



KEAN

AY 25-26 Released Time for Research/Creative Works

APPLICATION INFORMATION

To apply for RTR in AY25-26, please email interfolio@kean.edu no later than **Friday, December 20, 2024** to request a case packet. Applications are due by **Monday, January 13, 2025**.

Materials Required in the RTR Application for AY 25-26 include:

1. Updated Curriculum Vitae
2. RTR Application Form
3. RTR Verification Form

The AY 25-26 RTR Application Form Includes the Following Fields:

1. Name, Academic Rank, Department
2. **Title** of Project (*20-word maximum*)
3. Brief **Description** of Project (*500-word maximum*)

This should be a concise statement of the proposal goal, with clearly stated objectives and expected outcomes for the project (e.g., peer-reviewed article, book chapter, etc.). Projects that are expected to result in peer-reviewed scholarly publications or inclusion in refereed/juried exhibits or performances will receive preference over projects resulting only in conference papers (conference papers en route to publication are acceptable) or other ephemeral products. The description should include:

A timeline for the proposed project: Discuss what you plan to achieve with released time and how this work fits within the larger context of your scholarship/creative work. Please include a summary of progress on the project since the last RTR award, if relevant.

Intended Outlet for the project: To what journal, publisher, performance venue, or gallery will the completed project be submitted? Please describe how publication/inclusion in this venue is a mark of distinction and be specific (e.g., specify the journal for peer-reviewed articles; specify the university press for a book chapter, prospectus, or one or more chapters in a multi-chapter academic work, etc.). Describe your plans for external funding requests or grant submissions, and indicate status if applicable (i.e., in preparation, submitted, ranked, etc.)

The RTR Verification Form Includes the Following Fields:

1. Confirm the following - I understand that if awarded RTR, I must:
 - a. Submit a final progress report through Interfolio at the end of the academic year, no later than June 30
 - b. Provide, upon request, information necessary for Carnegie R2 consideration
 - c. Create a full faculty biography for inclusion on kean.edu

2. I understand that I will not be permitted to receive an overload teaching assignment during a period of research release time whether from internal or external sources.