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Colgate University Research Council

TO: Members of the Colgate Faculty
FROM: Rick Braaten, Chair, Colgate University Research Council
RE: **Research Council Funding of Grants and Leaves: 2016-17**
DATE: August 30, 2016

This edition of **Research Council Grants and Leaves at Colgate** contains the most recent information on funds available in support of scholarship from the Research Council. Grants are available in eight categories:

- Discretionary Grants
- Publication Grants
- Student Wage Grants
- Major Grants
- Picker Research Fellowships
- Scholarly Leaves for Associate Faculty
- Scholarly Leaves for Senior Faculty

Guidelines for applying for a grant in any of these categories are described in this document.

Funding for those who have recently had external grants or will be seeking extramural funding in the near future may also be available through Colgate's Sponsored Research Support Fund, described at the end of this document.

Links to both additional Colgate-funded grant and fellowship opportunities, as well as to external funding sources, can be found on the "Funding Opportunities" page maintained by the Grants Office at www.colgate.edu/facultyfunding.

DEADLINES FOR RESEARCH COUNCIL GRANTS

Applications for discretionary, publication, and student wage grants may be submitted at any time to the Chair of the Research Council (rbraaten@colgate.edu).

Applications for Major Grants, Picker Research Fellowships, Associate and Senior Faculty Leaves are due by 5:00 PM Friday, January 27, 2017. They should be an email attachment addressed to Rick Braaten, rbraaten@colgate.edu. Late applications will not be accepted.

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INTRODUCTION

Grants and leaves at Colgate are supported by the Dean of Faculty and by the Research Council, a committee of faculty and administrators appointed by the Dean of Faculty to supervise the disbursement of University funds budgeted for scholarly research.

“Research” is understood by the Council to mean scholarly or creative endeavor that has as its objective the publication and/or public presentation of its results. Work directed toward the improvement of teaching is excluded; proposals for projects to enhance teaching should be directed to Colgate’s Faculty Development Council. Of course, there are gray areas. Projects that have potential for publication but that are designed initially for teaching are not fundable in their initial stages by the Research Council. At such time as a pedagogical project may be revised for publication, the Research Council will consider application for expenses related to further research and manuscript preparation.

Limited funds may require the Research Council to make hard choices. However, all Colgate faculty members are eligible for grants—with the following exceptions:

1. Part-time lecturers and senior lecturers are ineligible.
2. Visiting faculty (including doctoral and post-doctoral fellows) are eligible for Discretionary Grants, Student Wage Grants, and Publication Grants solely for use during their Colgate employment.
3. Major Grant and Picker Fellowship recipients are eligible for Discretionary Grant funding only in limited areas specified in the Major Grants section below.
4. In the event the recipient/applicant of a Major Grant or Picker Fellowship is awarded an external grant for the same project, he/she must notify the chair of the Research Council and submit a revised budget.
5. Faculty holding endowed chairs are expected to use the funds linked to those chairs before applying for Discretionary funding.

The following guidelines are designed to be as definitive as possible. Not all contingencies can be foreseen, however, so when in doubt consult the Chair of the Research Council or the Associate Dean of the Faculty. The exclusions and limits spelled out in this document are necessary in order to make optimum use of finite resources. In addition to the guidelines put forth in this document, all expenditures are subject to all normal Colgate budget, accounting, and purchasing policies. In accordance with the university’s [JP Morgan Mastercard Policy](#) and the [Travel Policy](#), all expenses for Colgate-sponsored programs are subject to approval by the Office of Accounting & Control.

I. GRANTS AWARDED THROUGHOUT THE YEAR

DISCRETIONARY GRANTS

A. Application Procedure

Requests should be submitted by email to the Chair of the Council at any time between July 1, 2016 and June 30, 2017. There are no application forms. **The email should provide a short but clear description of the research project, and indicate why the funds requested are required for the specific research proposed. A detailed budget must be included, and should be prepared with care.** Discretionary grants cannot be awarded until previous over-expended accounts have been settled.

