

COLGATE UNIVERSITY
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TO: Members of the Colgate Faculty

FROM: Colgate University Faculty Research Council

RE: Research Council Funding of Grants and Leaves: 2023-2024

DATE: November 28, 2023

This edition of **Research Council Grants and Leaves at Colgate** contains the most recent information on funds available in support of scholarship from the Research Council. Four grant categories are available, along with a category of scholarly leaves.

- ❖ *Discretionary Grants*
- ❖ *Publication Grants*
- ❖ *Student Wage Grants*
- ❖ *Major Grants (including Major Research Council Grants, Picker Research Fellowships and Grants from the Leipzig and Horned Dorset Residency Funds)*
- ❖ *Scholarly Leaves for Associate and Senior Faculty*

Projects, regardless of their stage of development, are eligible for funding as long as they adhere to the specified guidelines. This document outlines the guidelines for applying for Research Council grants and leaves.

Funding for those who have recently had external grants or will be seeking extramural funding in the near future may also be available through Colgate's *Sponsored Research Support Fund*, described near the end of this document.

Links to both additional Colgate-funded grant and fellowship opportunities and external funding sources can be found on the [Funding Sources](#) page.

DEADLINES FOR RESEARCH COUNCIL GRANTS

- ❖ **Applications for discretionary and publication grants may be submitted at any time** to the Chair of the Research Council, Ahmet Ay, aay@colgate.edu. Student wage grants may be submitted at any time using the [application form](#).
- ❖ **Applications for Major Grants** (including Major Research Council Grants, Picker Research Fellowships and Grants from the Leipzig and Horned Dorset Residency Funds), **and Scholarly Leaves for Associate and Senior Faculty are due by 5:00 PM Friday, January 26, 2024.** They should be sent as a single email attachment to Ahmet Ay, aay@colgate.edu. Late applications may not be accepted.

I. Introduction	2
II. Grants Awarded Throughout the Year	3
Discretionary Grants	3
A. <i>Application Procedure for Discretionary Grants</i>	
B. <i>Discretionary Grant Budget Categories & Procedure for Expending Funds</i>	
Publication Grants	3
A. <i>Publication Expenses Grants</i>	
B. <i>Textbook Preparation Loan</i>	
C. <i>Publication Subvention Grant</i>	
Student Wage Grants	4
A. <i>Application Procedure for Student Wage Grants</i>	
B. <i>Hiring Through the Office of Student Employment</i>	
III. Grants Awarded Once Each Year	5
Major Grants (including Major Research Council Grants, Picker Research Fellowships and Grants from the Leipzig and Horned Dorset Residency)	5
A. <i>Application Procedures for Major Grants</i>	
B. <i>Major Grant Budget Categories & Procedure for Expending Funds</i>	
C. <i>Major Grant Reports</i>	
D. <i>Limits on Additional Funding for Major Grant Recipients</i>	
Scholarly Leaves for Associate and Senior Professors	8
A. <i>Application Procedures for Associate and Senior Faculty Leaves</i>	
B. <i>Scholarly Leave Reports</i>	
IV. Sponsored Research Support Fund	9
V. Budget Guidelines for Discretionary and Major Grants	10
VI. Procedure for Expending Discretionary and Major Grants	11
VII. Sample Budget for Discretionary and Major Grants	13

I. INTRODUCTION

Grants and leaves at Colgate are supported by the Dean of Faculty. The Research Council, a committee of faculty and administrators appointed by the Dean of Faculty, supervises the disbursement of university funds budgeted for scholarly research.

“Research” is understood by the Council to mean scholarly or creative work aimed at publishing or presenting its results. Project proposals focused on improving teaching should be submitted to Colgate’s Faculty Development Council. Of course, there are gray areas. Projects initially designed for teaching, but with potential for publication, cannot receive initial funding from the Research Council. If a pedagogical project is later revised for publication, the Research Council will consider an application for expenses related to further research and manuscript preparation.

