

To: All Faculty
From: Thomas A. Stephenson, Provost
Re: Faculty Research Support Grants
Date: September, 2015

We are writing to request proposals for Faculty Research Support Grants for the fall semester of the 2015-2016 academic year. **Beginning in the 2015-16 academic year the annual allotment for faculty research has been increased to \$1,650.** Full-time and regular part-time members of the faculty (as defined in the Faculty Handbook –June 2011) may request up to a total of \$1,650 (pro-rated for part-time faculty) for the current 2015-16 academic year, to cover expenses incurred in connection with a research project. If the project is expected to extend more than one year and to cost more than \$1,650, you may apply for up to \$3,300 for the period 2015-17. If you receive a two-year grant, you will not be eligible to apply again until the 2017-18 academic year. Likewise, those who received a two-year grant in the last school year may not apply again this year.

Requests are considered twice each year, in October and February. If you wish to have your request considered this fall, please submit your proposal before the **Monday, October 5, 2015** deadline.

Applicants are asked to adhere to the following guidelines:

Please read pgs. 119-121 of the Faculty Handbook first to see what rules apply, who is eligible to apply, and what types of expenditures are eligible for support. Note the following in particular:

- a) Purchase of a desktop or home computer is not supported by the Faculty Research fund. On the other hand, software or a hardware upgrade to an existing office computer which is essential for research can be covered.
- b) The purchase of a laptop computer to be used for research purposes such as field work or library research is permitted with the understanding that it does not go on the college replacement cycle.
- c) Travel to attend meetings is not normally covered (see instead the section Reimbursement for Travel to Meetings of Learned Societies on pages 166-167 of the Faculty Handbook), nor are the travel and living expenses incurred in an extended change of residence during a leave. Travel for purposes of research or from the leave residence to another locale (say to a library in another city) can be covered.
- d) The Provost's Office will strictly follow the regulation in the Faculty Handbook stipulating a one-year grant of up to \$1,650 for the current year or a two-year grant of up to \$3,300 (followed by one year of ineligibility).

You can apply by sending an electronic copy of the completed application form below to jkimpell@swarthmore.edu

Application for Research Support (Fall, 2015)

Name

Department

Brief description of the research project (please limit to one page)

Very brief statement of prospects for publication. (Include full citation of related work you have published, if any.)

Itemized budget (The Faculty Handbook – June 2011 pgs. 119-121) lists the types of eligible expenditures. For each of your expenses, indicate the type and the expected amount, and provide a very brief explanation. In the case of administrative assistance and stipends for research assistants, indicate the hourly rate and the number of hours.

Total Amount requested: _____

Time period (one or two years): _____