



College of Engineering,
Forestry, and
Natural Sciences

ORIENTATION FOR NEW FACULTY, FALL 2017

THOMAS D. HOISCH, ASSOCIATE DEAN FOR RESEARCH

JAMIE BAXTER, ADMINISTRATIVE DIRECTOR



Welcome!



College of Engineering,
Forestry, and Natural Sciences

Agenda

- Reference sheet
- Brief overview of CEFNS
- Parking & transportation
- Faculty resources, training, expectations, syllabi, teaching notes, students with disabilities, advising
- Research advice & notes
- Questions

CEFNS Academic Units

- Center for Science Teaching & Learning
- Department of Biological Sciences
- Department of Chemistry & Biochemistry
- Department of Civil Engineering, Construction Management & Environmental Engineering
- Department of Mathematics & Statistics
- Department of Mechanical Engineering
- Department of Physics & Astronomy
- School of Earth Sciences & Environmental Sustainability
- School of Forestry
- School of Informatics, Computing and Cyber Systems

CEFNS Research Units

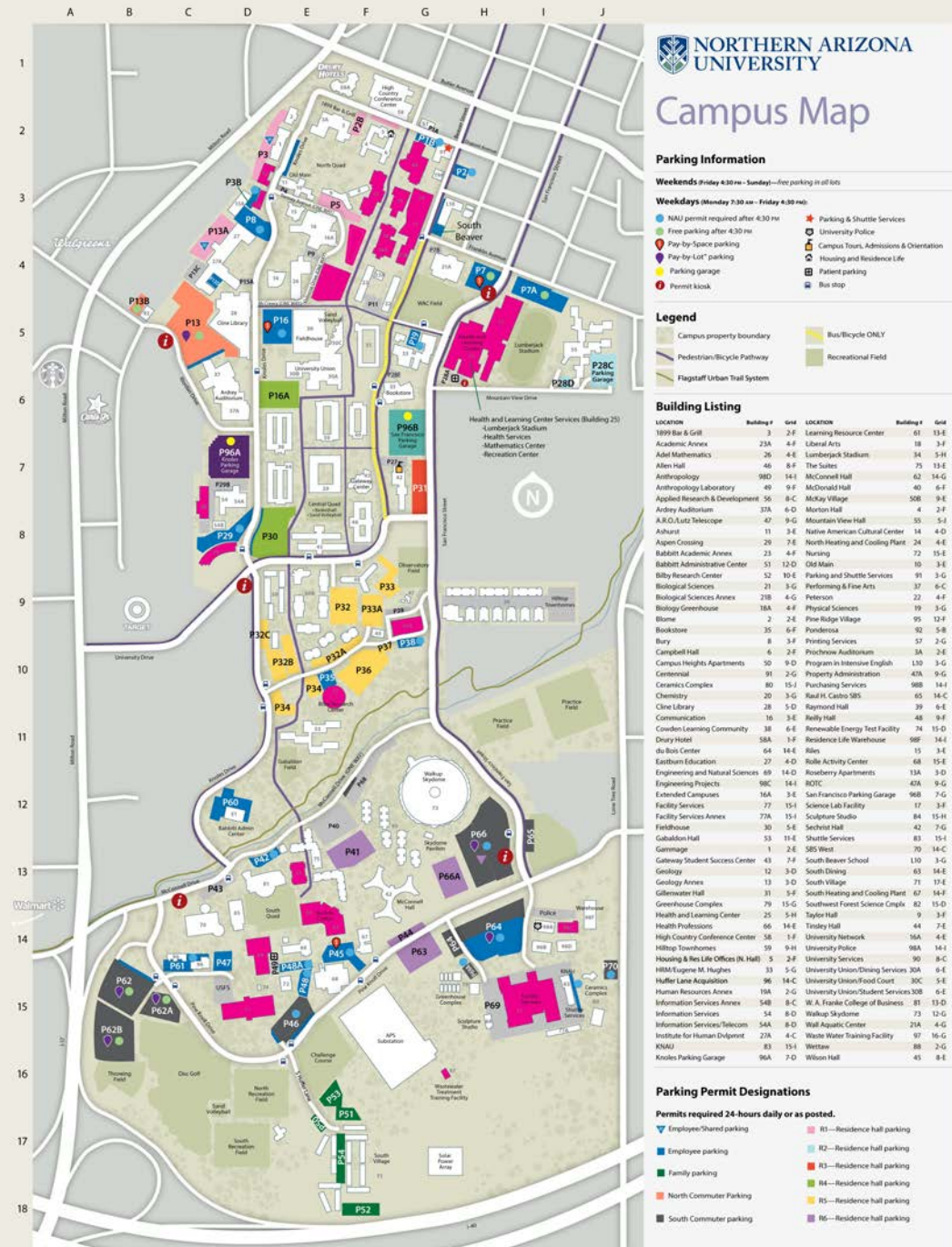
- Center for Bioengineering Innovation (CBI)
- Center for Ecosystem Science & Society (EcoSS)
- Colorado Plateau Cooperative Ecosystem Studies Unit (CP-CESU)
- Environmental Restoration Institute (ERI)
- Landscape Conservation Initiative (LCI)
- Merriam Powell Center for Environmental Research (MPCER)
- Colorado Plateau Research Station (CRPS)