Limited funds may require the Research Council to make hard choices. However, all Colgate faculty members are eligible for grants—with the following exceptions:

1. Part-time lecturers are ineligible.
2. Visiting faculty (including doctoral and post-doctoral fellows) and senior lecturers are only eligible for Discretionary Grants, Student Wage Grants, and Publication Grants. These grants are solely for use during their Colgate employment.
3. Major Grant recipients are eligible for Discretionary Grant funding only in limited areas specified in the Major Grants section below.
4. If a recipient/applicant of a Major Grant receives external or internal funding for the same project, they must notify the Research Council chair. They must either return the funds or provide a revised budget, considering the overlap between the two projects.

5. Faculty holding endowed chairs are expected to use the funds linked to those chairs before applying for discretionary funding.

While these guidelines aim to provide clear instructions, it's not possible to anticipate every situation. When in doubt, seek guidance from the Research Council Chair or the Associate Dean of the Faculty. The exclusions and limits outlined in this document are essential to effectively utilize limited resources. In addition to the guidelines in this document, all expenditures are subject to Colgate's regular budget, accounting, and purchasing policies. In accordance with the university's [JP Morgan Mastercard Policy](#) and the [Travel Policy](#), all expenses for Colgate-sponsored programs are subject to approval by the Office of Accounting & Control.

II. GRANTS AWARDED THROUGHOUT THE YEAR

DISCRETIONARY GRANTS

A. APPLICATION PROCEDURE FOR DISCRETIONARY GRANTS

Requests should be submitted by email to the Chair of the Council at any time between July 1, 2023, and June 30, 2024, BEFORE undertaking the intended expenditures. There are no application forms. **The email should provide**

- ◆ ***A short but clear description of the research project and indicate why the funds requested are required for the specific research proposed.***
- ◆ ***A detailed budget.*** *Discretionary Grants cannot be awarded until previous over-expended accounts have been settled.*
- ◆ ***A list of Research Council grants (Discretionary or Major) received in the preceding two years, indicating the results of the projects funded.***

Discretionary Grants may be awarded up to a limit of \$3,500 for tenure-stream Assistant Professors and \$1,750 for other faculty members per fiscal year. Discretionary Grants are also available from Leipzig fund (see [p. 6](#)), and are capped at \$2,500 and may be used to fund short-term research-related travel to explore potential collaborations in the Leipzig region of Germany and research projects on topics related to the Leipzig region. Requests for more than these limits should be submitted as major grant proposals and are considered only at our annual meeting in February. Awards made will depend upon available funds and the quality of the proposal. Awards are established through a letter of authorization from the Chair of the Research Council to the applicant and to the Office of Accounting and Control. If the same faculty member requests more than one Discretionary Grant during one fiscal year, the total of such requests may not exceed the limits provided above. Recipients of Major Grants are eligible for discretionary funding only in limited areas (see [p. 8](#)).

B. DISCRETIONARY GRANT BUDGET CATEGORIES & PROCEDURE FOR EXPENDING FUNDS

Budget categories may include travel, lodging, living expenses, supplies, services, fees, non-student wages, publication expenses, and software, books, and equipment not obtainable through Colgate sources. See [pp. 10-13](#) for budget guidelines, procedure for expending funds and a sample budget form.

PUBLICATION GRANTS

A. PUBLICATION EXPENSES GRANTS

Publication expenses for books and refereed manuscripts (e.g., page charges for journals, off-prints, submission fees, reproduction fees, costs for illustrations, graphs, tables, indexing, proofreading, etc.) can be supported by a publication grant. Faculty requesting funds to cover publication fees for a paper must submit an acceptance letter for their manuscript and a document indicating the publication cost. Colgate University and the Research Council must be acknowledged in the publication for eligibility to receive these funds. Consult the Chair of the Research Council concerning a Publication Grant before indicating to the publisher that Colgate will pay charges. The

maximum Publication Grant is typically \$1,500. Discretionary Grant funds may be used to supplement this amount if publication expenses exceed the \$1,500 limit.

