

FRC Submission Processes:

Sabbatical and Pre-Tenure Research Leave

- The faculty applicant should submit their application to their Chair or Head of Curriculum Area.
- The Chair or Head of Curriculum Area reviews the application, writes a recommendation letter, and forwards both to the Dean.
- The Dean then evaluates the submission, composes their own letter, and compiles the complete application package (including the faculty application, Chair/Head of Curriculum Area letter, and their letter) to send to the Faculty Research Committee (FRC) at frcapplications@fairfield.edu (as one file).
- The applicant will receive an email confirmation upon receipt of their complete application from their Dean.

Senior Summer Fellowship, Summer Research Stipend, and Research Grant

- The faculty applicant should submit their application directly to the Faculty Research Committee (FRC) at frcapplications@fairfield.edu.
- The applicant will receive an email confirmation upon receipt of their complete application.