Parking

Faculty can buy parking permits for “E” employee parking. A one-year permit costs \$435. On the map, dedicated “E” lots are blue. Employees may also park in designated shared lots (some pink and orange) or pay to more park in multilevel structures.

Space occupied in whole or in part by CEFNS is shown in magenta.

<http://nau.edu/maps/>



NAU Campus Shuttles and Mountain Link (city bus system)

Faculty can ride the Flagstaff Mountain Link for free. Pick up a free “ecopass” in building 91 from Parking and Shuttle Services.

<http://nau.edu/maps/>

MOUNTAIN LINK
Downtown • NAU • Woodlands Village

Mountain Link (Route 10) Hours when NAU is in Session:
Mon. - Fri.: First bus departs Stop 1 at 6:25 a.m. Last bus departs at 10:05 p.m. Buses run every 8-10 minutes from 7:13 a.m. - 6:05 p.m. and every 20 minutes at all other times.
Weekends: First bus departs Stop 1 at 7:25 a.m. Last bus departs at 7:45 p.m. Buses run every 20 minutes.

Mountain Link (Route 10) Hours during NAU breaks (Spring, Summer, Winter):
Mon. - Fri.: First bus departs Stop 1 at 6:25 a.m. Last bus departs at 10:15 p.m. Buses run every 20 minutes from 7:05 a.m. - 6:25 p.m. and every 40 minutes at all other times.
Weekends: First bus departs Stop 1 at 7:25 a.m. Last bus departs at 7:45 p.m. Buses run every 20 minutes.

Legend:
 Mountain Link Route 10
 Louie Line
 Jacks Line
 Transit S stops
 Route Direction
 Transit Spine
 Shuttles and bicycles only. No cars; pedestrians on crosswalks.
 Downtown Connection Center
 Connect to Mountain Link routes: 2, 3, 4, 5, 7, 14, and 66
 For complete Mountain Link route and schedule information, visit www.mountainlink.az.gov
 5-minute Walk

FARES & PASSES

FARES	YOUTH (7-17)*	ADULTS	SENIORS (60+) ¹ / DISABLED/MEDICARE
Cash Fare (one way) ¹	\$0.60	\$1.25	\$0.60
Day Pass (unlimited rides)	\$1.25	\$2.50	\$1.25
10-Day Pass (first purchase)	\$18.50	\$37	\$18.50
30-Day Pass (reloads)	\$17	\$34	\$17
Semester Student Pass**	\$49	\$99	\$49
Annual Student Pass	\$119	\$239	\$119

* ID must be presented to qualify for reduced fare.
 ** 6-12 (must show proof of enrollment) Full Semester Pass valid Aug. 1 - Dec. 31; Spring Semester Pass valid Jan. 1 - Jun. 15
 College (must show proof of enrollment) Full Semester Pass valid Aug. 15 - Dec. 20; Spring Semester Pass valid Jan. 5 - May 15
 *** Annual passes valid for an entire calendar year from date of purchase.
 † Cash fare must be paid with exact change.

Map: Shows Mountain Link routes (10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66) connecting Downtown Flagstaff, North Campus, South Campus, and Woodlands Village. Key locations include: Downtown Connection Center, Phoenix Ave., Butler Ave., Dupont Ave., High Country Conference Center, Printing Services, Franklin Ave., North Aquatics and Tennis Complex, Books store, University Union, Old Main, Bio Sciences, Geology, Cline Library, Applied Research and Development, Target, University Dr., Gabaldon, Campus Heights, Reilly, Wilson, Tinsley, Skydome, Social and Behavioral Sciences, Rolfe, Pine Knoll Dr., Forestry, South Commuter Parking, Walmart, Red Lobster/Olive Garden, Shell, Forest Meadows Apt., Forest Meadows St., True North Dentistry, Woodlands Village Blvd, McConnell Dr, Basah Blvd, Milton Rd, San Francisco St, Route 66, Train Station.

Download the free FLGRide app to track Mountain Link and Mountain Link LIVE!

