



**M. J. Murdock Charitable Trust**  
**Research Start-up Grants for New Science Faculty**  
 (Revised June 2011)

## **PROGRAM DESCRIPTION**

### **I. Introduction and Deadlines**

This program offers grant support to augment start-up research packages offered to new faculty in the natural sciences at private institutions. It is expected that an institution will apply for support in this program after a tenure-track position is approved, but early in the search and hiring process, so that a Trust grant, if awarded, can be made part of the offer to the candidate. A representative of the institution, usually the chair of the department that has the opening, will prepare the application. The deadline for receipt of applications at the Trust is August 1; awards will be announced in late November.

### **II. Eligible Institutions:**

The institutions that are eligible to apply in this program are the private predominantly undergraduate colleges and universities in the Trust's five state-region: Alaska, Idaho, Montana, Oregon, and Washington.

### **III. Eligible Departments:**

Institutions may apply toward support for hiring a new faculty person for any approved tenure-track position, at any academic level (assistant professor, . . . ) in any natural science department (biology, chemistry, . . . ). A college or university may submit as many separate applications in a given year as it has open and approved positions to fill.

### **IV. Program Parameters:**

Start-up packages are often offered by colleges and universities to new faculty in the sciences to assist them with initiating their research. These start-up packages usually include both a cash component and in-kind, non-cash, support. This program will speak to each of these.

A Trust grant will match institutional monies 1:1 up to a maximum of \$30,000 from the Trust. (Institutional dollars may exceed \$30,000, but dollars in excess of \$30,000 will not be matched by the Trust.) Trust grant monies will not be available to match in-kind institutional contributions (such as academic year released time for research), but these in-kind contributions are expected to be a normal part of start-up packages.

All grant monies received from the Trust must be spent out within 24 months of the new hire's arrival on campus to take up his/her position. (It is expected that Trust monies and college/university monies for each start-up will be expended proportionally; i.e.: Trust monies are not to be expended first, and then university/college monies.) A no-cost extension may be authorized for the grant under unusual circumstances.

### **V. Consultants:**

An expert scientific consultant external to the college must be involved in every hire for which Trust support is sought. It is expected that this consultant, to be chosen by the institution, will provide advice on the professional scientific credentials of the applicant. The institution may wish to choose a consultant, perhaps a successful alumnus or alumna, who is both an established researcher in the area expected to be filled by the new hire, and a person who will be sensitive to the mission of the institution. Every application to the Trust must include a copy of the chosen consultant's CV and a description of the

role to be played by the consultant in the hiring process. Please give each consultant a copy of the “Consultant Response Form” to be completed by the consultant after the hiring process is complete, and returned directly to the Trust. The deadline for returning the Consultant Response Form to the Trust is April 30 of the academic year of the hiring process.

VI. Evaluation:

A panel of successful academic scientists representing the various scientific disciplines will evaluate the applications, and will advise the Trust concerning funding decisions. The panel will consider the likelihood that an outstanding candidate will be selected; the likelihood that the new hire can be successful in initiating a sustainable research presence on the campus; and the strength of the start-up package. In this way, the evaluation will not be of the candidate her/himself, but rather of the institutional setting and of the hiring process that is planned.

VII. Grant No-cost Extension:

If a search fails to identify and hire a candidate in the academic year of the grant, the grant may be held over for one year to allow the process to be repeated the next year, provided the characteristics of the process, the open position, and the identified consultant do not change.

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### INSTRUCTIONS FOR COMPLETING THE APPLICATION

Applicants may use the application form provided, or may download the application from the Trust's website and work from that. If website material is used, Items A-E must be on the first page, and in the order and with the placement shown. Items F and following should be appended in order, under the headings provided, and with the approximate dimensions shown. In any case, the total application including the first page (Items A-E) may not exceed 10 pages. Use a font of size 10 or larger. Submit a signature copy of the application, and six additional copies.

Prepare a cover letter (maximum 2 pages) that addresses the following items: what is the vision for the department, extending at least over the next five years; how are teaching loads counted in the department, and what is considered a normal load (address at least classroom and also laboratory duties); how many majors have graduated in the department in each of the last five years; what are institutional and departmental expectations for the new hire regarding peer reviewed publications and external funding; how will the new hire fit into the future of the department.

The following items refer directly to the application form.

- A. Institutional Information (self-explanatory)
- B. Departmental Information  
Enter the science department seeking the new hire—this must be a department in the natural sciences: biology, chemistry, physics, geology, astronomy, biochemistry, biophysics. Provide contact information for the department chair; the academic level you are seeking to fill (assistant professor, associate professor, . . . ); and the scientific sub-discipline sought (if known).
- C. Consultant Information  
Provide contact information for the chosen consultant; identify the consultant's discipline and sub-discipline of expertise. Attach a copy of the consultant's CV to this application.
- D. Budget Summary  
Enter the total dollar budget amount (from the first part of Item G, below), and the total request to the Trust (one-half of the Total Dollar Budget, but not to exceed \$30,000). Note: no overhead or indirect costs may be included in this budget.
- E. Signatures  
Provide signatures of the department chair; and of a person authorized to commit the institution to the content of this proposal.
- F. Department Information (self-explanatory) (If additional pages are needed, insert them and number them 2a, 2b, . . . )
- G. Start-up Package Budget to be Offered (self-explanatory) (If additional pages are needed, insert them and number them 5a, 5b, . . . )
- H. Consultant Information:  
Be sure to provide a copy of the Consultant Response Form to the consultant. This should be completed by the consultant after the hire is complete and returned directly to the Trust, but not later than April 30. (This will permit the Trust to obtain information that will allow a periodic evaluation of this program.)

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**REQUIRED ATTACHMENTS**

1.  A cover letter from the chair of the department that is seeking the new faculty person or from the science division chair, explaining how the new hire will contribute to science education and research in the department and division, and how the department or division will promote an environment of support that will engender success for a new research program.
2.  501(c)(3) tax exemption ruling from the Internal Revenue Service (IRS) for the current legal name of the institution.
3.  509(a) non-private foundation ruling from the IRS for the current legal name.
4.  A currently dated and signed letter from the Chief Executive Officer certifying that the submitted Internal Revenue Service 501(c)(3) tax exemption and 509(a) non-private foundation rulings are still correct and that no modifications are planned or pending. Please refer to BOTH rulings in your letter.
5.  If tax exempt under a group ruling for a central organization, attach the latest certificate of membership.
6.  IRS recognition of any recent name change to the present legal name.