

POLICY FOR BARNARD COLLEGE RESEARCH GRANTS [effective (10/29/09)]

PURPOSES

1. The Faculty Grants Committee currently considers proposals to support Barnard officers of instruction and administrators engaged in research and writing. Proposals are funded for research, writing and publication, including:
 - a. pilot projects that will eventually result in major sponsored research grant proposals;
 - b. small scholarly projects that would not qualify for external grants either because of their size or subject matter;
 - c. Special Assistant Professor Leaves for writing and research (awardees must be demonstrably excellent undergraduate teachers in addition to showing promise of development as scholars of university stature, as confirmed by the department's third-year review).Grants may cover costs incurred in research and publication (for travel, supplies, copying, typing, purchase or rental of equipment, computer time, page costs, publication subventions, childcare etc.).
2. A portion of the Research Fund may be allocated to support creative (as distinct from scholarly) academic projects.
3. Grant funds are not available to cover dissertation expenses (including both research and preparation of manuscript).
4. Some funds are available for the exploration or development of new ideas, specifically, "to members of the Faculty or Administration for academic or administrative research or for the exploration or development of a totally new approach or new idea in any useful field on campus or off in the broadest possible limits or for any activity except matters of health of the applicant or the College."

ELIGIBILITY

1. Barnard College research grants are available only to officers of instruction and administrators who are Barnard employees not in their terminal year, i.e., with expectation of continuing appointment.
2. Regular Barnard Research Grants may not be used for summer salary stipends or for released time from teaching for the purpose of writing and research. Reduced teaching load benefits have been available for new assistant professors since 1999-2000, and for faculty on approved Special Assistant Professor Leaves (See #3 below).
3. A SPECIAL ASSISTANT PROFESSOR LEAVE (SAPL) is a one-semester paid leave awarded to tenure-track or tenure-eligible Assistant Professors who will have completed a third year of counted service at the time of the leave. (Faculty also have the option of taking a SAPL as a full year at half pay.) Assistant Professors who will be serving in the last year of appointment, or on other term appointments which preclude tenure consideration, are not eligible for these leaves. Upon completing a SAPL, Assistant Professors are expected to return to the College for at least one year.
4. **New Policies effective 2007-08.** Research support to Barnard officers of instruction is limited to \$18,000 over a 7-year period, in increments of no more than \$3,000 in a given year. When a convincing justification is provided and funds are available, larger grants of up to \$6,000 are available for research projects that require two years to complete. Another grant of \$3,000 cannot be applied for in those two years. Expenses related to childcare while faculty are performing research will now be covered (as tax consequences will allow).
5. Effective in 2002-03, research support of \$3,000 is available to new full-time, tenure-eligible, assistant professors to be used in clock years 1 through 3. These funds, as well as Special Assistant Professor Leave and grants for travel to conferences, are excluded from the \$18,000/7-year limit.

6. If, during a leave with or without pay from Barnard, an officer of instruction accepts a full-time salaried position at another institution, that person may **not receive** research, minigrant, or other funds administered by the Faculty Grants Committee.
7. Continuing part-time officers of instruction, whose applications are supported by their Chair, are eligible to receive the same awards as full-time officers of instruction. However, priority will be given to full-time officers' requests if resources are limited. Therefore, only applications from full-time officers of instruction will be considered through March. After that time, part-time officers of instruction may be given consideration for the remainder of the fiscal year, as long as funds last, and if the grants are considered to be of high quality.

OTHER REGULATIONS

1. If a proposal involves human subjects, the principal investigator must submit the proposal to the Barnard Institutional Review Board **before** the Grants Committee can consider it. Also, approval must be obtained from Institutional Animal Care and Use Committee (IACUC) for use of certain animals at least a month before research begins.
2. For research requests of \$2,000 or more, the committee expects that applicants consult with the Grants Officer (115 Milbank) to determine if their projects are eligible for support from outside agencies. If a project is eligible for external support, the faculty member is welcome to apply for college funds as long as he/she agrees to apply to the appropriate external agencies as well. Should the faculty member receive external funds for a project supported by the College, or under consideration by the College, the Committee should be notified promptly.
3. A member of the Faculty Grants Committee in the same academic department as a faculty grants applicant must be excused from the discussion of, as well as the vote on, that application.
4. Faculty may request professional development funds to enroll in courses at Columbia University. Interested faculty should submit a completed application [minigrant application](#) to Angela Haddad, Assistant Provost, 110 Milbank Hall. The completed application should include information about the desired course and a brief statement describing the professional competency to be developed. Upon receipt of an award and **prior to enrolling in the course**, faculty must contact the Assistant Provost (212-854-6465 or ahaddad@barnard.edu) to arrange for registration in the School of Continuing Education and third party payment. It is advised that faculty consider registering for R credit. This option must be discussed with the course instructor.

