

**ARTS & SCIENCES COUNCIL**  
**Committee on Faculty Research**

**Research Grants, 2016-2017**  
**Information & Application**

**GENERAL INFORMATION**

The Arts and Sciences Council Committee on Faculty Research is pleased to invite grant applications to support faculty research. Grant funds are limited. These grants are designed to provide seed money for pilot research, fund project write-ups, or underwrite components of larger projects that might be difficult to fund.

**DATES**

- The deadline for receipt of applications is **Friday, March 17, 2017 at 5:00 p.m.**  
**Late applications will not be accepted.**
- Awards will be announced in late April.**
- Funds must be spent within one calendar year of the award date.

**APPLICATIONS**

What to submit:

- complete and signed application (including the project description)
- 1 copy of your CV

Where to submit:

- email to [angela.latta@duke.edu](mailto:angela.latta@duke.edu) (PREFERRED)
- 102 Allen Building (Box 90029)
- c/o Angela Latta (Staff Assistant for the Committee)

**ELIGIBILITY**

All faculty in departments or programs in Arts and Sciences are eligible to apply, whether regular rank or non-regular rank. For clarity, the qualifying titles of regular rank and non-regular rank faculty are listed at <http://admin.trinity.duke.edu/faculty-affairs/appointment-titles>. Owing to budgetary constraints, emeritus faculty are not eligible for research grants at this time. Postdoctoral fellows also are not eligible.

**AWARDS**

The maximum award in the ASC-CFR Research Grant program is \$5,000. You may request any amount up to this maximum, as appropriate to budgetary requirements of your project. Carry-over of grant funds to the next fiscal year is permitted only in exceptional circumstances, which must be requested in writing. Grant funds may not be transferred to any other research project. Expenditures on the grant are limited to those items on the original application budget and may be reviewed by the Arts and Sciences Financial Administration office.

**APPLICATION DETAILS**

**Completed and signed application, plus one copy of your CV are required.**

Please use the title, budget, funding and report pages provided. Please keep the parts of the application in the correct order.

### Project Description

Should be:

- specific and detailed about the proposed research
- understandable to faculty reviewers (who probably are not experts in your discipline)
- must be limited to a maximum of three pages

### Report of Previous A&S Council Research Grants

--must be included with your application

### Report on Other Current/Pending Funding

- must also be included, with brief explanation about why other funding, if available, does not cover this project.
- failure to complete this part of the form will diminish your chances of success

## **ALLOWABLE EXPENSES**

- **Wages:** Research Assistants and other support personnel may be paid; however, fringe benefits are payable on all wages and salaries. The fringe benefit rates are listed on the Budget page (Part 3) of the application.
- **Travel:** Research-related travel and subsistence costs for this project may be paid for the investigator and assistants, if this travel is justified.
- **Supplies:** Mailing expenses are allowable. Copying expenses are allowable if copying exceeds the amount normally provided by your department.
- **Equipment:** Capital equipment costing in excess of \$500 must be tagged and inventoried by Plant Accounting. Equipment and materials of permanent value become the property of your department.
- **Books:** Funds are occasionally awarded for the purchase of specialized books, but applicants must first contact the Assistant Librarian in Perkins Library to determine whether collection development funds or other sources are available for purchase of the materials needed. If the purchase of books is allowed, they become the property of the library.
- **Computer Programming** charges directly related to the project are allowable.
- **Technical Support Services** directly related to the project are allowable.

## **UNALLOWABLE EXPENSES**

- **Salaries:** No investigator may receive a summer salary, leave salary, or salary supplement from an ASC-CFR Research Grant.
- **Travel:** No travel support or subsistence may be paid for dependents of the investigator. Travel to professional meetings or conferences may not be charged to an ASC-CFR Research Grant. A separate program exists for this purpose; the form is available at <http://www.aas.duke.edu/research/asc-cfr/>
- **Subscriptions and Subventions:** Publication subventions and journal and magazine subscriptions are not allowable.
- **Supplies:** Common office supplies and non-extraordinary telephone expenses are not allowable; these should be provided by the individual's department/program.

- **Equipment:** Funds have traditionally not been awarded to faculty members for the purchase of teaching equipment, computers or any other similar equipment.

### **CONTACT INFORMATION**

For additional information, please contact:

--Committee Chair, Richard Kay (Richard.kay@duke.edu)

--Committee Staff, Angela Latta (angela.latta@duke.edu)

**ARTS & SCIENCES COUNCIL**  
**Committee on Faculty Research**

**Research Grant Application, 2016-2017**  
**COVER PAGE**

Please submit completed and signed application, and one copy of your CV.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Tenure:**   yes    no

**Department or Program (Primary Appointment):** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Project Type:**

- Pilot project in preparation for outside funding application.
- Self-contained project lasting 1 year or less.
- Part of a long-term study.
- Finalizing a study in preparation for publication.
- Other (please describe briefly) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit applications to:**  
**Angela Latta, Staff Assistant**  
**Arts and Sciences Council, Committee on Faculty Research**  
**Angela.Latta@duke.edu**  
**102 Allen Building, Box 90029**  
**Duke University**  
**Durham, NC 27708**

# **PROJECT DESCRIPTION**

(maximum 3 pages)

Part 2

**BUDGET**

**SALARIES**

Payments to be made to personnel at regular intervals.....\$

Nature of Assistance:

Rate of Reimbursement:

**WAGES**

Payments to be made to assistants at irregular intervals ..... \$

Nature of Assistance:

Rate of Reimbursement:

**FRINGE BENEFITS**

Fringe Benefits .....\$

2016-17 Rates:

(Hourly = 25.8%, Monthly = 22.9%, Undergraduates = 7.7%,

Ph.D Students = 5.8%)

**RESEARCH SUPPLIES**.....\$

Explain:

**COPYING EXPENSES**.....\$

Explain:

**PHOTOGRAPHY**.....\$

Explain:

**EQUIPMENT**.....\$

Explain:

**BOOKS**.....\$

Explain:

**MAILING**.....\$

Explain:

**COMPUTER PROGRAMMING**.....\$

Explain:

**TECHNICAL SUPPORT SERVICES**.....\$

Explain:

**TRAVEL EXPENSE**

Transportation.....\$

Subsistence.....\$

Itinerary: attach additional sheet if necessary

**OTHER EXPENSES**.....\$

Explain:

**TOTAL AMOUNT REQUESTED**.....\$

Part 3

**OTHER/PENDING FUNDING**

Specify amount of other funds from all sources, including A&S research account.

(Add supplemental sheets if necessary)

## I. CURRENT EXTERNAL FUNDING

A. Source:  
Amount:  
Title:

B Source:  
Amount:  
Title:

C. Source:  
Amount:  
Title:

D. Source:  
Amount:  
Title:

E. Source:  
Amount:  
Title:

## II. PENDING GRANTS

A. Source:  
Amount Requested:  
Title:

B. Source:  
Amount Requested:  
Title:

C. Source:  
Amount Requested:  
Title:

**III. RESEARCH ACCOUNT OR OTHER RESEARCH SUPPORT** from Arts & Sciences, your department, or any other University source expected in 2016/2017.

Source:

Type of Support:

#### **IV. NEED FOR ADDITIONAL FUNDING**

If you have reported current or pending external funding, a research account, or other research support, **briefly** explain why the proposed project cannot be completed with these other resources.