Applicants must include a list of Research Council grants (Discretionary or Major) received in the preceding two years, indicating the results of the projects funded. Discretionary Grants may be awarded up to a limit of \$1,500 per faculty member per fiscal year. Requests for more than \$1,500 should be submitted as major grant proposals and are considered only at our annual meeting in February. Awards made will depend upon available funds and the quality of the proposal. Awards are established through a letter of authorization from the Chair of the Research Council to the applicant and to the Office of Accounting and Control. If more than one discretionary grant is requested by the same faculty member during one fiscal year, the total of such requests may not exceed \$1,500. **Expenses must be substantiated with receipts** (see Section C).

Recipients of Major Grants and Picker Fellowships are eligible for discretionary funding only in limited areas as itemized in Part II (see p. 10).

B. Discretionary Grant Categories

The Research Council considers the five categories below as fundable with discretionary grants. In total, these grants may not exceed \$1,500 per faculty member per year.

1. **Non-Student Wages.** This is a backup service: if student labor is available and satisfactory it should be used rather than non-student assistance. However, some skills may not be available among student assistants, such as drafting, photography work, cartography work, indexing, translation, transcription, and computer programming. In that event, please consult the Chair of the Council respecting wages prior to commitment to a non-student employee.
2. **Research Travel.**
 - a. Travel Expenses. Indicate exact airfare (by the least expensive way possible), train fare, or travel mileage by personal car (currently \$0.54/mile). (The Council does not fund attendance at regular meetings of professional associations or similar bodies. For special conferences, see No. 3 below.) Note that if your dates of travel fall after June 30, 2017, the grant will be on the next year's budget (2017-2018).
 - b. Insurance for International Travel. Health and Security Insurance is required for travel outside the U.S. Budget \$9.60 per week for Colgate's policy with GEO Blue and International SOS.
 - c. Living Expenses. Calculate per diem expenses (food, lodging, daily commuting) for your stay using the guidelines in Colgate's travel policy: www.colgate.edu/travelpolicy.
3. **Conference Travel.** Discretionary grants may be awarded to eligible faculty members to attend specialized professional conferences (not general national or regional conventions in the applicant's field), provided the applicant shows how attendance at that conference will contribute to a specific research project. Such grants will not be made for persons eligible for funding from the Dean's Office for formal participation in the same specialized scholarly meeting, but such a grant may supplement divisional travel funds when appropriate. Faculty members should ordinarily exhaust divisional travel funds, and endowed chair holders should exhaust their annual funds, before applying for Discretionary Grants for conference travel. Support for participation in regular meetings of disciplinary associations, such as the annual

meeting of the American Political Science Association (or subsidiary organizations meeting at the same time and place), should be submitted to your Division Director. For international conference travel, see 2.b. above.

4. **Research Equipment.** Funding is available for equipment essential to a specific research project. The Research Council, however, cannot subsidize departmental equipment budgets. Equipment purchased with internal Colgate-sponsored program funds is property of Colgate. Equipment purchases must be in accordance with the University's Procurement Policy (available on the [Purchasing Department website](#)). The Research Council funds may not be used for the purchase of computers. Requests for support for computers and computer-related equipment should be directed to ITS.
5. **Other Research Expenses.** Discretionary funds may be used to cover the costs of printing, photocopying, or library borrower's fees directly related to a research project or publication and unable to be covered with normal department funds. The Council will fund the purchase of computer software, datasets, database subscriptions, academic books, microfilms, microforms, and photographs essential to specific research projects, provided that the request is accompanied by a statement from ITS or the appropriate librarian confirming that the materials sought are not suitable purchases from their budgets. Requests should be for a minimum of \$50.

