

Faculty Research Fund Guidelines

The Faculty Research Fund seeks to encourage research by Union's faculty, particularly those research projects that bear a clear and significant relation to a faculty member's overall research program. Therefore, the Research and Grants Committee will entertain proposals that involve the initiation, continuation, or completion of research projects so long as such research can be shown to be a part of a clearly defined research program.

Guidelines

- 1. Proposals must be written in the format presented in these guidelines. The Committee will not review proposals that are not in this format.**
2. The Faculty Research Fund is administered by the Research & Grants Committee of the Academic Affairs Council. Faculty representatives are appointed by the Academic Affairs Council with each division being represented, and ex-officio and non-voting, the Dean of Academic Departments, who will coordinate activities of the Committee.
3. Proposals will be accepted and reviewed three times a year, once during each term (see Funding Priorities for additional information). They will be solicited during the first week of every term and shall be due in the Dean of Academic Departments office (Attn: Carol Cichy) by the end of the third week of the term.
4. The maximum grant awarded under this program is based upon the merits of the proposal. It is expected, however, that awards normally will not exceed \$3,000 per year. The Committee will **consider** funding **one** major proposal per year (at the \$10,000 to \$15,000 level.) Applicants must document attempts to obtain external funding. Proposals for this award will be subject to peer review. Normally, these proposals will be submitted during the fall term and decided upon during the winter term round.
5. The Committee reserves the right to submit any proposal to an outside reviewer for evaluation.
6. Payback: Often the Faculty Research Fund pays subvention fees, typing, recording and publication costs associated with a piece of scholarship or artwork. When these works of scholarship are sold commercially and yield a profit to the author/artist exceeding \$5,000, it is expected that the Faculty Research Fund be reimbursed for the original support grant(s) that may have been used to produce the work. Published research results should acknowledge that partial or full funding was provided by the Faculty Research Fund.
7. Proposals which are received that fall under the purview of the Humanities Development Fund or the Internal Education Foundation will be returned to the proposer with a suggestion that they resubmit the proposal to the appropriate committee.

8. A brief report describing the research results must be submitted to the Dean of Academic Departments by September of the fiscal year immediately following the award year. Such reports on the past use of Faculty Research monies, as well as the applicant's record of research activities, may be used by the Committee in its deliberations.
9. Travel for research will be funded at a per diem established by the U.S. General Services Administration. (<http://www.gsa.gov/>)

Funding Priorities

When judging the relative merit of proposals, the Committee will look with equal favor upon proposals that seek funds to initiate, continue, or conclude a research project. However, the Committee will give priority to those proposals that are shown to bear a clear and significant relation to an applicant's overall research program.

While faculty members may submit proposals in consecutive years, it should be understood that the Research and Grants Committee, may, on occasion, approve a proposal by a faculty member who has not received funding under this program, in preference to the faculty member who has received grants in the recent past.

Grant proposals that have some external support from government or private foundations are preferred. Proposals which indicate that other outside agencies are (or will be) approached for support are also preferred.

The Committee realizes that many projects due to their small size, unusual nature or critical approach may have difficulty in obtaining outside funding. These projects should include a statement describing the general relevance and significance of the work.

If your application is not funded in one round, you may reapply in the next. Grant applications, however, will not automatically be carried over into the next period.

Guidelines for Writing Proposals

The Committee will fund almost anything that is necessary in order to carry out the proposed research program. The Committee has, however, developed the following list of items in terms of funding priorities.

Equipment – Funded only if it is an integral part of the research program. When requesting permanent equipment for research, the committee will expect the department or some outside funding agent to pay at least 1/3 if the project benefits only one faculty member and up to 1/2 if it benefits more than one faculty member. Equipment that is primarily in support of teaching will not be funded. All equipment purchased with Faculty Research Fund monies becomes the property of the college. Requests for computer hardware will be considered only if the purchase is clearly and critically related to the research project.

IT Support and Computer Software – Funded if it is an integral part of the proposal. Any research proposal which requests computer support (hardware or software) must be reviewed by the Director of Information Technology Services and a written statement containing his/her recommendations must be included.

Audio Visual – Any proposal that calls for audio-visual equipment must be reviewed by the Director of Media Services and a written statement containing his/her recommendations must be included.

Travel – Funded if it is necessary for the faculty member to travel to a facility which has a unique piece of equipment which is necessary for the project or to use resource materials, interview persons, etc., not located in the Capital District. Travel for other than research purposes will not be funded.

Research Assistants – Requests for research or student assistants to be utilized in support of a research effort will be funded only when the Committee is convinced that such assistance is crucial to the research project. Typing and other secretarial tasks will not be funded. Student assistants will be paid at the same rate as student grants-in-aid; this is the minimum wage.

Faculty Summer Salaries – Faculty salaries over the summer months will not be funded.

Release Time – Generally, this program does not fund requests for release time.

Sabbaticals – It is expected that faculty will seek outside funding first to support sabbatical research. Funding related to sabbatical research will rarely be granted since there is the expectation that outside funding will be found.