TO: MTSU Faculty  
FROM: Vice Provost for Faculty Affairs  
SUBJECT: Application for Non-Instructional Assignment (NIA) Grants  
DATE: August 23, 2017  

The Non-Instructional Assignment (NIA) Grant Committee will be accepting applications for the 2018-19 academic year. The Application Cover Form is available at http://www.mtsu.edu/provost/awards.php.  

NIA’s relieve faculty of teaching responsibilities for one semester at full pay (12 hours reassigned time) or one academic year at half pay (6 hours reassigned time per semester) to pursue research, publication, or creative activity opportunities. Due to limited resources, the committee anticipates awarding only a small number of NIA grants for the 2017-18 academic year. The deadline for applications is September 22, 2017 at 4:00 p.m.  

To be eligible for an NIA, faculty must be a tenured full-time member of the instructional faculty, including department chairs; have completed seven consecutive years of employment at MTSU; and hold the rank of Associate Professor or Professor.  

A complete NIA application includes the following:  

- Grant proposal addressing the NIA guidelines, i.e., description of the project, objectives, and expected outcomes demonstrating the benefits of the grant to the faculty member and the University  
- Application cover form (with the signatures of the applicant, chair, and dean) available at http://www.mtsu.edu/provost/awards.php  
- Curriculum vita from last seven years  
- Additional documentation supporting the proposal, e.g., letter from granting agency or cooperating university  
- Letter from IRB, if applicable  
- Other sources of funding, if applicable  
- Written report of earlier NIA’s, if applicable  

Completed applications must be scanned and sent to provostgrants@mtsu.edu by September 22, 2017 at 4:00 p.m.  

The NIA Committee will evaluate all applications and make recommendations to the University Provost.  

Those with full-year NIAs will be reviewed at mid-year by the Department Chair, who will share the report with the NIA Committee and University Provost. At the conclusion of the NIA, the grantee will submit a report to the University Provost, copying the chair and dean.  

Acceptance of an NIA required recipients to return to MTSU for a minimum of two semesters immediately following the NIA, excluding summer semesters.  

Materials published as a result of the NIA must acknowledge the assistance of Middle Tennessee State University. All grantees are subject to MTSU Policy 140 Intellectual Property.  

A period of seven years must intervene between NIA’s for an individual faculty member.