C. Procedure For Expending Discretionary Grants

Requests for discretionary funds must be made BEFORE undertaking the intended expenditures. The Council will not reimburse personal debts, however valid they may be as research expenses. Once granted, a discretionary fund may be used to draw an advance for planned expenditures indicated in the applicant's proposal. Alternatively, the expense may be paid by the Office of Accounting and Control on behalf of the recipient, may be charged to a Colgate corporate credit card, or may be paid by the recipient and reimbursed by the Office of Accounting and Control.

All expenditures must be substantiated with receipts for reimbursement in accordance with Colgate's travel policy: www.colgate.edu/travelpolicy. In the exceptional case when it is not possible to obtain a receipt (e.g., mileage expenses), records of expenditures must be kept and presented to Tracy Ogren in the Office of Accounting and Control. Because Research Council discretionary grants extend from July 1, 2016, to June 30, 2017, all requests for reimbursement must be submitted to the Accounting Office no later than June 30, 2017. Expenses incurred after June 30, 2017, will not be covered by 2016-2017 discretionary grants. All bills and receipts should be included with the appropriate voucher to Tracy Ogren in the Office of Accounting and Control. No bills or receipts should be submitted to the Research Council Chair. The Chair's signature is not required on the voucher.

PUBLICATION GRANTS

- A. **Publication Expenses Grants:** Publication expenses for books and refereed manuscripts (e.g., page charges for journals, off prints, submission fees, reproduction fees, costs for illustrations, graphs, tables, indexing, etc.) can be supported by a publication grant. For eligibility to receive these funds, Colgate University and the Research Council must be acknowledged in the publication. Consult the Chair of the Research Council concerning a Publication Grant before indicating to the publisher that charges will be paid by Colgate. The maximum Publication Grant is \$1,000. Discretionary Grant funds may be used to supplement this amount if eligible publication expenses exceed the \$1,000 limit.
- B. **Textbook Preparation:** The Council will consider applications for financial assistance for textbook preparation if the applicant recognizes a need in their field. Such assistance, if granted, is an interest free loan repayable from advances or royalties or subject to cancellation in the absence of advances or royalties. The maximum grant awarded will be \$3,000, and normally at least five years must elapse before a recipient of a major publication subvention will be eligible for another such award.
- C. **Publication Subvention Grants:** It is an increasingly common practice among publishers to seek contributions from the author. If such an instance arises, faculty should consult with the Chair of

the Research Council, who will communicate with the Provost and Dean of the Faculty office before making commitments to publishers. Faculty should submit a copy of their publisher's acceptance of the manuscript and publication subvention request. The maximum grant awarded will be \$3,000, and normally at least five years must elapse before a recipient of a major publication subvention will be eligible for another such award.

The \$3000 allowance for subventions can be applied to edited volumes when the lead editor is a member of the Colgate faculty, or, in the case of conference proceedings, if the lead conference organizer is a member of the Colgate faculty. No subvention support is available in the case when involvement of Colgate faculty is limited to authoring one or more papers in the volume. Persons accessing this funding will also normally be expected to have applied for funding for the subvention from sources external to Colgate prior to requesting support from the Research Council. As in other cases, this support will be provided only when the publisher requires a subvention.

STUDENT WAGE GRANTS

The Research Council offers student wage grants at the beginning of each academic semester and for the summer period June 1 through August 31. The maximum for each faculty member is 150 hours per semester (300 hours total for an academic year), and 200 hours for the summer. During the academic year, students should schedule themselves for no more than 15 hours a week for all jobs combined. During the summer, the limit is no more than 40 hours a week. No additional hours per week will be funded. We pay according to the wage rate schedule established by the Office of Student Employment. Current wage rates are \$9.25 per hour (minimum) during the fall, spring, and summer. During the summer only, an extra 10% is assessed to cover the cost of mandatory FICA taxes. First priority is given to work-study students. Students whose work involves foreign language or laboratory skills may be paid at the higher rate of \$9.55 an hour or, for students with very specialized skills, \$10.15 per hour. When your application for support is reviewed, your students will automatically be considered for these higher wage rates, based on the required skills and background indicated in your application. Please note that Graduation Day is the LAST day a student can work on a spring student wage grant, and graduated students are not eligible for summer wage support.

