

## **Guidelines for Administration of Research Funds for 2018 - 2019**

### **Eligible Activities and Expenses**

The Research Fund provides monetary support for faculty activities not currently covered by Faculty Conference and Travel Funds (travel requests), which have separately published guidelines.

The Faculty Development Committee recognizes that faculty activities requiring support vary by discipline. The Faculty Development Committee is prepared to recognize the following items as eligible activities and expenses for the Research Fund:

1. publication costs and related expenses
2. equipment and facilities rental costs
3. faculty and student travel to research locations
4. audio-visual presentation preparation costs
5. payment of fees for use of copyrighted materials
6. survey preparation, distribution and participant costs
7. data base search and retrieval costs
8. supplies, software and equipment purchases

The Faculty Development Committee may add activities and expenses to this list. The Faculty Development Committee encourages the creative use of these funds in ways that benefit discipline-specific and interdisciplinary research, as well as research related to issues in higher education.

### **Maximum Funding Per Faculty Member:**

Full time faculty members may receive up to \$400 per year (July 1, 2018 – June 30, 2019). Awards for part-time faculty members are pro-rated.

### **Applying for Funding:**

Faculty members may apply for funding at any time during the year, but are encouraged to submit funding requests as early as possible. The chair of the Faculty Development Committee will review the requests and recommend funding approval to the Provost and Vice President of Academic Affairs. If the activity and/or expense is currently in the list of eligible activities and expenses, funding will be granted automatically up to the maximum funding limit per faculty member per year. NOTE: Funding requests for other activities and expenses will be reviewed by the Faculty Development Committee on the same schedule as that for Faculty Conference and Travel Funds.

If the funds requested are for expenses already incurred by the applicant, supporting documentation (receipts, invoices, etc.) must be submitted to the Provost's Office before a request for reimbursement can be processed. If the funds are released as an advance, a full accounting of the use of the funds and all supporting documentation (receipts, invoices, etc.) must be provided to the Accounting Office to reconcile the advance; if the advance is not reconciled, the funds granted will be treated as taxable income.

**REQUEST MUST BE SUBMITTED ON THE RESEARCH REQUEST FORM and SENT ELECTRONICALLY to [chalk@hood.edu](mailto:chalk@hood.edu)**