NORTHERN ARIZONA UNIVERSITY
Campus Shuttle Service
na.u.edu/shuttle

Louie Line: Mon. - Thu. 7 a.m. - 11:30 p.m.
 Fri. 7 a.m. - 5 p.m.
 Departs every 4 minutes from Rolle until 4 p.m.; every 15 minutes until 10 p.m.; every 30 minutes until 11:30 p.m.

Jacks Line: Mon. - Thu. 7 a.m. - 10 p.m.
 Fri. 7 a.m. - 5 p.m.
 Departs every 4 minutes from Rolle until 4 p.m.; every 15 minutes until 10 p.m.

Summer and Downtime: Mon. - Fri. 7 a.m. - 5 p.m.
 Follows Louie Line route. Departs Rolle every 30 minutes.

Map: Shows Mountain Link routes (10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66) connecting Downtown Flagstaff, North Campus, South Campus, and Woodlands Village. Key locations include: Downtown Connection Center, Phoenix Ave., Butler Ave., Dupont Ave., High Country Conference Center, Printing Services, Franklin Ave., North Aquatics and Tennis Complex, Books store, University Union, Old Main, Bio Sciences, Geology, Cline Library, Applied Research and Development, Target, University Dr., Gabaldon, Campus Heights, Reilly, Wilson, Tinsley, Skydome, Social and Behavioral Sciences, Rolfe, Pine Knoll Dr., Forestry, South Commuter Parking, Walmart, Red Lobster/Olive Garden, Shell, Forest Meadows Apt., Forest Meadows St., True North Dentistry, Woodlands Village Blvd, McConnell Dr, Basah Blvd, Milton Rd, San Francisco St, Route 66, Train Station.

For more information:
 Mountain Link:
 Call (928) 779-6624 or visit www.mountainlink.az.gov
 Parking and Shuttle Services:
 Call (928) 523-6623 or visit www.nau.edu/shuttle

Download the free TransLoc app to track Campus Shuttle Service LIVE!

NAU Students Ride Mountain Link (Route 10) FARE-FREE With I D*

NAU Policies

- NAU is governed by policies covering every aspect of university life.
- Policies can be found by searching from nau.edu.
- Policies are legally actionable and must be followed by students and employees.
- This presentation mentions a few of the policies. There are many more.

Faculty Resources

Department chair, mentor or supervisor

Personnel processes and policies

- NAU Conditions of Faculty Service¹
- NAU Faculty handbook¹
- CEFNS Evaluation and Promotion guidelines²
- CEFNS Workload policy²
- All faculty must have a Statement of Expectations (SOE) to be developed in Faculty 180 ASAP in consultation with your Chair/Director

Annual evaluation on-line system: Faculty180, a.k.a. FAAR.

- Link from main NAU alphabetical directory
- First-year faculty submit their materials in January
- Training session: **tbd**

1. <http://nau.edu/Provost/Resources-Policies/>

2. <http://nau.edu/CEFNS/Faculty-Resources/>



Training for New Faculty

MANDATORY: You have 30 days from your hire date to complete the following five on-line training tutorials and attend a “new employee orientation”:

- Preventing Workplace Harassment Training
- Information Security Essentials
- CERT: Conduct, Ethics, Reporting, and Transparency Disclosure
- On-line Loss Prevention Training
- Family Educational Rights and Privacy Act (FERPA)

Info at <http://nau.edu/Human-Resources/Employee-Resources/Training/Required/> and <https://nau.edu/its/learn/newemployee/>

Benefits orientation. Selections for retirement plans and health benefits must be made within 30 days of hire. State retirement plan **IS** an option. Choice of retirement plan is irrevocable. State plan is a defined benefit plan. The other choices are not.

<http://nau.edu/human-resources/benefits/eligibility-enrollment/benefits-orientation/>

Van driver training: <https://www4.nau.edu/cas/exclusions/tsc/VanTraining.htm>

Syllabi

- Consider your syllabus to be a contract between you and your students.
- You must provide a syllabus to your students on the first day of classes, and to your departmental main office
- For new course proposals, syllabi must comply with the University approved format for new course proposals
 - <https://nau.edu/OCLDAA/Forms/UCC/syllabus/>
- For courses already on the books, use the syllabus format from the last time the course was taught
- NAU policy statement must be included in all syllabi
 - <http://nau.edu/OCLDAA/Forms/UCC/SyllabusPolicyStmts2-2014/>

