

Humanities Development Fund Guidelines

The Humanities Development Fund seeks to encourage development by Union faculty members in the humanities and history in all ways that pertain to scholarship and teaching. Each proposal for faculty development, whether it is to enhance scholarly activities or teaching, will be judged on its own merit. Although the Board may, from time to time, invite proposals of a specific kind, it will consider appropriate proposals at all times.

Eligibility – Faculty in the Performing Arts, Visual Arts, Classics, English, History, Modern Languages, and Philosophy.

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. Proposals will be judged by the chairs of Performing Arts, Visual Arts, Classics, English, History, Modern Languages, Philosophy, and ex-officio and non-voting, the Dean of Academic Departments, who will coordinate activities of the Board.
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 will not exceed \$3,000 per year.
5. The Board reserves the right to submit any proposal to an outside reviewer for evaluation.
6. Payback: Often the Humanities Development 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 Humanities Development 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 Humanities Development Fund.
7. Proposals submitted that fall under the purview of the Faculty Research Fund or the Internal Education Foundation will be returned to the proposer with a suggestion that they submit the proposal to the appropriate committee.
8. A brief report describing the research results must be submitted to the Dean of Academic Departments (Attn; Carol Cichy) by September of the fiscal year immediately following

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

The guidelines listed below are used by the Humanities department chairs including history, along with the Dean of Arts and Sciences, to make decisions about grant proposals. The Board reserves the right to modify budgets or reject proposals that do not meet the guidelines or if budgetary considerations require fewer proposals to be accepted.

The first priority will be given to applications from junior and senior faculty in tenured and tenure-track positions. Second priority will be given to returning visiting faculty, and third priority to faculty on terminal contracts.

In order to ensure as equitable as possible a distribution of the funds, consideration will be given to the frequency and size of previous awards to individuals, and to the efficacy of these awards in advancing the faculty members' research projects.

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 Board will fund almost anything that is necessary in order to carry out the proposed research program. The Board 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 Humanities Development 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 Board 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.