

RESEARCH AND DEVELOPMENT
Application Cover Sheet
and Checklist

COLLEGE of
CHARLESTON

DEPARTMENT OF
HISTORY

Name: _____ Academic Year: _____

Research and Development Allocation: Total eligibility for each TENURE-TRACK FACULTY is normally limited to \$4000 in one fiscal year, and not more than \$5000 in a two-year period. Total eligibility for each VISITING FACULTY is \$2000 in one year; \$3000 in two years. All allocations are subject to availability of funds. **PLEASE ATTACH EXPLANATION, DOCUMENTATION, AND ITEMIZED BUDGET FOR EACH REQUEST.**

POOL #1: Standard allocation of up to \$1000 for R&D expenses without regard to categories or percentages. **Available to tenure-track faculty.** The standard allocation cannot be guaranteed after the first full round of R&D applications..

POOL #2: Funds beyond standard allocation for R&D expenses are classified according to the three-category system and subject to percentages applied to each category in any year (see R&D guidelines). **Available to all full-time faculty..**

POOL #1 (STANDARD ALLOCATION UP TO \$1000 WITHOUT REGARD TO ANY CATEGORIES OR PERCENTAGES; any amount over total \$1000 is prorated as Pool #2 expense)

| | | |
|---|----------|------------------------|
| ___ Research Travel, Materials & Services | \$ _____ | |
| ___ Publication Expenses | \$ _____ | |
| ___ Conference Travel-Paper Presentation | \$ _____ | |
| ___ Session Chair/Commentator | \$ _____ | |
| ___ Officer at Meeting | \$ _____ | |
| ___ Attending Prof. Meeting/Workshop | \$ _____ | |
| ___ Other: specify (_____)* | \$ _____ | Total: \$ _____ |

POOL #2 (SUBJECT TO ANNUAL PERCENTAGES & CATEGORIES)

Category One (Reimbursed up to 100% of expenses, subject to availability)

| | | |
|---|----------|------------------------|
| ___ Research Travel, Materials & Services | \$ _____ | |
| ___ Publication Expenses | \$ _____ | |
| ___ Conference Travel-Paper Presentation | \$ _____ | |
| ___ Commenting on a Paper | \$ _____ | Total: \$ _____ |

Category Two (Reimbursed up to 70% of expenses, subject to availability)

| | | |
|---------------------------------|----------|------------------------|
| ___ Chairing Conference Session | \$ _____ | |
| ___ Officer at Meeting | \$ _____ | Total: \$ _____ |

Category Three (Reimbursed up to 20% of expenses, subject to availability)

| | | |
|--------------------------------------|----------|------------------------|
| ___ Attending Prof. Meeting/Workshop | \$ _____ | |
| ___ Other: specify (_____)* | \$ _____ | Total: \$ _____ |

*I.e., "activities relating to the study and communication of historical information," subject to approval.

GRAND TOTAL REQUESTED: \$ _____

Research & Development Departmental Guidelines

revised and approved December 1, 2015

COLLEGE of CHARLESTON

DEPARTMENT OF HISTORY

Direct deposit of travel advances and reimbursements is available; contact the Controller's Office.

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 R&D 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. Consideration for funding tenure-track faculty is made without regard to rank or seniority. Adjunct faculty and graduate students are not eligible for R&D funds.
- 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 departmental 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 application package. 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 *predominantly* conducted. If a project will take place during June and July, apply for funds for the fiscal year in which the *majority* of the work will be done.

The committee will allocate funds subject to the limitations noted:

- Eligibility for each *tenure-track faculty* is normally limited to \$4000 in one fiscal year [July 1-June 30] and \$5000 in two years, drawn from Pools #1 and #2, subject to availability. When sufficient funds are available, the committee will bring the budget to the department for discussion and a vote on increasing these caps.
- Eligibility for each *visiting faculty* is limited to \$2000 in one fiscal year [July 1-June 30] and \$3000 in two years, drawn from Pool #2 only, subject to availability.
- The total departmental R&D budget is divided into two (2) pools of funds:
 - POOL #1** (*available to tenure-track faculty only*): Standard allocation of up to \$1000 per faculty member *across all categories without regard to percentages*; any amount over \$1000 is prorated as a Pool #2 expense; any amount that a faculty member does not use, or does not apply for, reverts to Pool #2 for general allocation. Any application for Pool #1 standard allocation made after the fall deadline (usually October 1) will only be considered subject to the remaining undistributed funds. Hence, the \$1000 allocation cannot be guaranteed after the first full round application deadline.

