APPLICATION INSTRUCTIONS – Spring 2023 Cycle

Applications are due Friday March 24, 2023

The Basic Procedure

Go to http://committees.vassar.edu/research/
Download the Application and Instructions

- Make sure you have the Spring 2023 application and instructions; you may need to refresh your web browser to see the most current version.
- If you have any difficulty downloading the files, please contact Lori Buckey in the Grants Office at lbuckey@vassar.edu.
- Read the instructions carefully before you start your application.
- If you have questions, please contact Eve Dunbar or Amanda Thornton.

Submit your completed application as an email attachment to researchcommittee@vassar.edu. Submit by 5:00 p.m. on Friday March 24, 2023.

Expect a confirmation that we received your application within a day or two. If you do not receive a confirmation, please email researchcommittee@vassar.edu.

General

While the Committee's goal is to offer support to all applicants whose proposals fall within its purview, it also has a limited budget. Please be as specific as possible in both your determinations of requested amounts and your budget justification. We do recognize that your budget figures may at times be estimates. We do expect that you will research the costs and explain in the budget justification section how you arrived at the cost estimates.

For this proposal cycle, the Research Committee is willing to consider proposals with strong justification for exceeding one or more categories, provided the total amount requested does not exceed the $5000 limit. If your project requires funds in a particular category, for example “Research Assistance” or “Equipment” or “Lodging”, you may make a request and provide a thorough and detailed justification for needing to relax the cap on that category.

If you have questions, feel free to contact Amanda Thornton (amthornton@vassar.edu) or Eve Dunbar (evdunbar@vassar.edu).

Eligibility

All tenured, tenure track and emeriti faculty members, and those on continuing contracts, are eligible to apply. We give priority to those currently on tenure-track and tenured lines.
Collaborative Research
Faculty members collaborating on research at Vassar need only submit one joint application. If your project includes instead, or in addition, collaborative work with people from other institutions, please indicate whether those institutions will contribute to the cost of the research. We expect that research cost will be divided equally among the contributors. We do recognize that, in some cases, this is not possible. If you are requesting travel and lodging funds for a face-to-face meeting with your non-Vassar collaborator(s), please explain why each trip to the destination is necessary. Our funds are limited to Vassar faculty travel only.

Applications for Previously Incurred Research Expenses
Recognizing that not all research opportunities can be anticipated in advance of the application deadline—for example, a summer research option that becomes available after the spring application cycle—the committee will consider reimbursement for funds already expended within the current fiscal year. Submit a full proposal in the cycle following the expenditure. Note that we cannot guarantee ahead of time that we can fully meet all such requests.

Teaching-Related Projects
The committee does not offer support for teaching development. For such support, consider applying to the Dean of the Faculty office, the Carolyn Fay Grant Endowment Fund, or, if suitable, the Frances D. Fergusson Faculty Technology Innovation Exploration Fund.

Projects in the Natural Sciences
If your project falls within the guidelines of the Collins Environmental Science Research Fund or Asprey CCAS Funds, the Grants Office will notify you and forward your project onto the appropriate funding committee.

Period of Award
Award funds are available for 18 months. Fall cycle awards expire June 30, and spring awards expire December 31. Send extension requests for a six-month period or less to researchcommittee@vassar.edu. When awards expire, unexpended funds revert to the appropriate Research Committee fund.

Shifting of Funds within Award Allotment, and Supplemental Funding
We only reimburse category appropriate expenditures. In certain cases, though, particularly when original estimates have proven to be off the mark, the committee will consider allowing repurposing of the funds. Please direct requests to researchcommittee@vassar.edu.

Acknowledgment of Support
Acknowledge support in any published work, including books, papers, chapters, video or audio recordings, catalogs, or exhibitions. In your acknowledgment, cite the specific fund that supported your work, using its full name. For example: I thank the Jane Rosenthal Heimerdinger Fund [or other name of fund] of Vassar College for its generous support of this research. If you are unsure of the name of the fund, please consult your award letter or Amanda Thornton.
Support for Travel to a Conference, Lecture or Seminar (not a Research Location)
Send these requests to the Dean of the Faculty Office.

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The Application Form
To complete the application, open the template and save it on your computer in the following form: “LASTNAMESPRING2022.pdf.” Please fill out all of the information requested in each portion of the application. Please keep the length of your Project Description to 500 words or less. Note the format and information requested in the Budget and Justification section of the form.

Project Definition and Description
Definitions of what constitutes a "project" will inevitably vary from discipline to discipline, and even within disciplines. Please be as precise as possible in defining how your work fits under the project rubric. Projects vary in length and duration. In the case of major or longer projects, such as a book-length work, you may break down the work into stages or “sub-projects.” You may then apply for a later grant for the same on-going major project. In such cases, category cap amounts will apply separately to each stage or sub-project (ordinarily limited to three separate applications per major project). If your application falls within this category, please explain so within the Description, indicating, as much as possible, the number of anticipated sub-projects or stages. As for the description itself, keep in mind that the Committee members may not be knowledgeable in your field.

Award Limits - Categories and Caps
In order to distribute funds equitably, the Committee places limits on the various categories of expenses per individual project, the individual award and on the total amount awarded in any 36-month period.