A. Application Procedure

Requests may be submitted by linking to the application form covering summer 2016, fall 2016, and spring 2017:

https://docs.google.com/a/colgate.edu/forms/d/e/1FAIpQLSfWDFDR_i1AtJTFuBLEIa-or8kczjkX6L3VYREVSWjKDt7aZQ/viewform

(For summer 2017 grants, contact studentemployment@colgate.edu for a new application link.)

Student wage grants are awarded only for specific research projects on which a student works with a faculty member; they are not given for activities in which students perform ancillary or independent functions such as community service, maintaining a faculty member's website, or tending to correspondence created by a faculty member's duties in a professional association. Similarly, student wage grants cannot be awarded for a *student's* independent research project, whether student-initiated or departmentally required.

Faculty members with Research Council Major Grants or Picker Grants are eligible to apply for student wage grants for projects *other than* those funded by the Major or Picker Grant.

Additional student wage grants cannot be awarded until all previous over-expended accounts have been settled.

B. Hiring Through the Office of Student Employment

Recipients of student wage grants are expected to advertise their openings through the Student Employment channel of the portal. Based on the requirements of the job, the posting will be available either to work-study students only or to all students. In some cases, only certain students will qualify to assist faculty with their research because of the students' background or previous experience –

these may or may not be work-study students; however, first preference should be given to work-study students whenever possible. Each faculty member who receives a student wage grant will make hiring arrangements through his or her department administrative assistant, who will submit the hiring request to Student Employment, now located in Human Resources. Faculty must approve students' work hours through the portal (instructional video can be found [here](#)). Additionally, faculty members should keep a record of the total hours worked by student assistants; overspent grants are not the responsibility of the Research Council or the Office of Student Employment.

II. GRANTS AWARDED ONCE EACH YEAR

MAJOR GRANTS AND PICKER FELLOWSHIPS

Major grants and Picker Fellowships are awarded once a year following the February meeting of the Research Council. They are made for a period of 15 months from June 1, 2017, through August 31, 2018. All grants will be closed out on August 31, 2018. Budget categories may include travel, living expenses, student wages, supplies and equipment. All applications should be submitted by email attachment to the Research Council Chair. See pp. 9-11 for application procedure, budget guidelines, and a sample budget form.

Major Grants

Requests should be for projects requiring more than \$1,500. Requests for more than \$7,500 must be justified by projects of unusual significance. Before submitting a proposal exceeding \$7,500, please consult with the Research Council Chair. Awards will be limited by the number of meritorious applications received and the size of the budget.

Research Council Fellows

Each year, during the evaluation of Major Grant proposals, the Research Council designates a Carter-Wallace, a Garrison, and a Hearst Fellow in recognition of outstanding proposals and projects. The Carter-Wallace fellowship is available to faculty members in the Division of Natural Sciences and Mathematics. The Garrison Fellowship is awarded for creative projects. The Hearst Fellowship is available to all faculty.

If your proposed project involves leave time of any sort, you must submit a completed and approved Application for Leave form with your proposal.

Picker Research Fellowships

Picker Research Fellowships support scholarly projects of the highest quality. Awards are competitive and are limited by the number of meritorious applications received and the size of the budget. The intention is to make available whatever resources are necessary for successful scholarly endeavor. Hence, the uppermost monetary limit is deliberately left flexible. Before submitting a proposal exceeding \$10,000 it is advisable to consult with the Council Chair. Such items as travel, food and lodging, clerical assistance, supplies, and fees will be supported. The employment of one or more research assistants and the acquisition of necessary books and equipment not obtainable through other Colgate sources will be considered.

Unsuccessful applicants for a Picker Research Fellowship are automatically considered for Major Grant awards. The Research Council chair will contact the applicant after the review process if a revised budget is necessary.