POLICY STATEMENTS FOR COURSE SYLLABI

SAFE ENVIRONMENT POLICY

NAU's Safe Working and Learning Environment Policy prohibits sexual harassment and assault, and discrimination and harassment on the basis of sex, race, color, age, national origin, religion, sexual orientation, gender identity, disability, or veteran status by anyone at this university. Retaliation of any kind as a result of making a complaint under the policy or participating in an investigation is also prohibited. The Director of the Office of Affirmative Action & Equal Opportunity (AA/EO) serves as the university's compliance officer for affirmative action, civil rights, and Title IX, and is the ADA/504 Coordinator. AA/EO also assists with religious accommodations. You may obtain a copy of this policy from the college dean's office or from the NAU's Affirmative Action website nau.edu/diversity/. If you have questions or concerns about this policy, it is important that you contact the departmental chair, dean's office, the Office of Student Life (928-523-5181), or NAU's Office of Affirmative Action (928) 523-3312 (voice), (928) 523-9977 (fax), (928) 523-1006 (TTD) or aaeo@nau.edu.

STUDENTS WITH DISABILITIES

If you have a documented disability, you can arrange for accommodations by contacting Disability Resources (DR) at 523-8773 (voice) or 523-6906 (TTY), dr@nau.edu (e-mail) or 928-523-8747 (fax). Students needing academic accommodations are required to register with DR and provide required disability related documentation. Although you may request an accommodation at any time, in order for DR to best meet your individual needs, you are urged to register and submit necessary documentation (www.nau.edu/dr) 8 weeks prior to the time you wish to receive accommodations. DR is strongly committed to the needs of student with disabilities and the promotion of Universal Design. Concerns or questions related to the accessibility of programs and facilities at NAU may be brought to the attention of DR or the Office of Affirmative Action and Equal Opportunity (523-3312).

ACADEMIC CONTACT HOUR POLICY

Based on the Arizona Board of Regents Academic Contact Hour Policy (ABOR Handbook, 2-224), for every unit of credit, a student should expect, on average, to do a minimum of three hours of work per week, including but not limited to class time, preparation, homework, studying.

ACADEMIC INTEGRITY

Integrity is expected of every member of the NAU community in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded in honesty with respect to all intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all University relationships and interactions connected to the educational process, including the use of University resources. An NAU student's submission of work is an implicit declaration that the work is the student's own. All outside assistance should be acknowledged, and the student's academic contribution truthfully reported at all times. In addition, NAU students have a right to expect academic integrity from each of their peers.

Individual students and faculty members are responsible for identifying potential violations of the university's academic integrity policy. Instances of potential violations are adjudicated using the process found in the university Academic Integrity Policy.

RESEARCH INTEGRITY

The Responsible Conduct of Research policy is intended to ensure that NAU personnel including NAU students engaged in research are adequately trained in the basic principles of ethics in research. Additionally, this policy assists NAU in meeting the RCR training and compliance requirements of the National Science Foundation (NSF)-The America COMPETES Act (Creating Opportunities to Meaningfully Promote Excellence in Technology, Education and Science); 42 U.S.C 18620-1, Section 7009, and the National Institutes of Health (NIH) policy on the instruction of the RCR (NOT-OD-10-019; "Update on the Requirement for Instruction in the Responsible Conduct of Research"). For more information on the policy and the training activities required for personnel and students conducting research, at NAU, visit: <http://nau.edu/Research/Compliance/Research-Integrity/>

SENSITIVE COURSE MATERIALS

University education aims to expand student understanding and awareness. Thus, it necessarily involves engagement with a wide range of information, ideas, and creative representations. In the course of college studies, students can expect to encounter—and critically appraise—materials that may differ from and perhaps challenge familiar understandings, ideas, and beliefs. Students are encouraged to discuss these matters with faculty.

CLASSROOM DISRUPTION POLICY

Membership in the academic community places a special obligation on all participants to preserve an atmosphere conducive to a safe and positive learning environment. Part of that obligation implies the responsibility of each member of the NAU community to maintain an environment in which the behavior of any individual is not disruptive. Instructors have the authority and the responsibility to manage their classes in accordance with University regulations. Instructors have the right and obligation to confront disruptive behavior thereby promoting and enforcing standards of behavior necessary for maintaining an atmosphere conducive to teaching and learning. Instructors are responsible for establishing, communicating, and enforcing reasonable expectations and rules of classroom behavior. These expectations are to be communicated to students in the syllabus and in class discussions and activities at the outset of the course. Each student is responsible for behaving in a manner that supports a positive learning environment and that does not interrupt nor disrupt the delivery of education by instructors or receipt of education by students, within or outside a class. The complete classroom disruption policy is in Appendices of NAU's Student Handbook.

