

Boston College
Faculty Grants Program

RESEARCH EXPENSE GRANTS

GUIDELINES AND APPLICATION FORM

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2007- 2008

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Office of the Vice Provost for Research

University Research Council

BOSTON COLLEGE

Research Expense Grants Guidelines

Research Expense Grants

Research Expense Grants are designed to help facilitate the conduct of faculty research. By their nature and size they help to defray the smaller expenses of doing scholarly research. Some examples of such expenses include, but are not limited to, payment for: library cards, travel to libraries, photocopying at libraries, help from a student research assistant, assistance in data collection and coding, reproducing and administering questionnaires, and purchase of expendable laboratory materials.

Except in rare instances, Research Expense Grants will not be awarded for expenses that ought to be borne by individual faculty or their departments, such as expenses for books or journals, telephone or postage, manuscript typing or editing, and local parking and transportation when conducting research. Research Expense Grants will also not be awarded for expenses related to the presentation of research findings at professional conferences or meetings.

Research Expense Grants may be used only for expenses related to research and may not be used as income. Please note that more and more faculty are applying for these grants and the level of competition continues to increase.

Eligibility

All regular full-time tenure-track and tenured faculty of Boston College are eligible for Research Expense Grants.

Amount and Conditions of Awards

The maximum grant during any single award period is \$2,000. There are two award periods each academic year Summer/Fall and Winter/Spring. An applicant may apply for funding during each period.

Two or more faculty may collaborate on an application.

Re-application is always possible and failure to gain support in one grant period does not prejudice an applicant's chances for an award in subsequent grant periods. An applicant whose request is rejected must wait until the subsequent award period to reapply.

Funds will not be granted retroactively for research expenses already incurred prior to the application deadline.

Expenditure of Funds

Research Expense Grants funds must be expended within the time period for which awarded. There are no exceptions to this requirement. Summer/Fall awards must be expended by November 30, 2007. Winter/Spring awards must be expended by May 9, 2008. Applicants should design their proposals accordingly.

Application Review Process

The Committee on Research and Publication of the University Research Council will review the applications and make the awards. The Committee will judge applications by the following criteria:

1. The promise of quality in the applicant's research project, reflected in the clarity and persuasiveness with which the applicant outlines the proposed research.
2. The likelihood that the proposed study will produce significant results, or assist in bringing an existing project of importance to a successful conclusion, or advance preliminary investigations that have potential for later obtaining extramural support.
3. The likelihood that the applicant will complete the work proposed.
4. The relationship of the proposed project to the applicant's overall research goals.

The Committee's decision on an application will be final. Once the Committee's decisions are made, applications will not be re-opened for reconsideration during any award period.

Applicants should understand that requests for funding always exceed the funds available. Inevitably some proposals will not be supported or funds awarded may be less than the amount requested.

Application Instructions

Located at the back of these Guidelines are a one-page Application Cover Sheet and a Research Expense Grant Application Form. *A complete application consists of:* a completed Application Cover Sheet (1 page); a completed REG Application form (2 pages); budget (1 page); a list of the applicant's prior publications (2 pages); and an Evaluation Form from the relevant department chairperson or dean (1 page).

To facilitate processing, the REG Application and Budget should be typed single-spaced.

All 5 parts of the packet must be completed. Incomplete packets will be returned to the applicant(s).

Application Cover Sheet:

The instruction sheet for completing the Application Cover Sheet is located at the back of these guidelines. If the application is being submitted by two or more faculty jointly check "Joint" in Item 2 on the Application Cover Sheet. Submit one complete Application Cover Sheet with the name of one applicant. Submit additional Application Cover Sheets for each additional applicant, but only complete Lines 1 through 8 and Line 10 for each additional applicant.

Research Expense Grant (REG) Application:

Since most of the reviewers will not have a specialized knowledge of your field of study you should describe the proposed project in plain English. The completed two-page REG Application includes the following:

1. The proposed research and its scholarly significance.
2. The research objectives for the period of the proposed work.
3. The relationship to longer-term goals of the applicant's research and to the present state of knowledge in the field.
4. The methodology and means for collecting research data.
5. The relationship to other work in progress by the applicant.
6. The potential for later extramural support and efforts made to identify potential extramural funding.