It is important to note that Picker Research Fellowships do not support faculty salaries, nor do they involve load reductions. Therefore, Picker Fellowships are often applied for in conjunction with a Faculty Leave. Faculty considering such an application should plan ahead: at the Council's February meeting we will award Picker Fellowships for the 2016-2017 academic year. If an applicant for a Picker Fellowship expects not to apply for or receive a Junior Faculty Leave or Sabbatical Leave, it might be wise to consider applying concurrently for external funding to support some leave time (e.g. an NEH or NSF Fellowship). Also, we encourage eligible faculty members to apply for summer Picker Fellowships.

These raise no leave time considerations at all and can provide for a productive three months of summer research.

If your proposed project involves leave time of any sort, you must submit a completed and approved Application for Leave form with your proposal.

Eligibility for Picker Research Fellowships

- a. All continuing full-time Assistant Professors who have passed third-year review (a Picker application may be submitted during the year of third-year review; if the Picker proposal is successful, funding will be awarded contingent upon successful completion of the review);
- b. All tenured full-time Associate Professors who have served no more than five years at Colgate after receiving tenure, including the period during which the Picker grant will be held;
- c. All Category I faculty at the rank of both Assistant and Associate Professor who have served Colgate at least six years but no more than twelve years.

Outcomes:

Picker Fellows and Major Grant recipients must submit a short (1 – 2 page) summary of the outcomes resulting from their Research Council funding within six months of the completion of their Picker or Major Grant. This summary must be submitted prior to making a request for any subsequent Research Council funding.

APPLICATION PROCEDURE FOR MAJOR GRANTS AND PICKER FELLOWSHIPS

All applications should be in the form of attachments and emailed to the Chair of the Research Council. They are due by Friday, January 27, 2017, at 5 pm. Late applications will not be accepted.

The quality of the proposed project is of the utmost importance to the Council in making its decision. Preference is normally given to proposals that show significant promise for (1) the initiation of a major project or research direction, or (2) the significant advancement of a current line of research. Normally, only one Picker or major grant is awarded per project. Since it is not always possible for members of the Council to distinguish the quality of the project from that of the proposal, the applicant should take care that the narrative is written skillfully and in good essay style. Bear in mind that whatever your field may be, colleagues who are not expert in your own area of expertise will be reading and evaluating your proposal. Therefore your research question, and its implications for your field and for your own long-term research agenda, should be spelled out as clearly as possible. Technical terminology must be kept to a minimum and should be explained in layperson's language. The essential components of a successful proposal include a clear statement of the central problem and methods of research, evidence of the scholarly or artistic significance of the project, painstaking estimation of costs, and a timetable explicitly listing the major research tasks you plan to carry out during the term of the Major Grant or Picker Fellowship. The Research Council normally sponsors a "grants lunch" at Merrill House for interested faculty toward the end of the fall semester at which the Research Council funding opportunities and application and review procedures are discussed.

The submitted proposal should be organized into sections with major sections labeled. Incomplete proposals will not be considered. The sections of the proposal should be:

1. **Cover Page** giving the title of the proposed project and the name of the applicant, along with his or her department or office.
2. **Narrative description** of proposed study, including references and citations of existing work in the field, and the outcome you envision (e.g. a published book or an exhibition). Divide the narrative into sections for clarity and write for a non-specialist audience. The narrative part of your proposal should be no longer than 6 pages (double spaced), plus bibliography and/or citations. Longer proposals will not be considered.
3. **A brief statement** concerning how the proposed research relates to your longer term research plans.