Effective Summer 2014

Approved UCC – 1/28/14

Approved UGC – 2/12/14

prohibited. The Director of the Office of Affirmative Action & Equal Opportunity (AA/EO) serves as the university's compliance officer for affirmative action, civil rights, and Title IX, and is the ADA/504 Coordinator. AA/EO also assists with religious accommodations. You may obtain a copy of this policy from the college dean's office or from the NAU's Affirmative Action website nau.edu/diversity/. If you have questions or concerns about this policy, it is important that you contact the departmental chair, dean's office, the Office of Student Life (928) 523-5181, or NAU's Office of Affirmative Action (928) 523-3312 (voice), (928) 523-9977 (fax), (928) 523-1006 (TDD) or aaeo@nau.edu.

Students with Disabilities

If you have a documented disability, you can arrange for accommodations through the Disability Resource Center (DR). For more information, contact DR at (928) 226-5273 (voice), dr@nau.edu (e-mail) or 928-523-8747 (fax). Students needing academic accommodations are required to register with DR. To request an accommodation at any time, in order for DR to best meet your individual needs, you are urged to register and submit necessary documentation (www.nau.edu/dr) 8 weeks prior to the time you wish to receive accommodations. DR is strongly committed to the needs of student with disabilities and the promotion of Universal Design. Concerns or questions related to the accessibility of programs and facilities at NAU may be brought to the attention of DR or the Office of Affirmative Action and Equal Opportunity (523-3312).

Based on the Arizona Board of Regents Academic Catalog, including but not limited to class time, preparation, homework

Integrity is expected of every member of the NAU community

Integrity is expected of every member of the NAU community. The values most essential to an academic community are grounded in honesty with respect to all intellectual work of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all University relationships and interactions connected to the educational process, including the use of University resources. The NAU student's submission of work is an implicit declaration that the work is the student's own. All outside assistance should be acknowledged, and the student's academic contribution to the community is a reflection of their integrity from each of their peers.

Individual students and faculty members are responsible for identifying and reporting violations of the policy found in the university Academic Integrity Policy.

The Responsible Conduct of Research policy is intended to ensure that research is conducted in accordance with the basic principles of ethics in research. Additionally, this policy assists NAU in meeting the training and compliance requirements of the National Science Foundation (NSF)-The America COMPETES Act (Creating Opportunities to Meaningfully Promote Excellence in Technology, Education and Science); 42 U.S.C. § 20009, Section 7009, and the National Institutes of Health (NIH) policy on the instruction of the RCR (NOT-OD-10-019; "Update on the Requirement for Instruction in the Responsible Conduct of Research"). For more information on the policy and the training activities required for personnel and students conducting research, at NAU, visit: <http://nau.edu/Research/Compliance/Research-Integrity/>

Research Integrity

Sensitive Course Materials

Effective Summer 2014
Approved UCC – 1/28/14
Approved UGC – 2/12/14

Academic Integrity

Research Integrity

Sensitive Course Materials

Classroom Disruption Policy

Syllabus-Course Policies

- Attendance policy
- Make-up policy
- Have a procedure for students to contact you in case of emergency – encourage notification
- ADD/DROP DEADLINE: Sept. 7, 2017
- Withdrawal (W on transcript) deadline: November 3, 2017
- ADD/DROP/W deadlines for non-standard courses, and final exam calendar: <http://nau.edu/registrar/important-dates/fall-2017/>

Syllabus-Attendance Policy

- Include your attendance policy in your syllabus
- Faculty must include reasonable accommodation for religious observations
- Faculty must honor institutional excuses
- Students must request an excused absence in writing and include an explanation of how they will meet course requirements despite the absence, worked out in consultation with the instructor.
- Students need to keep in mind that it is not possible to make up some types of missed activities (labs, field trips, lectures).
- Faculty may request documentation to substantiate reasons given by students for their absences.
- Extra requirements for 100-level courses
 - Attendance reporting policy at <https://policy.nau.edu/policy/policy.aspx?num=100337>

Form and Policy Resources

- Academic Policies
 - <https://nau.edu/student-life/student-handbook/academic-policies/>
- Academic Integrity Policy 100601
 - <https://policy.nau.edu/policy/policy.aspx?num=100601>
 - Academic Integrity reporting form-Line 7 of policy-email to Diana.Elder@nau.edu
- Grade Appeal Policy 100105
 - <https://policy.nau.edu/policy/policy.aspx?num=100105>
- CEFNS Incomplete contract
 - <https://nau.edu/CEFNS/Faculty-Resources/>
- Enrollment and Petition forms
 - <https://nau.edu/Registrar/Forms-and-Policies/#General>
 - Examples:
 - Override authorization
 - Petition to add after the deadline

Requests for Waivers and Overrides

- Rarely should you approve a waiver of prerequisites for a student to enter your class.
- Check with your Chair/Director before overriding students into your class when it is enrolled to capacity.