B. TEXTBOOK PREPARATION LOAN

The Research Council will consider applications for financial assistance for textbook preparation if the applicant recognizes a need in their field. Such assistance, if granted, is an interest-free loan repayable from advances or royalties or subject to cancellation in the absence of advances or royalties. The maximum grant awarded will be \$3,000; normally, at least five years must elapse before a recipient of a textbook preparation loan will be eligible for another such award.

C. PUBLICATION SUBVENTION GRANTS

It is an increasingly common practice among publishers to seek contributions from the author. If such an instance arises, faculty should consult with the Research Council Chair, who will communicate with the Provost and Dean of the Faculty office before making commitments to publishers. Faculty should submit a copy of their publisher's acceptance of the manuscript and publication subvention request. Colgate University and the Research Council must be acknowledged in the publication for eligibility to receive these funds. The maximum grant awarded will be \$3,000; normally, at least three years must elapse before a recipient of a major publication subvention will be eligible for another such award.

The \$3,000 allowance for subventions can be applied to edited volumes when the lead editor is a member of the Colgate faculty or, in the case of conference proceedings, if the lead conference organizer is a member of the Colgate faculty. No subvention support is available when the involvement of Colgate faculty is limited to authoring one or more papers in the volume. Additionally, subvention grants may be awarded for the publication of a translation of a book written by Colgate faculty member.

STUDENT WAGE GRANTS

The Research Council offers student wage grants for each academic semester and the summer period, June 1 through August 31. The maximum for each faculty member is 150 hours per semester (300 hours total for an academic year) and 200 hours for the summer. During the academic year, students should schedule themselves for no more than 15 hours a week for all jobs combined. During the summer, the limit is 40 hours a week. We pay according to the wage rate schedule established by the Office of Student Employment. During the summer only, an extra 10% is assessed to cover the cost of mandatory FICA taxes. The priority is given to work-study students. Students whose work involves specialized skills may be paid at a higher rate. When your application for support is reviewed, your students will automatically be considered for these higher wage rates based on the required skills and background indicated in your application. Please note that Graduation Day is the LAST day a student can work, and graduated students are not eligible for student wage support.

Student wage grants are awarded only for specific research projects on which a student works with a faculty member; they are not given for activities in which students perform ancillary or independent functions such as community service, maintaining a faculty member's website, or tending to correspondence created by a faculty member's duties in a professional association. Similarly, student wage grants cannot be awarded for a student's independent research project, whether student-initiated or departmentally required. Students may not receive academic credit for any work completed while compensated by a student wage grant.

A. APPLICATION PROCEDURE for STUDENT WAGE GRANTS

Requests may be submitted by filling in the [application form](#) covering summer 2023, fall 2023, and spring 2024. For summer 2024 grants, contact studentemployment@colgate.edu for a new application link. Additional student wage grants cannot be awarded until all previous over-expended accounts have been settled.

B. HIRING THROUGH the OFFICE OF STUDENT EMPLOYMENT

Recipients of student wage grants are expected to advertise their openings through the Student Employment channel of the portal. Based on the job requirements, the posting will be available to work-study students only or to all students. In some cases, only certain students will qualify to assist faculty with their research because of the students' background or previous experience—these may or may not be work-study students; however, first preference should be given to work-study students whenever possible. Each faculty member who receives a student wage grant will make hiring arrangements through their department administrative assistant, who will submit the hiring request to Student Employment located in Human Resources. Faculty must approve students' work hours through the portal (instructional video can be found [here](#)). Additionally, faculty members should keep a record of the total hours worked by student assistants; overspent grants are not the responsibility of the Research Council or the Office of Student Employment.

III. GRANTS AWARDED ONCE EACH YEAR

MAJOR GRANTS

Major Grants (*including Major Research Council Grants, Picker Research Fellowships and Grants from the Leipzig and Horned Dorset Residency Funds*) are awarded once a year following the February meeting of the Research Council. They are made for a period of 15 months, from June 1, 2024, through August 31, 2025. All grants will be closed out on August 31, 2025. Budget categories may include travel, lodging, living expenses, supplies, services, fees, non-student wages, and software, books, and equipment not obtainable through Colgate sources. All applications should be submitted by email attachment (as a single document) to the Research Council Chair. See [pp. 6-8, 10-13](#) for the application procedure, budget guidelines, and a sample budget form.

