Faculty Research

Description: In order to enhance faculty professional expertise in one’s field and enrich the academic environment, funds are provided for the purpose of supporting faculty research.

The funds may support any of the following research activities: travel; per diem for living expenses while away from the university and engaged in research; supplies and equipment; copying; interlibrary loan and library electronic document delivery services; payment, when necessary, to secure human subjects; and student assistants. Typing and publication costs are considered for funding when there is evidence of readiness for publication. The committee will consider requests for page charges. If potentially large page charges are foreseen for work in progress, authors are encouraged to seek outside funding for these expenses.

These funds are not intended for course development or sabbatical-related expenses. Burlington Northern funds may be sought for curriculum development support and the John Lantz Sabbatical Enhancement Award program is the appropriate source of funding for sabbatical research and travel. The exception is that recipients of pre-tenure sabbaticals (e.g., Martin Nelson, Mellon, Hall, or Trimble Pre-tenure Sabbatical Fellowships) may apply for funds from this faculty research pool to support sabbatical research and travel expenses.

Additional items not funded include completion of degree work, salary for the researcher, curriculum development unless that development is an integral part of the research problem, or payment to those book publishers that routinely require subsidies from authors as a condition of publication.

Judgments are based upon peer evaluations of the proposals submitted.

Eligibility: Research funds are intended for the use of tenure-line faculty, faculty holding ongoing clinical assistant or associate professor positions, faculty holding fulltime three-year assistant professor appointments, and full-time, continuing artists-in-residence who are actively engaged in scholarly research. Up to ten percent of the research funds may be awarded to faculty at the rank of Instructor and visiting faculty who have been in full-time service at the university for at least three years. Instructors with less than three years of service at the university and non-tenure-line, short term replacements of tenure-line faculty will not be funded.

An application from a faculty member in the last year of service to the university will not normally be considered for a grant unless the project is to be completed by the end of his or her final contract year.

Eligible faculty in the early stages of a project are especially encouraged to apply. In addition, the committee will not normally consider new
proposals from faculty members who have not closed out and completed the reporting requirements for previous grants.

Please see policy statement and documentation required for university support of travel outside the United States.

**Application:**

Application for these funds should be made to the University Enrichment Committee using forms available at [http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-developme/](http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-developme/). One single hard copy of the proposal is to be provided, including the following:

1. the cover sheet with all pertinent information, budget summary, and signatures;
2. 100 word abstract;
3. background information and specific objectives of the proposed project;
4. methods by which project objectives are to be attained with appropriate references;
5. an itemized budget, including brief explanations for expenses;
6. Foreign Travel Waiver documentation, if applicable; and
7. For research that involves the use of human participants, please be aware that IRB approval must be obtained before beginning research. Please consult IRB approval processes information available on the university’s website, [http://www.pugetsound.edu/gateways/faculty-staff/institutional-review-board/](http://www.pugetsound.edu/gateways/faculty-staff/institutional-review-board/) for details.

**Evaluation:**

In evaluating each proposal, the committee will apply the following criteria:

1. Proposals relating to a faculty member's professional discipline are eligible for funding, and the research should be clearly related to improving the faculty member's professional abilities within his/her discipline. Basic and applied research in any field and performances and exhibitions in the arts are given equal consideration where performance or exhibitions would serve the same purpose as basic research and are developed for the first time.
2. The quality of such a project should lead to scholarly publication, performance, or exhibition.
3. Project goals should be attainable within the two-year time limit. Requests for the same or similar projects will not be funded more than twice.
4. If other funds or compensation are derived as a result of the project, faculty research grants will not be awarded.

5. Preferential consideration will be given to fundable projects from new applicants when resources are not sufficient to meet all requests.

6. The limit for each grant requested is $2,000.00; however, the limit may be exceeded in unusual and convincing situations. Within any grant, no more than $600.00 will be allocated for per diem expenses when the recipient must relocate to conduct the research in a different geographic area for an extended period of time. The use of a student assistant, up to 100 hours, may be requested. Students are paid an hourly rate in accordance with standard student employment policies and procedures.

7. A faculty member’s past record of awards will be considered in the evaluation process.

**Deadline:**
Fall proposals are due December 1, and awards will be announced by December 15. Spring proposals are due March 1, and awards will be announced by March 21.