Include a one-page budget indicating specifically the amount being requested for each category of expenditure, and give a brief explanation and justification for each category.

Brevity, clarity, and directness will facilitate effective review by the Committee. As noted above, application sections must not exceed the designated page limits.

Please enclose a list of your publications for the prior three years (2 pages).

Recommendations:

Department chairpersons in Arts and Sciences and the School of Management, and the deans of all other schools, must provide an assessment for Research Expense Grant applications. At the back of these guidelines is an Evaluation Form for this purpose, together with instructions for its completion.

Please complete the applicant's information on the Evaluation Form and send it with a copy of the Evaluation Instructions and a copy of your completed application to your departmental chairperson in Arts and Sciences and the School of Management or to your Dean in other schools. Please request that your chairperson or dean forward his or her evaluation to Susan Hynes, Office of the Provost, Waul House. The

BOSTON COLLEGE**Research Expense Grant
Application Cover Sheet**

- Item 1. Individual Applicant or Project Director:
- a. Self-explanatory
 - b. Please give your academic rank.
 - c. Please indicate dates with numerals, e.g., 6/04 for June, 2004
 - d. See item c
- Item 2. Type of applicant: If an individual is submitting alone, check Individual. If submitting with two or more colleagues, check Joint.
- Item 3. Self-explanatory
- Item 4. List exact amount requested
- Item 5. List the primary expense categories for which funds will be utilized, for example, travel or printing or student assistance, etc.
- Item 6. Self-explanatory
- Item 7. If you have received one or more Research Expense Grants in the past, please list year(s) received. Also, attach a brief statement describing the results of previous REG Awards.
- Item 8. Descriptive Title of Project: Enter a brief title that clearly identifies the project and its content. This title should be informative to a non-specialist and should not exceed the space provided.
- Item 9. For Research Expense Grant Applications in excess of \$1,000 please indicate if extramural funding has or will be sought.
- Item 10. Sign and date.

BOSTON COLLEGE

Research Expense Grant Application Cover Page

1. Individual Applicant or Project Director:

a. Name and Mailing Address

(Last) (First) (Initial)

(School) (Department)

(Building) (Room) (Extension)

b. Rank: _____

c. Tenure: _____

d. Highest Degree Attained:

(Degree) (Month/Year)

2. Type of Applicant:

____ Individual ____ Joint

3. Program Period Applicant is Applying for:

____ Summer/Fall ____ Winter/Spring

4. Requested Amount: \$ _____

5. Principal Expense(s): State Type and Amount for Each Item

6. Full time teaching at B.C. at end of current academic year: _____ years

7. a. Have you previously received a Research Incentive Grant?

____ yes ____ no If yes, what years? _____

b. Have you previously received a Research Expense Grant?*

____ yes ____ no If yes, what years? _____

*Attach a brief statement describing the results achieved with previous awards.

8. Descriptive Title of Project: _____

9. Has or will this proposal be submitted to a government agency or private entity for funding? If yes, indicate where and when: _____

10. Applicant's Signature: _____ Date: _____

BOSTON COLLEGE**Research Expense Grant
Application**

1. Description of the proposed research and its scholarly significance.

2. Research objectives for the period of the proposed work.

3. Relationship of #2 to longer-term goals of the applicant's research.

4. Methodology and means for collecting research data.

5. Relationship of project to other work in progress.

6. Potential for future extramural support and possible extramural funding.

BOSTON COLLEGE**Research Expense Grant
Budget**

Please present the major categories of your project budget and costs on this page.

BOSTON COLLEGE**Research Expense Grant
Recommendation Form****To Be Completed By The Applicant:**

Check Period for Which Application is made: _____ Summer/Fall
_____ Winter/Spring

Name of Applicant: _____

School/Department: _____

Building and Room: _____

To Be Completed By Applicant's Dean/Department Chair: (please refer to section on Guidelines for Department Chairpersons and Deans)

Dean or Department Chair's Recommendation:

Applicant's Ranking: Number _____ of a total of _____ applications from this School/Department

Name: _____ Signature: _____ Date: _____