It is important to note that Major Grants do not support faculty salaries, nor do they involve load reductions. Therefore, they are often applied for in conjunction with a Scholarly Leave. Faculty considering such an application should plan ahead. If an applicant for a Major Grant expects not to apply for or receive a Junior Faculty Leave or Sabbatical Leave, it might be wise to consider applying concurrently for external funding to support some leave time (e.g., an NEH or NSF Fellowship).

If your proposed project involves leave time of any sort, you must submit a completed and approved *Application for Leave* form with your proposal.

The Research Council is committed to backing a wide array of projects. Here are some projects we funded last year:

- ◆ *Charge Transport in Aromatic Amino Acid-based Structures and Their Application in Chemical Sensing*
- ◆ *Rajia Diary: A Film Essay*
- ◆ *A Bioarchaeological Analysis of the Effects of Conquest on the People of Xaltocan, Mexico*
- ◆ *Mapping to Comprehend, Mapping to Protect: A Website to Enable Research and Protect Cultural Property*
- ◆ *Exploratory Research in the Colombian Rainforest Canopy*

We're continually inspired by the breadth of creativity and innovation in the projects we support!

❖ MAJOR RESEARCH COUNCIL GRANTS

This grant represents the main category of major grants awarded by the Research Council. Requests should be for projects requiring more than \$1,750. Requests for more than \$8,000 must be justified by projects of unusual significance. Before submitting a proposal exceeding \$8,000, please consult with the Research Council Chair. Awards will be limited by the number of meritorious applications received and the budget size.

Research Council Fellows: Each year, during the evaluation of Major Grant proposals, the Research Council designates a Carter-Wallace, a Garrison, and a Hearst Fellow in recognition of outstanding proposals and projects. The Carter-Wallace fellowship is available to faculty members in the Division of Natural Sciences and Mathematics. The Garrison Fellowship is awarded for creative projects. The Hearst Fellowship is available to all faculty.

❖ **HORNED DORSET RESIDENCY FUND**

This grant is a specific category of major grants the Research Council rewards. [The Horned Dorset Colony](#) in Leonardsville, NY, offers residencies for faculty in creative writing, creative writing translation, musical composition, visual arts, and mixed media arts. The Research Council will consider proposals in support of residency at the Horned Dorset Colony as part of the competitive Major Grant funding process. You may submit a major grant proposal for residency at the Horned Dorset by following the guidelines below, including submission of a budget for travel and fees associated with the residency.

❖ **LEIPZIG FUND**

Leipzig Fund grant is a specific category of major grants the Research Council rewards. The Leipzig Fund was established to promote collaborations between Colgate faculty and researchers at the University of Leipzig, Germany, and other academic institutions in the Leipzig region. The fund also supports research on topics related to the Leipzig region of Germany, especially if such research may involve or develop into academic collaborations with regional institutions. The fund makes discretionary awards (on a rolling basis following the Research Council guidelines, see [p. 3](#)) and major grant awards. Major Grants to the Leipzig fund are generally capped at \$10,000 and are appropriate for longer-term projects that might include extended travel during the summer or sabbatical leave.

Unsuccessful applications will automatically be considered for Major Research Council Grant funding. The Research Council Chair will contact the applicant after the review process if any budget revisions are necessary.

❖ **PICKER RESEARCH FELLOWSHIPS**

These fellowships are a specific category of major grants the Research Council rewards. They support scholarly projects of the highest quality. Awards are competitive and are limited by the number of meritorious applications received and the budget size. The intention is to make available whatever resources are necessary for successful scholarly endeavors. Hence, the uppermost monetary limit is deliberately left flexible. Before submitting a proposal exceeding \$12,000, it is advisable to consult with the Council Chair.

Unsuccessful applicants for a Picker Research Fellowship are automatically considered for Major Research Council Grant funding. The Research Council chair will contact the applicant after the review process if a revised budget is necessary.

