Graduate School of Education and Counseling
Faculty Conference Travel and Current-Year Research Fund requests 2020-21

Based on the impact of the COVID-19 pandemic on in-person attendance at academic conferences (and college policy restricting such travel), the funds that the Graduate School customarily provides for travel will also be made available for <u>current-year</u> research projects in 2020-2l. Faculty seeking funding for research projects in 2021-22, should apply to the regular Faculty Research Fund; the current policy is intended as a one-time response to current conditions.

Guidelines:
- ❖ Funding available is the same as current policy regarding faculty travel (per 1.0 FTE)
  - Pre-tenure faculty: $2,000
  - Tenured faculty: $1,750
  - Term faculty: $1,500

- ❖ Faculty may apply for and be awarded funds in both categories, up to the total available. Please submit individual applications for each fund.

- ❖ All awards in both categories must be expended by May 31, 2021.

- ❖ The availability of funding could change based on evolving budget conditions.

- ❖ Faculty should submit proposals as early as possible, for planning purposes.

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(1) Conference Travel Fund (registration for online participation only; in person travel/attendance prohibited per college policy)

To apply for support from the Conference Travel Fund, please submit a proposal containing the following information:

- ❖ Faculty name:

- ❖ Date submitted:

- ❖ Conference title:

- ❖ Conference date:

- ❖ Conference location: [confirm virtual]

- ❖ Application type

  - _____ Presenter/first conference

  - _____ Presenter/second conference

  - _____ Attendance only

❖ Title of paper or presentation and status of proposal:
  (please note if paper or presentation is planned, submitted/under review, or accepted)

❖ Most important benefit of attendance:

❖ Itemized budget
  • Registration:
  • Other:
  • TOTAL COST:

(2) Current Year Research Fund

❖ To request funding, please write a 2-3 page proposal containing the following:
  • Title of the project.
  • A description of the project, including research design/methodology, participants, and expected outcomes.
  • A brief description of how the project is situated with respect to existing literature in the field, written with a non-specialist audience in mind.
  • A description of how this project will make a contribution to knowledge in the field, teaching and learning in the Graduate School, and your professional growth.
  • A discussion of how the project is related to the mission of the Graduate School, especially with regard to issues of social justice, equity, and access.
  • A line-item budget that includes all planned expenditures and total for the project.

❖ Funds may be used for the following research-related expenses:
  • Travel to collect data (e.g. interviews, observations, primary source access, etc.)
  • Workshop/class to acquire a specific research methodology or skill
  • Software, hardware, and web-based services related to research (review will include collaboration with colleagues in IT regarding availability of support and consistency with existing institutional resources/practices)
  • Services related to research, (e.g. transcription, data entry, translation, website development, research/statistical consultation). Graduate students should be considered for these positions whenever feasible.
  • Materials, including food, for meetings with participants in research
  • Mailing and photocopying
  • Other research related expenses such as advertising for participants, incentives/payment for participation, purchase of mailing lists, purchase of copyrighted materials (e.g. tests, clinical materials)

❖ Other requirements:
  • All projects involving human subjects must be reviewed and approved by the Institutional Review Board (IRB) prior to beginning the project.
  • Funds may be used only for the project approved by the Personnel Committee and Dean, and only for those items included in the project budget.
  • Faculty who wish to make changes in the project for which they received funding may submit a request to the Dean.

- If a project cannot be completed for any reason, the faculty member receiving the funds should notify the Dean as early as possible. Unused funds may be distributed to other faculty members, as circumstances allow.
- Faculty receiving research funds are required to submit a progress report to the Personnel Committee by January 31 of the award year.
- The faculty member receiving the award is responsible for keeping accurate records and receipts, and should work with the Director of Finance and Operations on all expenditures.
- At the end of the funding period, the final expense report, copy of IRB approval, and a one-page summary of the outcome of the project should be submitted to the Dean's Office.
- Recipients of faculty research awards may be asked to make a presentation of their work to the Graduate School community after the project's completion.

❖ Proposals will be evaluated according to the following criteria:
- The proposal is clearly written and includes all requested information.
- The project has a reasonable scope and likelihood of success.
- The project addresses a timely question in the field and contributes significantly to teaching and learning in the Graduate School.
- The project advances the mission of the Graduate School, especially with respect to issues of social justice, equity, and access.
- The proposal demonstrates sound fiscal planning and appropriate use of funds.

*** All proposals should be submitted to <graddean@lclark.edu>