For this proposal cycle, the Research Committee is willing to consider proposals with strong justification for exceeding one or more categories, provided the total amount requested does not exceed the $5000 limit. If your project requires funds in a particular category, for example “Research Assistance” or “Equipment” or “Lodging”, you may make a request and provide a thorough and detailed justification for needing to relax the cap on that category. If you have questions, feel free to contact Amanda Thornton (amthornton@vassar.edu) or Eve Dunbar (evdunbar@vassar.edu).

Please provide well-researched, realistic cost estimates and attach support for your budget estimates, particularly for travel and lodging costs. The total amount awarded to a single faculty member will not exceed $15,000 in any six-semester period, limiting the total amount for each academic year to
$5000. For the Spring 2023 cycle, the six-semester period includes Fall 2020 through Spring 2023.

<table>
<thead>
<tr>
<th>Category</th>
<th>$ Cap</th>
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<tbody>
<tr>
<td>1. Research Assistance</td>
<td>$3,000</td>
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<tr>
<td>2. Test Subjects</td>
<td>$1,500</td>
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<tr>
<td>3. Equipment and Supplies</td>
<td>$4,000</td>
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<tr>
<td>4. Copying</td>
<td>$500</td>
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<tr>
<td>5. Travel - domestic only</td>
<td>$2,000</td>
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<tr>
<td>6. Travel - international &amp; in the field transportation to research location</td>
<td>$3,000</td>
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<tr>
<td>7. Lodging – 100% of location per diem lodging rate.</td>
<td>$3,000</td>
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<tr>
<td>8. Course Tuition</td>
<td>$1,000</td>
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<tr>
<td>9. Subvention / publication expenses</td>
<td>$5,000</td>
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<tr>
<td>10. Editing for second language manuscripts only</td>
<td>$700</td>
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1. **Research Assistance (RA)**

   During the summer: Research assistance covers hiring someone to help at a research location or archive. Please be specific about the work that your assistant(s) would do. Include the qualifications and skills you require, and the rate you expect to pay and the numbers of hours of work you will require. If you need assistance during the summer months, you should (ordinarily) apply first to the Undergraduate Research Summer Institute (URSI) or to the Ford Scholars Program; if such assistance is inapplicable or unavailable for your project, you can apply to the Research Committee. If hiring a Vassar student, the student’s salary should be pro-rated to match the URSI/Ford Scholars rate.

   During the academic year: Because Vassar student research assistants are available to you during the academic year, your request to the Committee on Research for assistance during this period must explain clearly and persuasively why you need a different kind of assistance.

2. **Test Subjects**

   The Committee recognizes that payments to test subjects may vary. Please be clear about the qualifications of your test subject(s) and the nature of the test. In the budget justification, itemize the cost by number of subjects, time needed per subject and rate paid.

3. **Equipment, Supplies, and Space**

   Please be specific in your budget justification, including estimated costs of equipment and materials. Materials may include items for data storage, such as blank CDs and DVDs. The committee does not support requests for **books, computers, major peripherals, cameras, or voice recorders**. Other avenues for requesting such items are the Library, CIS, and the Frances D. Fergusson Faculty Technology Exploration Fund. Space includes performance venues, studio space, exhibit space,
laboratory space, etc.

4. Copying
Please provide precise cost estimates for your planned copying, microfilming, or photographic reproductions. Typically, archives, libraries and museums publish their printing costs. Please include a copy of the rates with your proposal.

5-7. Travel to and from a Research Location
Travel to a research location means travel to a location for your research, not travel to attend a conference that the dean of the faculty office would typically fund. Please research costs and itemize each leg of your travel. If you have any questions about how to do this, contact researchcommittee@vassar.edu. Be clear, as well, in your budget justification, about the need to travel to the proposed research location(s).

8. Lodging
Be specific when estimating hotel rates and length of stay. Due to limited funds, the Committee caps lodging at $3,000. Domestic rates for lodging also has a daily cap of 100% or less of the daily lodging rates listed at GSA.gov for domestic lodging, and the US Department of State site for international lodging. Food is not covered.

9. Course Tuition
You may request tuition for study of a language or other specialized topic pertaining to research up to $1,000.

10. Publication-Associated Expenses (Book Subventions, Page Charges, and/or Publication Costs)
The Committee on Research awards funds for publication costs. The cap is $5,000. We only consider requests for subventions from not-for-profit publishers, such as university presses and small-specialized presses. To apply you must have a contract from the publisher.

In your application, include the contract and publisher's invoice. The invoice should list the total subvention fee, and include an itemization of costs and the publisher's advance. As part of the application process, you should contact the Grants Office about the availability of external funding for at least partial subvention funding. If the subvention fee is greater than $5,000, you might consider requesting supplementary funds from the dean of the faculty office. We may ask you to negotiate lower fees.

When requesting funds for indexing, page charges, illustrations, and copyright permissions, include the invoice with your proposal. Note that this category may also subsidize or underwrite creative works. Costs not covered include copyediting, proofreading, reprints, publicity and marketing including any kind of delivery costs.

Should you receive any income from your Committee on Research funded publication or creative
project, please return it to the endowment fund that provided the support. Ask the Grants Office about the process.

11. Second Language Editing Services
You may apply for funding for editing services if you wrote the manuscript in your second language or you have a contract to reissue a previously published work in another language. The award limit is $700.