4. **A timeline** indicating how research during the period of the grant or fellowship will be organized, what major tasks will be accomplished, and the estimated date for completion of the final project (one page or less).
5. **The proposed budget** must list actual expenses by category rather than approximate costs. Do not guess; consult suppliers' catalogs, travel agencies, and so forth. The budget requests should be explicitly justified and related to the proposed research plan. Use the budget form below or online at the Dean of Faculty website (<http://www.colgate.edu/offices-and-services/deanoffacultyoffice/currentfaculty/fundingopportunities>) and follow the allowable expenses within each category.
6. **Brief Professional Resume.** Include a synopsis of your professional background (2-3 page limit).
7. **Previous Grant Support and other Grant Applications.** List previous grants received from the Research Council, whether Major, Picker Fellowship, Associate or Senior Leave, Publication, Subvention, Student Wage, or Discretionary, in the past five years, and indicate the results you obtained from them (i.e. resulting papers and publications, presentations or additional grant proposals). List outside grants and current or pending outside support relating to your proposed project. Indicate duplicate attempts to obtain funding within the University. Major Grants and Picker Fellowships cannot be awarded to a faculty member with an over-expended Research Council account.

BUDGET GUIDELINES FOR MAJOR GRANTS AND PICKER FELLOWSHIPS

- a. **Travel Expenses.** Indicate exact airfare (by the least expensive way possible), train fare, or travel mileage by car. Use the current University reimbursement of \$0.575/mile for car. Do not include travel to professional meetings or for professional consultation. (The Council does not fund attendance at general meetings. For special conferences and consultation, see Discretionary Grant guidelines on pp. 4-5.)

Insurance for International Travel. Health and Security Insurance is required for travel outside the U.S. Budget \$9.60 per week for Colgate's policy with GEO Blue and International SOS.

- b. **Living Expenses.** Calculate per diem expenses (food, lodging, daily commuting) for your stay at each locality using Colgate's travel policy: <http://www.colgate.edu/travelpolicy>. Maximum Research Council funding for living expenses is limited by the following rate schedule:

<u>Days at one location</u>	<u>Maximum Per Diem</u>
1st - 10th	\$250
11th - 30th	\$130
31st - 60th	\$115

The Research Council will fund up to a total of \$5000 in living expenses for Major Grants and \$7500 for Picker Fellowships. For day trips in central New York, the Council will consider car mileage only. The following examples should assist you in using the rate schedule:

1. One week at one locality would mean 7 x 250, or \$1,750.
2. Two weeks at one locality would mean (10 x 250) + (4 x 130), or \$3,020.
3. Five weeks at one locality would mean (10 x 250) + (20 x 130) + (5 x 115), or \$5,675.
4. 15 days at each of two localities would mean 2 {(10 x 250) + (5 x 130)}, or \$6,300.

For long-term accommodations, please estimate rent instead of using per diem figures. Groceries are not to be included in long-term living expenses.

- c. **Student Wages.** Work-study students are given first priority. Check with the Office of Student Employment (now located in Human Resources) and the section on Student Wage Grants (p. 6) for the appropriate wage and wage grant policies. The maximum award is 150 hours.

- d. **Supplies and Services.** This may include art supplies, chemicals, photocopying, audio-visual supplies, shop expenses, computer software, glass and plasticware, insuring research equipment if taken off campus, rental space for auditorium or art studio, etc. Books and periodicals may be requested in Picker Fellowships.
- e. **Equipment.** Preference ordinarily will be given to use of existing equipment owned by the University. Equipment purchased with internal Colgate-sponsored program funds is property of Colgate. Equipment purchases must be in accordance with the University's Procurement Policy (available on the [Purchasing Department website](#)); purchases of computer equipment and related items must be coordinated through Information Technology Services.
- f. **Non-Student Wages.** Non-student wages should not be included in Major Grant proposals. These services are handled as Discretionary Grants (p. 4).
- g. **Publication Expenses.** Publication expenses should not be included in Major Grant proposals. (See the Publication Grants section above in Part I for guidelines on handling publication expenses and publication subventions.)

