

**Associate Dean's Office
Albany Quadrangle 201**

FACULTY RESEARCH GRANT GUIDELINES

Faculty Research Grants may be used to purchase minor equipment, research tools, and expendable materials, and to pay for project-specific travel, personal services (assistants, secretarial services, etc.) and miscellaneous expenses. *Research tools may include books, but a specific justification must be supplied for why these are necessary and why other sources of funding, such as the department's library acquisition fund, are not appropriate.* Faculty who received start-up funds at the time of their hire must expend those funds before applying for funds through this program, unless applying for Strategic Initiative Funds to support a research assistant.

Application Process: Deadlines for applying for Research Grants will occur twice during the year. Faculty incurring research expenses in the fall or spring should submit applications by October 5; later applications will be accepted if there are funds still available. For faculty doing research during the summer, applications may be submitted starting April 1. For example, if you wish to do research in June, 2020, you may apply beginning April 1, 2020. Please note that you may not use any awarded funds for summer research expenses until **after** June 1st. If you receive a summer research grant, this is the only Faculty Research Grant you could receive for academic year; e.g. a summer 2019 grant would be your only grant for 2019-20. You must submit receipts, invoices or other paperwork *no later than 60 days after you expend the funds*. The Business Office will not process reimbursements after that time.

Grant applications may be completed online at http://college.lclark.edu/administration/research_grants.php. Grants can be for **up to \$750** per faculty member per year. When completing grant requests, faculty members should be as specific as possible in outlining the expenses they expect to incur while conducting their research project. Funds will be disbursed through the Associate Dean's offices upon presentation of receipts, invoices, or other paperwork by the 60-day deadline noted above.

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.

Visiting and part-time faculty may apply for funding of up to \$375 per year as long as the grant period coincides with the period of time grant recipients are associated with the College. Priority will be given to tenure line faculty requests, and grants will be awarded to visiting and part-time faculty only if funds remain after all regular faculty requests are fulfilled.

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:

https://www.lclark.edu/offices/human_resources/jobs/students/supervisor/

Please note that your student worker is not authorized to begin work until you have received notification from the HR office.