



Application for Direct Cost Research Grant for Humanities Faculty

Date: _____

Name: _____

Academic rank: _____

Tenured: Yes ☐ No ☐

Title of project:

Prior Jepson School support during past 3 years (type, amount, results, e.g., publications):

Project description: Include main objectives, methods and significance of the research to your discipline. Use one page only, and write for a non-specialist.

Current status of project:

Anticipated timetable:

Budget in detail:

Other sources of funding (possible, potential or already available):

Specific plan for publication and/or presentation of results:

Additional information relevant to the project (which may be of use to the committee in its evaluation)

Guidelines for Direct Funding

1. Jepson provides funds to support faculty research, and the Scholarship Committee reviews these requests on a project-by-project basis. Therefore, when a request is approved, the funds should be used only for the designated project. Funds are not transferable between projects.
2. Prior to the award of Direct Cost support, the Dean will review applications to assure they are consistent with faculty members' scholarship portfolios as stated in their annual reviews, which give an overall account of their scholarship portfolio, including, when relevant, components related to leadership and leadership processes and/or components addressing other aspects of a faculty member's field.

Specific items that may be financed are listed below. Financing is not necessarily limited to the items in this list, nor is the financing of items listed necessarily assured.

- a) Travel
Direct cost grants may fund travel to libraries or archives to conduct research with needed material not otherwise accessible or to conduct field research. Travel includes transportation, lodging and meals, at thrift rates. The Committee generally does not fund living expenses beyond 4 weeks in duration.
 - b) Special equipment and supplies
Items that normally would not be used for classroom or laboratory instruction. All equipment remains the property of the University.
 - c) Computer facilities and other rental fees
Data sets, data base searches, equipment time.
 - d) Technical, secretarial and student assistance
General student assistance is not funded by the Committee; however, exceptions may be made for students whose skills are unique and indispensable to the project. Salaries and benefits should be in keeping with current University guidelines. Funds can be provided for clerical supplies and mailing expenses when these can be shown to be clearly in excess of what might reasonably be covered by the School.
 - e) Publications
Mandatory page charges in refereed journals.
3. To facilitate the fair distribution of available funds, faculty should apply for direct funding for the academic year by September 1. If funds are available later in the year,

faculty may apply for direct funding as need arises (e.g., when they apply for summer research grants in the spring).

4. Allocations are for one year only. For example, for grants awarded at the start of the annual funding cycle (September 1), any unspent funds will be returned to the grant fund on August 31 of the following year. If the project requires funding beyond a one-year period, investigators should submit a new funding request.
5. Faculty members may not take funding with them when they leave the University.