PROCEDURE FOR EXPENDING MAJOR GRANTS AND PICKER FELLOWSHIPS

Expenditures must be substantiated with receipts for reimbursement in accordance with Colgate's travel policy: www.colgate.edu/travelpolicy. In the exceptional case when it is not possible to obtain a receipt (e.g., mileage expenses), records of expenditures must be kept and presented to Tracy Ogren in the Office of Accounting and Control. Because Research Council Major Grants and Picker Fellowships will extend from June 1, 2017, to August 31, 2018, all requests for reimbursement must be submitted to the Accounting Office no later than August 31, 2018. Expenses incurred after August 31, 2018, will not be covered by 2017-2018 Major Grant funds. All bills and receipts should be included with the appropriate voucher to Tracy Ogren. No bills or receipts should be submitted to the Research Council Chair. The Chair's signature is not required on the voucher.

Changes to Picker Fellowships and Major Grants awarded by the Council must be approved in advance by the Council Chair if the changes exceed 15% of the total budget awarded by the Council. The same limitations that apply to initial grant applications also apply to requests for changes to major grants following the initial award.

LIMITS ON ADDITIONAL FUNDING for PICKER/MAJOR GRANT RECIPIENTS

Recipients of Major Grants and Picker Fellowships are eligible for Discretionary funding in only limited areas: employment of persons with special skills (e.g. drafting), travel to special conferences, publication expenses, and publication subventions. Major/Picker grant recipients may also apply for student wages, but student wage grants for all projects may not exceed the normal maximum hours per semester or summer (see p. 6).

HORNED DORSET RESIDENCY FUNDING

The Horned Dorset Colony in Leonardsville, NY offers residencies for faculty in the fields of creative writing, creative writing translation, musical composition, visual arts, and mixed media arts (<http://horneddorsetcolony.org/home.html>). The Research Council will consider proposals in support of residency at the Horned Dorset Colony as part of the competitive Major Grant funding process. When submitting a proposal for residency at the Horned Dorset, please follow the Major Grant funding guidelines above, including submission of a budget for travel and fees associated with the residency.

SAMPLE BUDGET FOR MAJOR GRANTS AND PICKER FELLOWSHIPS*

Budget Category. Please describe each item.	Amount
A. Travel (Please itemize and give total amount)	
TOTAL Travel	
B. Living Expenses (See rate schedule)	
TOTAL Living Expenses	
C. Student Wage (University minimum). Specify rate and number of hours	
TOTAL Student Wages	
D. Supplies and Services (Please give exact amounts and itemize)	
TOTAL Supplies and Services	
E. Equipment Description	
TOTAL Equipment	
TOTAL BUDGET	
TOTAL GRANT REQUEST (if request differs from total budget)	

*A Research Council budget spreadsheet is available at www.colgate.edu/facultyfunding.

SCHOLARLY LEAVES

The Research Council awards Scholarly Leaves competitively on an annual basis. Applications for Scholarly Leaves should be submitted by email to the Research Council Chair by 5:00 p.m. on Friday, January 27, 2017, using the application procedures described below. When proposals of approximately equal merit are received, the Council will normally give preference to the applicants who are not eligible for a Picker Fellowship and who have not previously been awarded an Associate or Senior Faculty Leave. It is the University's expectation that a faculty member who accepts a Scholarly Leave from the research council will return for at least a year after that leave. Awards are made with the understanding that the department will ordinarily *not* receive replacement teaching.

Applicants for scholarly leaves must also apply to **at least one** external source of funding for the project, if such funding opportunities exist. Contact the Office of Corporate, Foundation & Government Relations (Helen Kebabian, 228-7451) to obtain information about sources of outside funding appropriate for your project.

A. Scholarly Leaves For Associate Professors

Eligibility: Scholarly Leaves for Associate Professors are granted on a competitive basis to applicants who will hold the rank of Associate Professor during the period of funding. There will be 2 SLA [Sabbatical Leave Account] credits available this year. These two credits may be awarded to one or two faculty members, depending on their needs. Faculty applying for an Associate Professor leave must apply for the number of credits required to eliminate the need for teaching or deferred teaching during their sabbatical. (Associate professors may apply for an Associate and/or Senior leave.)

