

Graduate School Faculty Research Fund
Application information: 2020-21 applications for 2021-22 research projects

The Graduate School invites proposals to conduct research or engage in scholarly activity from all faculty currently in a term or a tenure-track position with a .5 FTE appointment or greater. Support for these proposals will be awarded from a fund provided by the Dean's Office, based on a review and recommendation by the Personnel Committee. The total value of the fund this year is \$10,000; individual awards generally fall in the \$500-\$1,500 range, with a maximum of \$2,000. **Funds will be made available beginning 6/1/21 and must be expended by 5/31/22.** The final amount of each award will be determined in the review process. Faculty should submit no more than one proposal.

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.

To request funding, please write a 2-3 page proposal containing the following:

- (1) Title of the project.
- (2) A description of the project, including research design/methodology, participants, and expected outcomes.
- (3) 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.
- (4) 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.
- (5) 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.
- (6) A line-item budget that includes all planned expenditures and total for the project.

Proposals will be evaluated according to the following criteria:

- (1) The proposal is clearly written and includes all requested information.
- (2) The project has a reasonable scope and likelihood of success.
- (3) The project addresses a timely question in the field and contributes significantly to teaching and learning in the Graduate School.
- (4) The project advances the mission of the Graduate School, especially with respect to issues of social justice, equity, and access.
- (5) The proposal demonstrates sound fiscal planning and appropriate use of funds.

Pre-tenure faculty will receive priority in the review of proposals.

Please submit proposals to <graddean@lclark.edu> by December 1, 2020.