Disability Resources

Disability Resources (DR) will notify you if you have a student with special needs and will work with you to accommodate the student. DR provides training to faculty when needed. NAU complies with the *Americans with Disabilities Act*.

Do not accommodate a student who claims to be disabled without guidance from DR. If you accommodate a student without guidance from DR, then all students in your class may be entitled to that accommodation, regardless of whether they have a disability.

Disability Resources Policies at <http://nau.edu/Disability-Resources/>

Student Advising

- Students are advised by a staff of professional advisors.
- Freshmen (under 30 units) – GATEWAY
- Sophomores, Juniors and Seniors – CEFNS Student Services Office
 - <http://nau.edu/CEFNS/Student-Resources/Advising/>
- Graduate students – Departmental Graduate Advisor
- Do not advise students on curriculum until you are confident you know university policies and program details
- NAU has pre-med and pre-law advising at GATEWAY

Basic Expectations for Teaching

- Keep clear records to support the assignment of final grades
- Maintain a professional and supportive classroom environment
- Deliver course content that consists of current and relevant information
- Faculty may miss classes due to illness, professional travel, and bereavement. Plan for classes missed due to professional travel.
- Faculty must submit an electronic Request for Absence (eROA) for sick leave and bereavement:
 - Login to your LOUIE account at nau.edu/LOUIE>Go to Self Service>Go to Request of Absence, Make the appropriate selections and submit.
- In case of an unanticipated absence, if a substitute cannot be arranged, E-mail your students and notify your main office.
- Office hours – at least 2.5 hours per week
- Most courses have fees associated with them. Course fees are used to support the activities of the course as described in the fee justification (on file in your main office).
- Help with instruction (workshops, seminars, consultation): <http://nau.edu/faculty-development/>

Professional Travel

If you expect to be reimbursed for professional travel by NAU (from a grant, your department, etc.), you must follow the Comptroller policies for keeping receipts and other records: <http://nau.edu/comptroller/travel/policies-procedures/>

In general:

- When expending university funds, seek pre-approval for travel.
- All out-of-state travel requires pre-approval.
- Travel is considered “in-state” if within 100 miles of the nearest Arizona border.
- Consult the policy and your main office for information on
 - requirements for record keeping and receipts
 - allowable expenses
 - use of personal vehicle
 - limits to “per diem” (meals) and lodging reimbursements, see the policy at <https://nau.edu/comptroller/travel/>
- Vehicles may be checked out from Fleet Services at <https://nau.edu/facility-services/operations/transportation/fleet-services/>

Final points on teaching...

- Most students receive financial assistance, i.e., loans or scholarships.
- Many students are employed. Common reason for missing classes.
- Forty-two percent of NAU students are first generation.
- Students may have difficulty getting to your class on time due to issues with the bus system or weather.
- NAU occasionally calls snow days. Check e-mail and local news sources or sign up for NAU Alert for announcements regarding weather-related campus closures.





Research at NAU

The majority of research funding at NAU is in the College of Engineering, Forestry and Natural Sciences





