunities available, and they wish to partner with the University in its mission of developing caring and service-oriented leaders for the nursing profession. The Donors intend 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, certification, and research or post-graduate scholarship opportunities.

Grant Funding and Criteria

Grant funds shall be used to reimburse expenses for the completion of an additional qualification, such as a graduate degree, license, certification, or other post-graduate opportunities. Preference will be given to faculty who request expenses to support a doctoral program.

Notes on eligible expenses for the completion of additional qualifications:

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

Grant funds may also be used for expenses related to the needs of the research process and research dissemination. However, research dissemination expenses are lower in priority than funds necessary to conduct research.

At AHU, the research process and research dissemination are terms defined as follows:

- The research process is defined as activities utilized by investigators to gather data, analyze results, and write findings.
- Research dissemination is defined as any method or activity that investigators use to convey research results.

Grant funding for the research process covers the following expenses:

- Supplies, consumables, software, and small equipment (less than \$5,000 in value). The purchase of computers or other hardware is excluded.

(Note: Equipment purchases will remain the property of the department.)
- Travel costs, including mileage, commercial carrier, lodging, and per diem.

Grant funding for the research dissemination covers the following expenses:

- Conference registration fees for presenting research and scholarship projects at national or state conferences.
- Poster printing.
- Editing.
- Travel costs, including mileage, commercial carrier, lodging, and per diem expenses.

Other criteria to consider:

- have a scholarly research project approved by the University Scientific Review Committee (SRC) and Institutional Review Board (IRB) and any other appropriate research-approving committees and offices,
- 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 a ministry,
- the faculty member demonstrates excellence in teaching,
- the faculty member maintains active faculty status,
- the recommendation obtained from the Nursing Department Chair or the Dean of Nursing.

Gould Family Nursing Faculty Endowment Application Process

Submission: The GFNFE applications will be available online at <https://my.ahu.edu/academics/research/online-submissions/gould-family-nursing-faculty-endowment-application>.

Application period: This is an open submission system, allowing any investigator to apply at any time.

Review Process: The EFSC will evaluate all applications and recommend funding allocations to the Provost through the Research and Grants Office (RGO). The RGO will notify the applicants by email regarding the outcome of the 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). The delivery method for the "thank you" letter will be detailed in the award letter.

Unspent Balances/Grant 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 for carrying 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. A grant extension provides additional time beyond the original end date to utilize the approved funds. An extension does not involve additional funds, whereas a renewal does. Extension granted means that the awardee has been given more time to complete the project and expend grant funding. The specific extension time given will be described in the grant extension letter.

Grant Renewal: A grant renewal of an active grant is a new request for additional funds to complete the same scholarly project. This additional funding may be requested for up to an extra

year, after which a full grant application will need to be submitted for further funding at <https://my.ahu.edu/academics/research/online-submissions>.

AHU Intellectual Property and Patent Policy Information

Intellectual Property (IP) includes but is not limited to research data and research materials, and is an important asset to our University and our researchers. Faculty, students, researchers, staff, and collaborators have an obligation to manage, store, and protect research data and research materials and the intellectual property and information incorporated therein. Intellectual property rights are also applied to any other type of scholarly project supported by an internal grant. The policy may be accessed at https://catalog.ahu.edu/content.php?catoid=67&navoid=6097#Copyright_Policy. Faculty members who wish to receive continuing support from internal grants must report income generated by royalties or product sales in the "External Funding" section of the Research Grant application.