

## FACULTY RESEARCH GRANT GUIDELINES 2024-25 - [Application](#)

1. Faculty Research Grants may be used to purchase minor equipment, research tools, and expendable materials, and to pay for project-specific travel, services (research assistants, secretarial services, etc.) and miscellaneous expenses, up to \$1000 per year. **Your application must provide a detailed budget.**

Faculty who received start-up funds at the time of their hire must expend those funds before applying for funds through this program.

2. Deadlines and timelines for applying for Research Grants are as follows.
  - Applications for expenses that are incurred June 1, 2024 through May 31, 2025 will open in April 2024.
  - For a proposal that begins June 1, 2024 through November 30, 2024 the priority deadline to ensure full consideration is **May 1, 2024**; applications received after May 1 will be considered on a rolling basis until 50% of the available funds have been allocated.
  - For a proposal that begins December 1, 2024 through May 31, 2025 faculty may apply at any time after applications open. The priority deadline to ensure full consideration for travel is **October 1, 2024**. Applications received after October 1 will be considered on a rolling basis until all available funds have been allocated.
  - Second requests will be considered beginning January 1, 2025 if funds remain.
3. Requests requiring additional justification:
  - Books: Give a specific justification for why purchase is necessary and why other sources of funding, such as the department's library acquisition fund, are not appropriate.
  - Computing equipment: Justify why equipment beyond the college-issued personal computer is needed.
  - Subventions: We do not typically cover subventions that journals or publishers request in order to publish work. Provide a rationale for requesting funds for these purposes that makes clear why it is necessary for the publication of your work.
  - Travel to work with research collaborators: Explain why travel is necessary to the collaboration (e.g., using a piece of equipment that isn't available locally) and cannot be accomplished through zoom, phone, email or other modes of communication.
  - Hiring people to coach or edit your work: Provide detailed information about the specific person, their qualifications, your justification for selecting them, and how you have arrived at a rate/charge (e.g., hourly rate).
4. All funded expenses must be settled with a Check Request Form or an Expense Report, which, according to Business Office policy, is to be submitted to the Dean's office within 60 days of purchase. Otherwise the reimbursement is treated as taxable income to you.

If you fail to use all the funds you were awarded, they will be lost to both you and the grant fund because they cannot be rolled over to a new fiscal year; please notify the Associate Dean's office in a timely manner if you will not be able to use your entire grant so that the funds can be redirected to others.

5. **DO NOT PAY OUTSIDE CONTRACTORS OR STUDENT RESEARCH ASSISTANTS FROM YOUR OWN FUNDS.**

If you are hiring a currently enrolled student as a research assistant, please follow guidelines for hiring student workers located on the [Human Resources pages for student supervisors](#). Please note that your student worker is not authorized to begin work until you have received notification from the HR office.