

Le Moyne College
Adjunct Faculty Research and Development Committee

How to Apply for a Grant

A. Purpose

The general purpose of awarding research and development grants to adjunct faculty is to help defray the costs to adjunct faculty members who initiate and carry out research and/or creative arts projects, or who further their development of teaching skills and competencies.

Given the limited resources of the Committee, applicants for grants ranging in the thousands of dollars are encouraged to seek additional outside funding.

B. Eligibility

Any member of the bargaining unit who has taught at least one semester at the College is eligible to apply for a grant under this program. For definition of membership, see the contract between Le Moyne College Adjuncts Association and the College.

C. Evaluation Criteria

1. The project or activity for which the applicant seeks funding must either be in progress, have been completed since the last deadline for grant applications, or be due to start within one year from the time of application.
2. There is no limit to the number of times an eligible person may apply to the Committee for funding. In addition to the merits of the current proposal, the Committee will consider the applicant's history with the Research and Development program.
3. It is the responsibility of the applicant at time of application to demonstrate compliance with all relevant college policies (for example, with the [Institutional Review Board](#) where research involves human subjects, or with [Information Technology](#)).
4. The following expenses are eligible:
 - a. Cost of student help through the College Work Study Program.
 - b. Cost of services and materials. This may include: specialized research assistants, consumable supplies, rental and other service charges, purchases of reprints and journals essential to the project but not easily obtainable, photocopying, database searches, and computer time to access off-campus sites. Requests for books and films should first be submitted to the Director of the [Library](#), after consultation with the department chair. Requests for computer hardware and software should first be submitted to the Director of [Information Systems](#). However, requests for

specialized software will be entertained on the understanding that like all non-consumables, such software becomes the property of the grant recipient's department.

c. Cost of innovative use of technology for instruction, research, or development. Faculty may request funds for materials necessary in designing courses using technology-intensive strategies, specific research on technology and pedagogy, research projects that employ technology in various ways, the creation of research and/or teaching tools that will benefit the faculty's classes and/or outside research interests such as research-intensive web pages, CD-ROMs or other media, or the creation of original courses that are technology-intensive either in the manner in which they are presented or the manner in which students interact in the specific courses.

d. Reasonable costs of transportation, lodging, and meals incurred conducting research or contacting sources of funds, such as government agencies or foundations.

The maximum reimbursement for meals is \$30.00 per day.

For those who drive their own cars, reasonable transportation costs include reimbursement at current mileage rate, which can be obtained from the College's [Financial Services Office](#).

Applicants must be familiar with and follow policies and procedures specified in the [Travel Policy](#) manual, which can be obtained from the College's [Financial Services Office](#).

e. Reasonable costs associated with attending a scholarly conference as an active participant--including registration fee, costs of transportation, lodging, and meals.

Active participation is defined as chairing a session; reading a paper; giving a poster session, workshop, or artistic performance or installation. Active participants must provide confirmation from the conference sponsor.

The maximum reimbursement for meals is \$30 per day.

For those who drive their own cars, reasonable transportation costs include reimbursement at current mileage rate, which can be obtained from the College's [Financial Services Office](#).

Applicants must be familiar with and follow policies and procedures specified in the [Travel Policy](#) manual, which can be obtained from the College's [Financial Services Office](#).

e. Standard academic charges incurred during the publication process that are required by the publisher, such as page charges, copy-editing, submission fees, permission fees, translation fees, or indexing.

f. Activities designed to improve pedagogical skills-- for example, to learn about new resources for teaching, to share insights and classroom-tested strategies, or to enhance the ability to teach or advise students--such as seminars, summer workshops, or internships, *including activities offered at conferences. (See Application Process #2, below.)*

g. Activities to develop new content areas for research or teaching, such as seminars, courses, summer workshops, or internships, *including activities offered at conferences*. Applicant should explain his or her ultimate research or teaching goal, the overall strategy for achieving that goal, a plan for securing additional funding to pursue the overall strategy, and how the particular activity advances the overall strategy. (See *Application Process #2, below*.)

5. The following expenses are among those not eligible:

- a. Tuition costs for courses that are part of a degree program.
- b. Expenses that the author chooses to incur prior to publication, such as proof-reading and copy-editing.
- c. Normal office supplies.

D. Application Process

- 1. Application form: The required application form is available at the [Office of Human Resources](#) webpage. The applicant submits a completed application form together with all supporting material requested on the form. Submit an application with supporting material via email with attachments to Amy Zubieta, Human Resources Coordinator (zubietak@lemoyne.edu).
- 2. Additional form for projects related to teaching: A department chair—and if relevant, a program director—must complete the Committee’s brief form* “Department Chair/Program Director Comments on Teaching-Related Proposals,” indicating that the project is consistent with the department/program’s needs and goals. This form is available at the [Office of Human Resources](#) webpage. (*The applicant must submit this form with the full application.)
- 3. Institutional Review Board Approval: Required for conducting research with human subjects. See [IRB website](#) for more information.
- 4. Application deadlines:

Deadlines

Beginning Fall 2012, the Committee will review applications each semester according to the following schedule:

Term	Application Deadline
Fall round	October 5 (funds for current fiscal year)
	November 1 (funds for upcoming fiscal year)
Spring round	February 15 (funds for current fiscal year)
	March 18 (funds for upcoming fiscal year)

If the proposed project overlaps two fiscal years, please submit a separate budget form for each fiscal year.

5. Review: During its review, the Committee may require the applicant to answer requests for additional explanations or details.

6. Notification: The Committee forwards its recommendations to the Provost at the conclusion of each application cycle. The [Provost's Office](#) notifies applicants regarding the outcome of their applications.

E. Grant Administration and Report

1. Transfer of funds: The amount of each grant awarded will be transferred, under the grant recipient's name, to an individual sub-account of the Committee's account. The funds in the account can be used to reimburse the grantee for expenses he or she incurs under the approved grant budget. To withdraw money from the account, the grantee must submit documentation and an [authorization form](#) signed by the chair of the Committee, or Committee designee, to the [Accounts Payable Office](#) (Grewen Hall, 2nd floor, adjacent to the Bursar's Office). Then [Financial Services](#) will cut a check for the grantee.

2. Budget: A grant recipient may only be reimbursed for amounts in the line items of the budget as approved by the Committee. Any budgetary changes require Committee approval. If expenses exceed the amount approved in the original grant, a grant recipient may submit a proposal for additional funding; additional funding, however, is not guaranteed. The Committee will periodically review such requests.

3. Outside funding: A grant recipient who receives outside funding for a project after being awarded a grant from the Committee for that same project is required to return to the Committee whatever amount is being covered by the external grant.

4. Fiscal years and expenditures: Each grant is made for a designated fiscal year or years, so those funds can only be used to reimburse expenditures made within that time frame. Projects may be eligible for funding in successive fiscal years. Unfortunately, however, money allocated for a specific fiscal year does not "roll over" into the next fiscal year. The close of the fiscal year is May 31. A new fiscal year begins June 1.

5. Applicant's Report to Committee: By the August 15 after the end of the fiscal year for which a grant was made, a grant recipient must submit a project report to the Chair of the Committee, the Provost, and the appropriate Dean. This report should describe the status and/or outcome of the funded activity. The Committee will not consider proposals for new grants from applicants who have outstanding project reports.

6. As in all such matters, the support of the Committee should be acknowledged where appropriate.