I. Eligibility for Applying
   A. Funding is reserved for activities that advance and facilitate research and training projects.
      
      **Research** is understood to include travel to conferences to present papers, participate in panels and seminars, and engage in related official activities, as well as scholarly projects requiring funding to initiate, develop, or complete (e.g. travel to sites and collections). Other activities that may be construed to advance research are invitations to noted scholars and public figures to deliver lectures on campus and in some instances the purchase of equipment essential to the success of the research project.

      **Training** is understood to include those projects that result in the creation of a product (e.g. a textbook, a CD ROM), those activities that result in pedagogical or curricular innovation, or travel to participate in workshops for professional development.

   B. Funding is open to all professorial ranks in the College, Instructors, and Lecturers.

   C. Before applying to this fund, applicants should have first applied, if eligible, to other campus-wide means of support (e.g. URC for conference presentations, Research Relations for scholarly projects, GSO for Ph.D. students).

II. Types of Proposals Funded
A. Proposals requesting funding for travel to conferences or to conduct research and training projects: Applicants may request airfare, conference fees, and allied expenses (e.g. photocopying), as appropriate.

B. Proposals requesting funding to facilitate research: Applicants may request supplies, payments to research subjects, funding for student help or casual hires for research assistance, subventions for publication, and specialized equipment not normally provided by the department. Requests for laptops will not be granted.

C. Proposals requesting funds to hire a lecturer to release the applicant from a course: Applicants must be faculty members I-2 or above who are teaching 9 credits or more in the semester for which they are applying.

D. Proposals requesting funding to invite speakers to campus: Applicants may request airfare and a modest honorarium.
III. Criteria
A. Projects will be assessed according to
   1. how well they fit the definitions of research and training in Section I;
   2. the conception, definition, organization, and description of the project;
   3. the value of the project or proposal to the discipline or field;
   4. the ability of the proposer to carry out the project successfully.
B. The expected order of preference will be as in II A-D, but exceptions may be made for proposals of particular merit in any category.

IV. Timetable
The LLL Research Committee, chaired by the dean and composed of one representative from each department, will meet two times during the academic year, once in the fall and once in the spring. Unless otherwise noted, applications must be received before travel begins or the project starts.

At the conclusion of each semester, the Committee will disseminate to the College a list of awards granted.

V. Application Process

**In addition to the cover sheet (page 4 of this document), applicants should:**

A. Provide a brief (one-page) description of the project in language accessible to those outside their field.
   1. For an oral presentation, provide an abstract of your paper or a description of your role at the conference, along with an official letter of invitation or selection.
   2. For a proposal to conduct research at a special location (e.g. a university archive), provide a description of what you will be doing and why travel is necessary for this purpose. If prior permission is required, provide a letter authorizing your use of the resources.
   3. For a request for specialized equipment, provide a description of why you need this equipment and exactly how it figures into your work, along with a description and a price quotation.
   4. For a request to sponsor an invited speaker, provide a description of why you think this speaker should address the college and university community, along with a one-page bibliography detailing the speaker’s credentials.
   5. For a request for a subvention for publication, provide a letter of acceptance from the publisher, indicating when the work will be published and the amount of money needed from the author.

B. Explain how the request or project fits the criterion of advancing or facilitating research and training in the College.
C. Explain briefly (one paragraph) why your project is not eligible for funding elsewhere (URC, Research Relations, GSO); attach to this explanation (as appropriate) the reply you received from another funding source.

D. Provide a budget (hotel/per diem are not funded) showing the cost of transportation (airfare, ground transport, etc.) to the site of your conference or project, or for your speaker, or a budget that substantiates the cost of your specialized equipment.

E. Provide a letter from the chair of your department supporting your application. The chair’s letter to another funding source may be used again and submitted with this application.

F. Provide a brief (one-page) resume listing relevant recent publications and relevant research activities; if the applicant is exploring an area new to him/her, he/she should list other recent research activities.

VI. Follow-Up Report
Award recipients are expected to file a brief (not exceeding one page) report on the accomplishments achieved with the grant within one month of the money having been expended.

NB: Because funds are extremely limited, awards will rarely exceed $2000. Applicants will receive no more than one award per academic year.
NAME

DEPARTMENT

RANK

OFFICE TELEPHONE NUMBER

EMAIL ADDRESS

CATEGORY OF FUNDING (e.g. Travel)

AMOUNT REQUESTED

DUE FRIDAY, MAY 8, 2009, IN BILGER 101