

Direct Cost Research Grant

Guidelines for Direct Funding

The Jepson School provides funds to support faculty research for project costs that surpass faculty development fund budgets. Funds are not transferable between projects and their use must align with all university policies. Items that may be financed include but are not limited to:

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. The school generally does not fund living expenses beyond 4 weeks in duration.

Special equipment and supplies that normally would not be used for classroom or laboratory instruction. All equipment remains the property of the university.

Computer facilities and other rental fees for data sets, database searches, and equipment time.

Technical, secretarial, and student assistance whose skills are unique and indispensable to the project. Salaries and benefits should be in keeping with current university policies and may require pre-approval by the Jepson School and Human Resources. Funds can be provided for clerical supplies and mailing expenses more than what might reasonably be covered by the school. General student assistance is not funded by the school.

Publications. Mandatory page charges in refereed journals.

To facilitate the fair distribution of available funds, faculty should apply for direct funding by submitting a brief project description (including the funding request and plan for publication/presentation of work) to the Dean and Director of Budgets & Operations.

Allocations are for one calendar 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, faculty should submit a new funding request.

Unused allocations will be returned to the grant fund should the recipient leave the university. If demand exceeds available funding, the Scholarship Committee will rank proposals and give priority to applications that meet the following criteria:

- ❖ Scholars are full-time, tenured or tenure-track faculty members at the Jepson School.
- ❖ The proposal shows the promise of publication or contributes to course development or other aspects of the mission of the Jepson School.
- ❖ The researcher demonstrates scholarly output, or progress towards scholarly output, from previous grants.
- ❖ Researchers do not have a substantial grant or alternative employment during the period in question.
- ❖ The proposal meets the grant proposal deadline for grants to be obtained during the summer or the subsequent academic year.

Approved by the Jepson Faculty, April 10, 2026