POOL #2 (*available to all full-time faculty*): Requests for funds beyond the standard allocation are classified according to a three-category system and subject to percentages

applied to each category and which can vary based on annual budgetary changes;

Category One: This category funds research travel, materials and services, publication expenses, conference-related travel to present a paper or comment on a paper (and related expenses). Applicants may be reimbursed up to 100% of their costs.

Category Two: 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 70% of their costs.

Category Three: 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.

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- Requests for funding beyond the Pool #1 allocation 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.
- **IMPORTANT:** Persons applying for funding for *research* (not travel to conferences) in amounts that exceed \$2000 per year, including the standard allocation, 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.
 - Anyone who is applying for funding for professional development that fits the description of the Faculty R&D guidelines must apply to them before the department R&D committee will make a final decision. According to the Faculty R&D committee's "Information for Faculty Research and Development Support" (2014-15, p.3), Faculty Professional Support is "to assist faculty in the dissemination of scholarly or creative work. Types of activities include but are not limited to final preparation of manuscripts already accepted for publication; page costs for journal articles...Normally, [it] covers non-travel expenses." The department R&D committee will evaluate any requests for research and development funding that fall outside of the purview of the Faculty R&D committee or the categories listed above on a case-by-case basis.
- 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 after the newly elected department committee meets to choose its new chair. Typically, the deadline will be around October 1. The department will be notified by having a copy of the required cover sheet for applications and a copy of the committee's guidelines and deadline distributed to each full-time and visiting faculty member. Should surplus funds be available in spring semester, February 15 will be the deadline for the second round of applications.

All applications to the committee must include the following items:

- An official cover sheet filled out and completed with totals for each project. A single cover sheet can be used for multiple travel or research requests bundled into a single package.
- A proposal for each project, explaining the activities for which funding is requested.
- An itemized budget, including the *least expensive* transportation costs and registration fees. Please append copies of any registration, banquet, luncheon, taxi, etc. costs indicated by conference or workshop organizers. Please carefully research transportation costs for the lowest possible, including a Saturday overnight if necessary to drop the cost. Please note that the maximum

reimbursement allowed by the state for meals is \$32 per day out-of-state and \$25 per day in-state, and \$0 (zero) within Charleston. International travel expenses follow the U.S. State Department schedule of *per diems* based on country (https://aoprals.state.gov/content.asp?content_id=184&menu_id=78); it is important to note that the College only covers meals and not incidentals. *N.B.: the College does not pay for any tips or tipping, nor does it pay for any meals outside trip starting and ending times.*

- The applicant must submit one copy of the application package to each member of the committee. Copies may be submitted electronically by e-mail *in PDF-format only*.

Everyone awarded funds must submit the following paperwork to the administrative coordinator:

- A Travel Authorization (TA) form (before traveling) to be signed by the chair. TA's must be approved by the dean *at least four days before travel is undertaken*. For foreign travel, TA's need to be approved *at least thirty days in advance*. Failure to meet these deadlines may mean loss of funds. The administration also requires that TA's for foreign travel should be accompanied by a paragraph or two explaining the purpose of the trip. (The departmental office will not process any TA requests or reimbursements without prior approval from the chair of the R&D Committee or the departmental Chair, ultimately contingent upon an approval vote of the department).
- Travel Reimbursement Form (original + 1 copy) plus originals of all receipts. This will indicate what you actually spent. Travel Reimbursement Vouchers are due in the Controller's Office no later than *thirty days after your travel*. Travelers who have received an advance or whose travel dates cross two fiscal years should submit all documentation *within ten days* of return. Failure to meet these deadlines may mean loss of funds.
- (If applicable) If you receive *an advance* before you actually travel, please include a copy of that paperwork as well. .

Important:

- The committee must be notified in writing of any funds received from outside sources which are earmarked for an activity or project for which the individual has been awarded departmental funding.
- The committee must be notified as soon as possible in writing about changes in a candidate's travel plans that might affect the overall R&D pool of funds.
- The committee wishes to encourage colleagues to participate in professional activities. Consequently, the committee will work with the department Chair and administration to help compensate winners on NEH, Fulbright and other prestigious awards so that they will not incur large financial losses if they accept these grants for a semester or year.