

Grady College Faculty Support Grants

The Grady College Faculty Support Grant fund was created in recognition of the critical role research plays in the Grady College's mission. Past awards from this funding have led to conference papers, published articles, and significant extramural funding. These grants are available to all members of the tenure-track faculty to support scholarship to enhance their program of research, teaching and/or creative activity.

The maximum amount of any grant is \$2,000 and it must be used to cover the cost of reimbursable expenses. The grant may not be used to augment a faculty member's salary or to "buy out" any portion of a faculty member's time. The grant may be used to hire a research assistant (\$15 per hour), cover expenses associated with research such as travel, purchase of software, etc. Faculty members collaborating on a project are each eligible to apply for the maximum amount.

To apply for a Faculty Support Grant, a faculty member needs to fill out the appropriate form, providing a brief description of the project and the anticipated expenses. The form must be submitted to the office of the Associate Dean for Research and Graduate Studies. The Research Committee will evaluate proposals, and a recommendation will be forwarded to the Dean.

Because the number of grants that can be awarded in any given year depends on funding, faculty members will usually be limited to one grant per calendar year. The deadlines for submitting applications are September 15 and April 15. The number of grants awarded will depend on the availability of funding. Applications may be carried over from semester to semester based on availability of funding.

Grady College Faculty Support Grant Request Form

These grants are available to all members of the tenure track faculty to support scholarship to enhance their program of research, teaching and/or creative activity. The maximum amount of any grant is \$2000 and it must be used to cover the cost of reimbursable expenses. The grant may not be used to augment a faculty member's salary or to "buy out" any portion of a faculty member's time. The grant may be used to hire a research assistant (\$15 per hour), cover expenses associated with research such as travel, purchase of software, etc. Faculty members collaborating on a project are each eligible to apply for the maximum amount.

To apply for a Faculty Support Grant, a faculty member needs to fill out the appropriate form and attach a description of the proposed research and the anticipated expenses. This section should provide a detailed description of what you propose to do and its purpose and significance, identify relevant research questions, and establish the merit and feasibility of the project. It should describe methods and procedures in detail, facilities available and a timetable for completing the work. Limit of four single-spaced pages.

Because the number of grants that can be awarded in any given year depends on funding, faculty members will usually be limited to one grant per calendar year. The deadlines for submitting applications are September 15 and April 15. The number of grants awarded will depend on the availability of funding. The Research Committee will forward funding recommendations to the Dean.

- Funds are to be used for research.
- **Prior** approval is required.
- Requests are limited to \$2,000.
- Grants are competitive. The Research Committee will make recommendations to the Dean which grants should be funded.
- When requesting reimbursement for travel expenses, the University of Georgia policy on travel will be the standard for reimbursement (http://www.busfin.uga.edu/expend_control/travel_regs.html).
- Original, **ITEMIZED** receipts are necessary for reimbursement. You will not be reimbursed without a receipt
- Alcohol will not be reimbursed.
- Incomplete applications will not be accepted.
- Receipts must be turned in within 30 days of expenditure.
- **A description of the proposed work and an itemized list of anticipated expenses is mandatory.**

Please type or print:

Name _____ Department _____

Project Title _____

**** PLEASE ATTACH THE DESCRIPTION OF PROPOSED WORK AND ITEMIZED LIST OF ANTICIPATED EXPENSES**

Total Anticipated Expenses \$ _____ Anticipated Date of Completion _____

Applicant's Signature _____ Date _____

(By signing this application, I agree that I have read and understand all of the conditions of the Faculty Support Funds.)

**Please return this form to the Associate Dean for Research and Graduate Studies' office for consideration. You will be notified via email or letter about your request.

Associate Dean's Office/Research Committee Use Only:

Research Committee's Recommendation for Funding: Yes ____ No ____

_____ Approved for \$ _____ Denied _____

Dean's Signature / Date