**Budget Adjustment:**
Any deviation in expenditures from the approved budget must receive the approval of the University Enrichment Committee. Send such requests in care of Associate Dean Sunil Kukreja. Unapproved cost overruns are the responsibility of the grantee. Costs in need of careful monitoring by the grantee include expenses for equipment and interlibrary loan charges.

**Reporting:**
Faculty receiving such funds shall provide the following reports:

1. any invoices or other documentation required by the Office of Finance to substantiate expenditures made against the grant account;
2. a written progress report to the University Enrichment Committee by August 31 immediately following the fall or spring term in which the grant is received; and
3. a final report or progress report to the University Enrichment Committee by August 31 of the subsequent year, containing a detailed financial accounting and a copy or description of the project’s results.
   - If the project is not completed by August 31 of the subsequent year, faculty may request a grant extension. See section titled “Request for Deadline Extension: University Research Funds” in this document.
   - All unspent funds of two-year old accounts will be reclaimed and allocated for future requests unless a grant extension is filed and approved by the UEC.

**Other Details:**
1. Student assistance authorized by a research grant must be processed through the director of student employment before any work is done.
Secretarial support, beyond normal duties by university secretary, must be authorized by the director of human resources before any work is done.

2. Equipment, books, slides, music or other such non-expendable materials purchased with research funds become part of the resources of the department or the university library upon completion of the project.
REQUEST FOR FACULTY RESEARCH FUNDING
SUBMITTED TO UNIVERSITY ENRICHMENT COMMITTEE

Fall Proposals Due December 1, 2014
Announcement of Recipients is December 15, 2014

Spring Proposals Due March 1, 2015
Announcement of Recipients by March 22, 2015

NAME: ________________________________  PHONE: _____  CMB: ____________
DEPARTMENT: __________________________  PROJECT STARTING/ENDING DATES: ____________
PROJECT TITLE: _______________________________

A. PROJECT PROPOSAL - DESCRIBE ON ATTACHED SHEETS: (1) 100 word abstract; (2) background information and specific objectives of the proposed project; (3) methods by which project objectives are to be attained with appropriate references; (4) an itemized budget, including brief explanations for expenses.

B. SUMMARY OF PROPOSED BUDGET (Please include an itemized budget on attached sheets.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost of project</td>
<td>$______</td>
</tr>
<tr>
<td>Other Support</td>
<td>Source</td>
</tr>
<tr>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Support Requested of University</td>
<td>$______</td>
</tr>
<tr>
<td>Enrichment Committee*</td>
<td></td>
</tr>
</tbody>
</table>

C. IRB INFORMATION: Does your research involve the use of human participants?  Yes____  No____

For research that involves the use of human participants, please be aware that IRB approval must be obtained before beginning research. Please consult IRB approval processes information on the university website, http://www.pugetsound.edu/gateways/faculty-staff/institutional-review-board/ for details.

- If your research is “exempt,” please include a statement of exempt approval status from your departmental IRB designate.
- If your research requires expedited or full board review, please include a copy of all completed and approved IRB materials with your application.
- If you are unable to provide such documentation at this time, please explain why in your application and sign below.

I. ________________________________(print name), agree to obtain IRB approval before beginning research involving human participants. ________________________________(signature).

D. FOREIGN TRAVEL: Does your research involve travel outside of the United States?  Yes____  No____

If yes, please list the name of all countries where you plan to travel:

- Please sign a Waiver, Release, and Indemnification Agreement for Faculty Foreign Travel form and include a copy with your application materials: http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-developme/
Are any of the above-named countries currently on either the Department of State’s travel warning list, http://travel.state.gov/content/passports/english/alertswarnings.html or on the Centers for Disease Control’s travel health warning list, http://wwwnc.cdc.gov/travel/notices? If so, please include a signed Special Waiver and Acknowledgement for Faculty Foreign Travel form, http://www.pugetsound.edu/gateways/faculty-staff/faculty-professional-development/.

SIGNATURES:
As the applicant for funding, I agree to provide the University Enrichment Committee with the reports as required and to provide the Office of Finance with the required expense receipts and accounting documentation.

____________________________________________     __________________________

Applicant                                          Date

As the department chair/school director I agree to assess professionally the results of the research should I be requested to do so by the University Enrichment Committee.

____________________________________________     __________________________

Department Chair/School Director                  Date

*The maximum award will not normally exceed $2000.00.

Send one (1) copy of the request to Associate Dean Sunil Kukreja, CMB 1020, Jones 212.

Rev. July 2014