

CLA Dean's Research Fund (DRF) for Faculty Development

Guidelines for March 2023 submissions

The CLA DRF is available to tenured and tenure-track faculty in the College of Liberal Arts to provide support for research activity, especially those with the potential to obtain future external funding.

Applications (with Chair approval) are **due by NOON on MONDAY, MARCH 13, 2023**, by email to **CLA.Dean@umb.edu** with the subject line "**AY24 DRF Application.**" Applicants will be informed about the disposition of their application on or around April 7, 2023. Award funds can be spent as soon as notification is sent, and funds must be spent by October 1, 2024. No extensions will be granted and all expense paperwork must be submitted by October 15, 2024.

ELIGIBILITY:

Tenured and tenure-track faculty in CLA.

The DRF supports the conduct of scholarly activity; the Dean's Travel Fund (DTF) is the mechanism for obtaining funding to present past scholarship.

If an applicant has either unspent startup funds or DRF funds awarded in a prior cycle, they must include a plan to fully expend those existing funds before using any newly awarded funds.

Faculty cannot be awarded DRF funding three cycles in a row.

GUIDELINES:

Funding for research expenses can include travel to archives and libraries, acquisition of data sets, fees for access to databases or libraries, payments for human research participants, research equipment maintenance and repair, research assistance, etc.

Because of frequently shifting rules about spending from state accounts, **all expenses must be approved in advance**. Kim Ho and Eddie Sze can work with awardees to determine the best payment method for various expenses (remember that NO reimbursements are allowed except for travel expenses and expenditures of RES/FSU Union funds).

In addition, all personnel expenses must be approved by Fiona O'Connor (and, by extension, Human Resources) in advance of any paid work commencing. Applicants should outline carefully in the application their desired personnel expenses.

All university business travel that is (1) overnight domestic or (2) international must be registered in the **Travel Registry** system. Anyone with a UMass Boston employee ID number who is traveling on university business is required to register. Any overnight travel requires a TerraDotta ID# (your safety plan) AND a Pre-Travel Authorization form (your funding plan) which should be acquired at least 3 weeks prior to the date the travel begins. Travel plans must conform to University regulations which may shift during the term of this grant. Please review travel policies online for the most current updates.

Faculty receiving funding must provide a report to the Dean (through cla.dean@umb.edu) on their use of the monies by December 1, 2024, including notation of progress toward acquiring external funding. Faculty who have not submitted such reports are ineligible to make further applications to the Dean's Research or Travel Funds.

APPLICATION MATERIALS:

A completed application consists of:

1. Project Narrative: Please describe your proposed project in no more than three single-spaced pages. Proposals must explain clearly and succinctly to an audience of non-specialists (a) the project's importance, methodology, and expected outcome; and (b) the project's potential contribution to the applicant's research, scholarly, and/or creative profile.
2. Proposals for off-campus activities should include appropriate letters of support or invitation.
3. Your CV
4. Previous Dean's Research Fund awards final report(s), if applicable

FUNDING RANGE:

Funding range: \$350 - \$7,500

No faculty member may be funded from the Dean's Research Fund three cycles in a row.

A faculty committee appointed by the Dean will review applications.

If you have trouble completing the form, please email cla.dean@umb.edu.