College of Liberal Arts (CLA)
Dean's Research Fund (DRF)
for Faculty Development

Guidelines for February 2027 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.

The application and all required application materials must be submitted through the Qualtrics form (https://umassboston.co1.qualtrics.com/jfe/form/SV_a5HEx9hoc8XobH0). Applications (with Department Chair approval) are **due by Monday, February 8, 2027.** Applicants will be informed about the disposition of their application by Friday, March 12, 2027. For any questions, you can email CLA.Dean@umb.edu

Award funds can be spent as soon as notification is sent, and funds must be spent by March 30, 2029. No extensions will be granted, and all expense paperwork must be submitted by March 13, 2029. This timeline provides two years to complete your research project.

ELIGIBILITY:

- Tenured and tenure-track faculty in CLA.
- Note that the DRF supports the *conduct* of scholarly activity; the Dean's Travel Fund (DTF) is the mechanism for obtaining funding to *present* past scholarship. You must apply for DTF separately.
- If an applicant has unspent startup funds or remaining DRF funds from a prior award cycle, they must include a plan to fully expend those existing funds before using any newly awarded funds.
- Faculty cannot be awarded DRF funding for 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, production/creative material needs, expenses to create an exhibition and performance, and research assistance. Other expenses, including travel for exhibitions and performances, should use the Dean's Travel Fund.

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 FSU 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 award. 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 March 12, 2029, 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 letters of support or invitation, if needed.
3. Your CV
4. Previous Dean's Research Fund awards final report(s), if applicable

FUNDING RANGE:

Funding range: Up to $5,000.

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

The CLA Research Committee (CLARC), composed of faculty from various departments in the college, will review applications.

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