

**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	\$ _____	
___ Professional Development	\$ _____	Total: \$ _____

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

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

GRAND TOTAL REQUESTED \$ _____

Research & Development Departmental Guidelines

Revised and Approved October 21, 2019

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 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.
- 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 [July 1 - June 30] 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.

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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. It is also applied the first dollars spend in the fiscal year.

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, public history projects and conference-related travel to present a paper or comment on a paper. Applicants may be reimbursed up to 100% of their costs.

Category Two: This category funds chairing a session at a conference, attending professional meeting as officer of an organization or other committee-approved professional development activities. Applicants may be reimbursed up to 70% of their costs.

Category Three: This category funds attending a professional meeting, workshop or pedagogical conference without a formal role. Applicants may be reimbursed up to 20% of their costs.

- 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.
- **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.

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- 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 for the fiscal year 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.
 - Requests for funding beyond the Pool #1 allocation made before the Fall deadline will be awarded at a modest level until the Committee can review all requests and determine funding requests for the entire year.
 - Should surplus funds be available in spring semester, *February 15* will be the deadline for the second round of applications.

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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 brief proposal for each project, explaining the activities for which funding is requested.
- An itemized budget, including the *least expensive* transportation costs.
- Supporting evidence:
 - Please help us evaluate your proposed budget by providing evidence for your costs (hotels, flights, taxis or shared rides, membership and registration fees, etc.). Conference websites often offer information about hotel, registration and taxi costs. If you already have receipts, include copies. If your plans are not final, provide the evidence you used in arriving at your estimates.
 - The maximum reimbursement allowed by the state for meals is \$50 per day out-of-state and \$35

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. *The College does not pay for any tips or tipping, nor does it pay for any meals outside trip starting and ending times.*

- The History Department will pay only membership fees required for conference registration.
- The applicant must submit one copy of the application package to each member of the committee. The request package may be submitted electronically by e-mail *in PDF-format only*.

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

- **BEFORE TRAVEL:**
 - Travel Advance (if applicable): If you request an advance of funds prior to travel, please submit a copy of that paperwork to the administrative coordinator.
 - A Travel Authorization (TA) form to be signed by the chair. TAs must be turned in *at least ten before travel is undertaken*. For foreign travel, TAs 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 TAs 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).
 - Evidence of conference participation: We request that everyone submits evidence of the nature of their workshop/conference presentation (conference program, e-mail notification) *with their TA*. As you know, the nature of your participation determines the reimbursement percentage you are eligible for.
- **UPON RETURN:**
 - 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.

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IMPORTANT:

- 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 apply to outside sources of funding and 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.