APPLICATION PROCEDURES

Faculty Research Grant proposals should include the following:

1. Faculty Grant Application Cover Page with Chair's signature (sample appended);
2. Budget Page (sample appended);
3. Abbreviated *Curriculum Vitae* (limit: 2 pages, include recent publications); and
4. Human Subjects Protections or IACUC Approval (see #1 under Other Regulations), where applicable.

Forms may be obtained online on the Provost's Office website:

<http://www.barnard.edu/provost/formlist.html>. Applicants are responsible for submitting items 1-3. Item 4 should be submitted directly to the Committee by the appropriate parties. The Committee will not consider incomplete applications.

GRANTS PERIODS AND DEADLINES

1. Travel Grant requests for travel to conferences are processed throughout the academic year by the administrator of the Committee (110 Milbank). Use separate **Application for a Barnard College Travel Grant** form located at: <http://www.barnard.edu/provost/formlist.html>

2. Research grant proposals (excluding Special Assistant Professor Leaves, which are due in February) can be submitted three times a year: in October, February and April for consideration by the Grants Committee. See *Newsletter* for due dates.
3. A recipient is expected to spend the funds granted within two years. After two years, a new grant application must be submitted.

COVER PAGE

FACULTY GRANT APPLICATION

NAME _____ DEPARTMENT _____

TITLE _____

1. Period of grant from _____ to _____
2. Total grant request: \$_____ Minigrant SAPL term/year _____
3. Brief description of the results of faculty grants received from Barnard in the past seven years, including a status report on the most recent project.

4. Title of project: _____
5. Brief description of project, including purpose, methods to be used, product or outcome to be expected, and timetable (150 words maximum).

Please attach a description of the project (generally limited to 2-4 single-spaced pages), elaborating each point in the abstract above, and, where relevant, also commenting on the relation of the proposed project to scholarly work already completed. The need for archival or on-site research should be justified by including where, why, when, and whether special permissions and visas have been secured, if necessary. Please keep in mind that the Committee members may not be in your discipline. Write the description so that the project is clear to an educated, sympathetic non-specialist. Remember to attach an abbreviated CV (limit: 2 pages including recent publications).

Date: _____ Applicant signature: _____

I have read the grant application and I support the proposed research plan and budget.

Date: _____ Chair signature: _____

GUIDELINES AND SAMPLE ITEMIZED BUDGET

ROYALTIES: Should any funded proposal result in a project from which a faculty member derives significant income, the Faculty Grants Committee believes that the faculty member has an obligation to repay Barnard College so that funds continue to be available to those who have no possibility of profiting from their research.

BUDGET:

- Barnard grants cover only itemized costs and may not exceed \$3,000 in one year, or \$6,000 over a two year period where justification is provided and funding is available. A grant application is not needed for research expenses of up to \$200 a year; for such reimbursement, complete a check request, attach all receipts and submit to the Provost Office for processing.
- Any request for reimbursement of expenses covered by a research grant awarded and administered by Barnard College must include **original** receipts and vouchers; the Business Office may return reimbursement requests not accompanied by original receipts and vouchers.
- Any equipment purchased with Barnard College funds is the property of the College and reverts to the College upon the project's completion or in the event that the recipient leaves the College.
- Failure to itemize costs will result in return of the proposal without consideration.
- If actual costs exceed category limits specified below, the proposer may apply for a supplement; a special justification to exceed the established limits must be provided.

TRAVEL: Use current travel to conference limits as guidelines for estimating travel and housing expenses (location of work must be justified in proposal). \$ _____

PERSONNEL (need must be justified in proposal; specify number of hours and cost per hour)

Indexer	_____ hrs @ \$ _____/hr	\$ _____
Proofreader	_____ hrs @ \$ _____/hr	\$ _____
Research Assistant	_____ hrs @ \$ _____/hr	\$ _____
Other _____	_____ hrs @ \$ _____/hr	\$ _____

EQUIPMENT (need must be justified in proposal) \$ _____

COPYING (specify number of pages and cost per page). \$ _____

SUPPLIES (itemize) \$ _____

PUBLICATION SUBVENTION (not to exceed \$1,500) \$ _____

COPYRIGHT FEES \$ _____

TOTAL REQUESTED \$ _____

Please note that Barnard is a tax exempt organization. Purchases for goods and services that might incur a sales tax must be requisitioned through Barnard's Purchasing Departments. Payments to outside consultants, research assistants, indexers, etc. must be paid directly by Barnard. The person has to submit to you an invoice listing services and payment due, home address (for tax purposes), and social security number. Attach the invoice to a Check Request, sign it and submit to the Controller's Office. Your department assistant will be happy to help you with this process.