

FACULTY RESEARCH GRANT GUIDELINES 2022-23

1. 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. **Your application must provide a detailed budget.**

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.

2. Deadlines for applying for Research Grants will occur twice during the year.
 - Faculty incurring research expenses between September 1, 2022 and May 31, 2023 should submit applications by **October 6, 2022**; later applications will be accepted if there are funds still available.
 - For research expenses incurred between June 1, 2022 through August 31, 2022, applications may be submitted starting April 19, 2022. 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 will count as an application in the 2023-23 year.
 - Faculty who submitted applications before the early October announcement of increases may submit receipts up to the amount of the new maximums. See below for these amounts.
3. Selection criteria for granting application requests are as follows:
 - a) Preference will be given to tenured/tenure-track faculty and faculty with term.
 - b) First requests for research funds will be covered, if possible, up to \$1,000.
 - c) Eligible visiting and part-time faculty may apply for funding of up to \$500 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.
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.