The primary criterion for an award of a Scholarly Leave for Associate Professors is the scholarly merit of the proposal and the promise of the project for making a significant scholarly contribution. When proposals of approximately equal merit are received, the Council will normally give preference to applicants who have made a sustained, significant contribution to the university in terms of service or teaching requiring an unusual commitment of the applicant's time, energy, and resources.

B. Scholarly Leaves For Senior Faculty

Eligibility: Senior Faculty Leaves are granted on a competitive basis to applicants on continuous tenure at either the associate or full professor level who need time for major research projects. There will be two SLA [Sabbatical Leave Account] credits available this year. These two credits may be awarded to one or two faculty members, depending on their needs. Faculty applying for a Scholarly Leave for Senior Faculty must apply for the number of credits required to eliminate the need for teaching or deferred teaching during their sabbatical.

APPLICATION PROCEDURES FOR ASSOCIATE AND SENIOR FACULTY LEAVES

Applications for Scholarly Leaves must include:

1. A completed standard faculty leave form countersigned by the applicant's Department Chair and Division Director (available from the Dean of the Faculty's Office). Applicants are required to submit the leave form only, and not the accompanying documents.
2. A statement of past leaves, the number of SLA credits currently earned, and how many SLA credits you are applying for.
3. A maximum 6-page (double spaced) description of the proposed project, including references and citations of existing work in the field where appropriate. Since it is not always possible for members of the Council to distinguish the quality of the project from that of the proposal, the applicant should take care that the narrative is written skillfully and in good essay style. Bear in mind that whatever your field may be, colleagues who are not expert in your own area of expertise will be reading and evaluating your proposal. Therefore, technical terminology must be kept to a minimum, and technical expressions should be explained in layperson's language. Indicate how the proposed research relates to your longer-term research plans. The essential components of a

successful proposal include evidence of the scholarly or artistic significance of the project, careful planning, a realistic agenda and timetable, and lucid presentation.

4. A timeline indicating how research during the period of the grant will be organized, what major tasks will be accomplished, and the timeline for completion of the final project (one page or less)
5. A two-to-three page professional vita.
6. Written evidence that the applicant has sought substantial external funding for this project. Evidence that you have applied to **at least one** external source of funding must accompany the application, if such funding opportunities exist.
7. A statement summarizing previous support from the Council (i.e., listing previous Major Grants, Picker Fellowships, Scholarly Leaves for Associate Professors, or Senior Leaves) and a statement of the outcome of these grants and leaves. List previous outside grants, and current or pending outside support.
8. For Associate Leave Requests, a brief (maximum of two pages) statement that describes and documents any sustained service or teaching contributions to the university by the applicant that should be considered in the deliberations. Applicants should indicate and explain any commitments of time and resources to those activities that go beyond what is normally expected or asked of an associate professor.

III. SPONSORED RESEARCH SUPPORT FUND

Additional funding for faculty research may be available through the **Sponsored Research Support Fund (SRSF)**. The SRSF is funded through transfers from Indirect Cost funds received from federal agencies supporting research at Colgate. Funds will be disbursed from the SRSF at the discretion of the Provost and Dean of the Faculty primarily to benefit the research programs of Colgate faculty members who have brought in grants that include indirect costs. Funding will be available only to faculty in tenure stream or Category I appointments. **The highest priority for support from the SRSF will be research continuity support.** These are funds to sustain research programs during short term periods in which grants are lost or the level of support has sharply diminished. To be eligible for grant continuity support an investigator must have applied to the supporting agency for renewal of funding and met the relevant deadlines. Continuity support will be available for the following spending categories: necessary equipment and supplies; student stipends; publication costs; and travel. Faculty summer salary cannot be funded using continuity support. Assuming funds are available, the SRSF may also provide matching funds, when University contributions are necessary to the success of a proposal. If the fund balance is sufficient, **funds may also be designated for the purpose of assisting investigators who have not yet received funding.** Such funding will be for the purpose of equipping the investigator in such a way that improves his or her chances of being competitive for funding.

Please contact the Provost and Dean of Faculty with requests for SRSF funding.