

University of Redlands
Guidelines for Faculty Research Grants

Academic Year 2017-2018
July 1, 2017 – June 30, 2018

1. Research Grants are available only to full-time continuing faculty members. No grants will be awarded to faculty members who are on visiting appointments or terminal contracts. Current members of the Faculty Review Committee may apply if they are in the final year of their term on FRC.
2. Research Grants are for use in support of work conducted during the period of the award. Grants typically are awarded to underwrite the actual cost of the research or creative project (e.g., travel, special software or databases, photocopying) and do not include stipends. **Note: Funds are available for expenses incurred and travel completed between July 1, 2017, and June 30, 2018.**
3. Applications for grants received after the published deadline will not be considered.
4. In cases of proposals of equal merit, priority will be given to proposals from faculty who have not recently received a research grant.
5. Grant monies are to be used in support of the project as described in the research grant proposal. Any plans by the recipient to use those monies for a different project or for a project that is a significant variation on the one originally proposed must be submitted to the appropriate Dean before the money is spent, for approval by the Faculty Review Committee if in session or the Chair of FRC if during the summer.
6. Faculty members are strongly encouraged to seek funding from outside sources to augment or to replace internal University support. If such funding is received, the faculty member must consult with the Academic Affairs Office to determine whether revision of the original budget is in order. Faculty members who are awarded grants must return all or a pro-rated portion of the money if they receive research or study support for the same project from another source.
7. Grant monies will be distributed throughout the period of the grant (July 1 through June 30) in accordance with the approved budget and procedures established by the Academic Affairs Office and the Office of Business and Finance.
8. If the project requires the use of human and/or animal subjects, the recipient must submit an application to the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC). Monies can be distributed only after proper approval is obtained for the project proposed.
9. Faculty members who receive grants are expected to teach full-time at the University for at least one year following the award. Those not doing so must return the full award to the University.
10. At the end of the grant period, the Research Grant recipient must file a report describing the work completed. The report must be submitted to the Academic Affairs Office within two months following the end of the grant period. In addition, a one-page précis of the research report must be submitted at this time to be included in the faculty member's file. Failure to do so will render a recipient ineligible for future awards and will be noted in a letter to the recipient's Academic Affairs/Dossier file (which is available to the Faculty Review Committee). The recipient will remain ineligible for future Faculty Research Grants until the report is submitted.

**Applications are due in the Academic Affairs Office not later than
Monday, March 13, 2017**

**University of Redlands
Faculty Research Grant Application
Academic Year 2017-2018**

Principal Investigator:

Attach a current Curriculum Vitae

Title of Proposed Project:

Project's Primary Academic Field(s):

Period of Proposed Project:

Date of Last Faculty Grant Received:

Copy of research report précis for last grant must be attached to this Application

Please respond to the following items on a separate document and attach to this Cover Page

- 1. Objectives of Proposed Project**
- 2. Detailed Plan of Procedure**
- 3. Significance of Proposed Project**
- 4. Experience directly related to the Project** (own publications, teaching, research, travel, study, etc.)
- 5. Literature References** (citation and abstract of articles, books or publications bearing on the proposed project)

Proposed Budget

Guidelines: A maximum of **\$3,000** may be requested. Projected expenses must be detailed in the budget request as indicated. **Funds are not available to be spent or reimbursed until July 1, 2017.**

All monies must be spent, all travel completed, and all supplies received no later than June 30, 2018.

<u>Category</u>	<u>Item</u>	<u>Amount Requested</u>
Equipment		
Supplies		
Clerical Support		
Student Support		
Travel <i>(between July 1, 2017 and June 30, 2018 only)</i>		
Photocopying		
Other		

Total Amount Requested: _____

Other Support, granted or pending, for this project (department funds, federal or other applications, etc.):

Applicant's Signature: _____ Date: _____

For FRC Use Only: Amount Granted: _____