2020

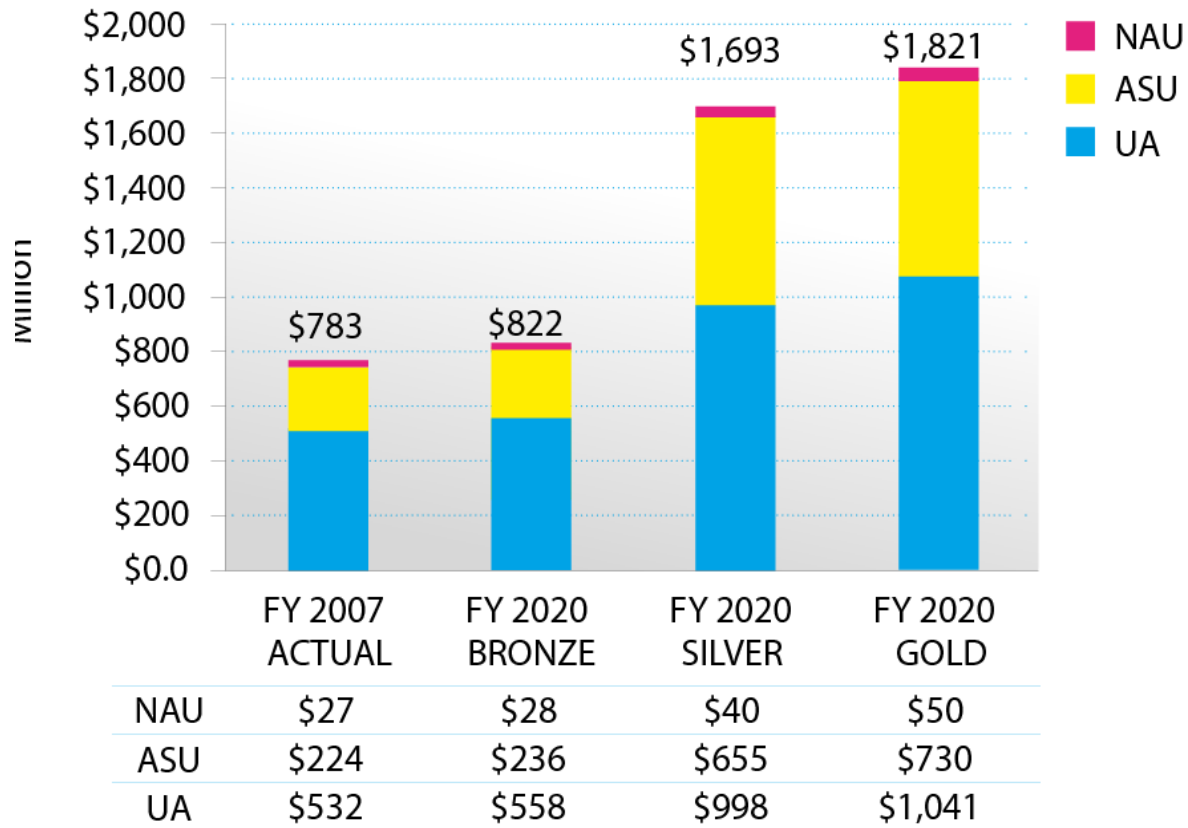
VISION

The Arizona University System
Long-term Strategic Plan
2008-2020

Arizona Board of Regents

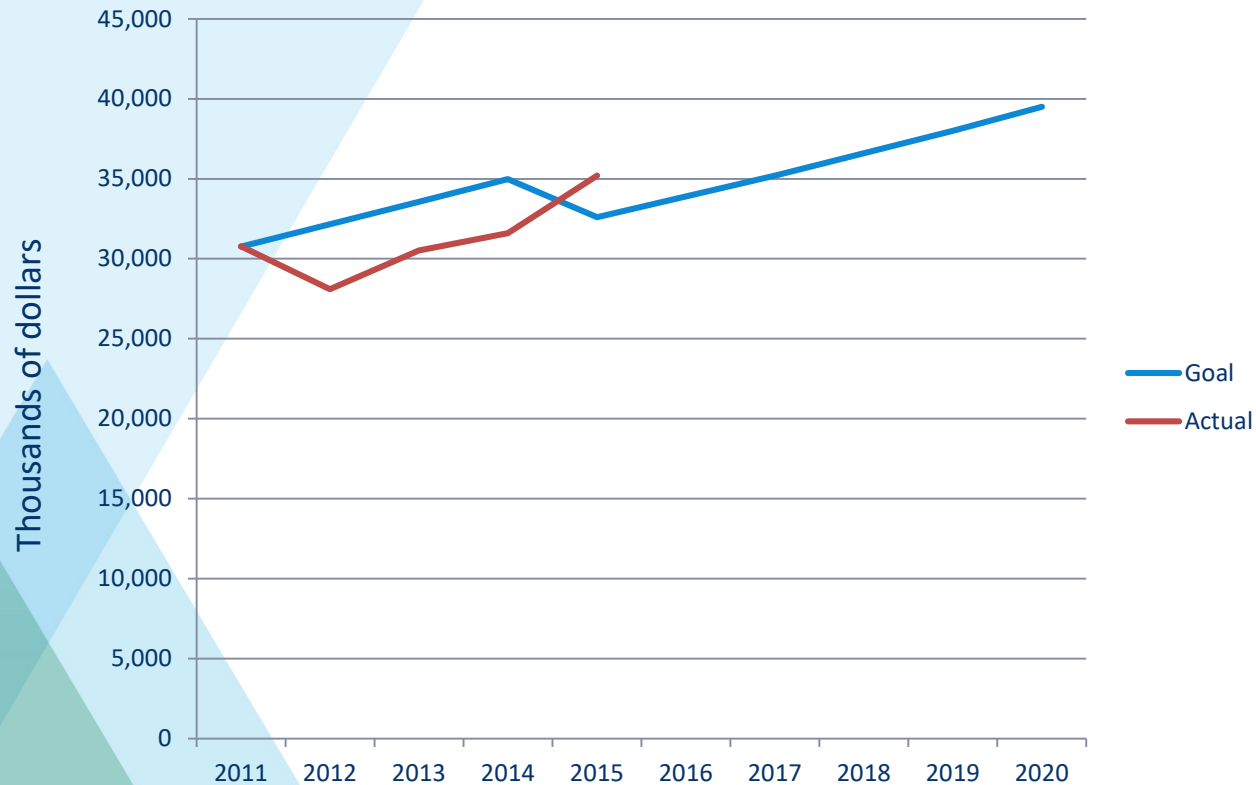
www.azregents.edu/2020.pdf

From *2020 Vision*, Arizona Board of Regents, 2008



Actual annual research expenditures will be those reported to NSF

NAU Research Expenditures



Source: FY15 Annual Research Report, July 1, 2014 - June 30, 2015, Arizona Board of Regents

New NAU Research Target:

By 2025, achieve \$46.8M in research expenditures.

Rise to within top 200 institutions in U.S. in research expenditures from current rank of 216.

Current NAU and CEFNS data

CEFNS awards Aug. 14 to Aug 15: \$30.7M. This is the most current year for which no pending proposals exist. >90% of the awarded amount is for research.

CEFNS average award Aug. 16 to Aug. 17: \$255K. There were 358 submissions, of which 95 were funded, 53 declined, and 205 are still pending.

NAU Resources for Faculty to Support Research

College of Engineering Forestry and Natural Sciences (CEFNS):

CEFNS Travel Grants

- Solicitations twice a year, generally in September and February

Office of the Vice President for Research

REAP (Research Equipment Awards Program).

- <https://nau.edu/Research/Funding/>

NAU Search engines for finding grant opportunities

- PIVOT: <https://nau.edu/research/grants-contracts/external-funding/>
- SPIN: <https://nau.edu/research/grants-contracts/external-funding/>

Funding Alert Subscriptions-Federal

- ▶ National Science Foundation (NSF) Update
<https://service.govdelivery.com/accounts/USNSF/subscriber/new>
- ▶ National Institutes of Health (NIH) Listserv
<http://www.grants.nih.gov/grants/guide/listserv.htm>
- ▶ Centers for Disease Control (CDC)
<http://www.cdc.gov/subscribe.html>
- ▶ National Center for Environmental Research (NCER) Listserv
(includes EPA)
<http://www.epa.gov/ncer/listserv/>



Who is expected to engage in research?

Tenure-track faculty

High research expectations. Expected to engage in research during the academic year. Expectations include procuring extramural grants and publishing in refereed journals. On average, 40 to 50 % of workload is devoted to research. Tenure-track faculty may serve as Principal Investigators (PIs) on grants.

