Research & Development Application Form

Name ___________________________ Yr. ____________

**Research Category I:** Category I projects may be reimbursed up to 80% of expenses, subject to availability of funds and to the Department's $3500 limit. (for one year)

- [ ] Research expenses ___________________________ (amount requested)
- [ ] Publication expenses ___________________________
- [ ] Paper presentation ___________________________
- [ ] Other (specify) ___________________________
- [ ] Comment on a paper ___________________________

**Research Category II:** Category II projects may be reimbursed up to 50% of expenses, subject to availability of funds and to the Department's $3500 limit.

- [ ] Session chair, professional meeting ___________________________
- [ ] Officer, professional organization ___________________________
- [ ] Other (specify) ___________________________

**Research Category III:** Category III expenses will be reimbursed up to 20% of expenses. Note: Initially, proposals will normally be funded at lower than maximum levels.

- [ ] Attend professional meeting ___________________________
- [ ] Other (specify) ___________________________

**Grand Total Requested:** ___________________________
On one may receive more than $3500 during one year (July 1-June 30).
On one may receive more than $4500 over a two year period.

**Department R&D Committee Guidelines:** Guidelines for requesting and awarding research and development funds:

I. The department's guidelines will follow the Faculty Research and Development guidelines as closely as possible. The most important consequences of this will be that:

- All full-time members of the department are eligible to apply to the departmental committee for funding, although preference will be given to faculty who hold tenure-track appointments. Faculty members on leave will be eligible for funding if their salaries are included in the calculation that determines the research and development budget.

- Anyone awarded funding for activities during the summer and accepts employment at another institution the following fall must return the funds to the committee or reimburse the department for funds spent.

- Applicants must inform the department research and development committee if they have received any other funding for their project, and if so how much.

- All proposals must use the required application form for each project or trip.

Please note that if funds from one trip are not completely used, department members cannot transfer the unused funds from one trip to another.

State regulations require that we record any expenses in the fiscal year in which the program/project/trip is predominately conducted. If your proposal will take place during June and July, apply for funds for the fiscal year in which the majority of the work will be done.

II. The committee normally will allocate funds as follows, subject to the limitations noted:

Category I: This category covers research, publication, presenting a paper at a conference, or commenting on a paper at a conference. Applicants may be reimbursed up to 80% of their costs.

Category II: This category funds attending a professional meeting as officer of an organization or chairing a session at a conference. Applicants may be reimbursed up to 50% of their costs.

Category III: This category funds attending a professional meeting, workshop or pedagogical conference, and activities relating to the study and communication of historical information. Applicants may be reimbursed up to 20% of their costs.

- No one may receive more than **$3500 during one year [July 1-June 30]**.

- No one may receive more than **$4500 over a two year period**.

- Requests for funding made before the Fall deadline (usually October 1) will be awarded at a modest level until the Committee can review all requests and determine funding requests for the entire year.

- **Persons applying for funding for research (not travel to conferences) in amounts that exceed $500 per year are required to apply to the Faculty R&D committee.** The department committee will make no final decision on proposals for research until the Faculty Committee has made its decisions. Exceptions to this procedure should be requested from the committee, which will make a recommendation to the department; the department must approve the exception.

- Although applications may be submitted at any time, the majority of funding will be allotted in the fall of the academic year. A deadline for all applications to be considered in early fall will be announced by the end of the previous spring semester, after the newly elected department committee meets to choose its new chair and to establish the fall deadline.

Departmental resource information should be obtained from your Department Chair concerning departmental research budgets, travel budgets, start-up funding for new faculty. Information about Deans’ discretionary budgets should be obtained from your Chair and the HSS Dean concerning indirect cost sharing accounts and regular budgets.

College wide [Faculty Research Guide](#) (revised 2012-2013)