Lecturers, Professors of Practice, and Instructors

4/4 or equivalent workloads leave little time for research during the academic year. Faculty with these titles generally have low or zero research expectations. However, they may serve as PIs on grants with approval (must fill out a PI Eligibility form and get it approved). Greatest opportunity is to engage in research over the summer.

How to Submit a Proposal for Extramural Funding

1. Use the guidelines from the sponsor to prepare your proposal.
2. Well before the submission deadline, preferably two months or longer, begin the process of working with your grants administrator in the Office of Sponsored Projects. Ask your Chair or staff in your department's main office for the name of the Grants Administrator you should contact. They will guide you in preparing your budget, with uploading to our system (called "Cayuse"), and other tasks.
3. Grants are submitted by the Office of Sponsored Projects on behalf of NAU, not by you.
4. The budget, budget explanation, and project summary must be circulated ("routed") for internal approval at least one week ahead of the submission deadline. Routing is done using Cayuse.

Proposal Budgets

Every sponsor is different, but there are common elements:

1. **Salaries** charged to grants may include the costs of fringe benefits and other items depending on the type of person being hired, the period of time, the time of year (academic year or summer) and other factors.
2. **Budgets** may include funds for travel, materials and supplies, laboratory fees, equipment, subcontracts to other institutions, publication costs, participant support costs, and other items.
3. **Indirect costs.** A surcharge is added by NAU to pay for costs in support of projects incurred by NAU. It varies depending upon the category of funding (on-campus, off-campus, etc.), and in some cases the sponsor.
4. **Cost-shares.** Some sponsors require that NAU share in the cost of your project. You cannot assume that NAU will agree to this. Cost-shares must be worked out in advance with the CEFNS Dean's Office and the Office of the Vice President for Research. To get started on a cost-share, contact Associate Dean Thomas Hoisch directly.



Questions?

Have a great semester!