ELIGIBILITY for PICKER RESEARCH FELLOWSHIPS

- ◆ *All continuing full-time Assistant Professors who have passed third-year review (a Picker application may be submitted during the year of third-year review; if the Picker proposal is successful, funding will be awarded contingent upon successful completion of the review);*
- ◆ *All tenured full-time Associate Professors who have served no more than seven years at Colgate after receiving tenure, including the period during which the Picker grant will be held;*
- ◆ *All Category I faculty at the rank of Assistant and Associate Professor who have served Colgate for at least six years but no more than twelve years.*

A. APPLICATION PROCEDURE FOR MAJOR GRANTS

All applications should be in the form of a single attachment and emailed to the Chair of the Research Council. They are due by Friday, January 26, 2024, at 5 PM. Late applications may not be accepted.

The quality of the proposed project is of the utmost importance to the Council in making its decision. Preference is normally given to proposals that show significant promise for (1) the initiation of a major project or research direction or (2) the significant advancement of a current line of research. The Council generally prioritizes applicants who have not received a Major Grant in the recent past. Normally, only one major grant is awarded per project. Since it is not always possible for members of the Council to distinguish the quality of the project from that of the proposal, the applicant should take care that the narrative is written skillfully and in a good essay style. Bear in mind that whatever your field may be, colleagues who are not experts in your area of expertise will be reading and evaluating your proposal. Therefore, your research question, and its implications for your field and your own long-term research agenda, should be spelled out as clearly as possible.

Technical terminology must be kept to a minimum and explained in layperson's language. The essential components of a successful proposal include a clear statement of the central problem and methods of research, evidence of the scholarly or artistic significance of the project, painstaking estimation of costs, and a timetable explicitly listing the major research tasks you plan to carry out during the term of the grant. The Research Council normally sponsors a "grants lunch" at Merrill House for interested faculty toward the end of the fall semester, at which the Research Council funding opportunities and application and review procedures are discussed.

The submitted proposal should be organized into sections with major sections labeled. Incomplete proposals will not be considered. The sections of the proposal should be:

1. **Cover Page** giving the proposed project's title and the applicant's name, along with their department and/or program.
2. **Narrative description** of the proposed study, including references and citations of existing work in the field and the outcome you envision (e.g., a published book or an exhibition). Divide the narrative into sections for clarity and write for a non-specialist audience. The narrative part of your proposal should be no longer than 1000 words, plus a bibliography and/or citations. Longer proposals will not be considered.
3. **A brief statement** concerning how the proposed research relates to your longer-term research plans. The statement should not be longer than 250 words.
4. **A timeline** indicating how research during the period of the grant will be organized, what major tasks will be accomplished, and the estimated date for completion of the project (one page).
5. **The proposed budget** must list actual expenses by category rather than approximate costs. Do not guess; consult suppliers' catalogs, travel agencies, and so forth. The budget requests should be explicitly justified and related to the proposed research plan. Use the budget form below or on our [website](#) and follow the allowable expenses within each category.
6. **A two-to-three-page professional vita.** Longer vita will not be accepted.
7. **Previous Grant Support and other Grant Applications.** List previous grants received from the Research Council, including Major Grant, Scholarly Leave, Discretionary, Publication, and Student Wage, in the past five years and indicate the results you obtained from them (i.e., resulting papers and publications, presentations or additional grant proposals). List outside grants and current or pending outside support relating to your proposed project. Indicate other attempts to obtain funding within the University. Major Grants cannot be awarded to a faculty member with an over-expended Research Council account.

B. MAJOR GRANT BUDGET CATEGORIES and PROCEDURE FOR EXPENDING FUNDS

Budget categories may include travel, lodging, living expenses, supplies, services, fees, non-student wages, and software, books, and equipment not obtainable through Colgate sources. See **pp. 10-13** for budget guidelines, procedure for expending funds and a sample budget form.

C. MAJOR GRANT REPORTS

Major Grant recipients must submit a short (1–2 page) summary of the outcomes resulting from their Research Council funding within four months of the completion of their grant (December 31, 2025). This summary will be utilized in the evaluation process for future Research Council funding applications.

D. LIMITS ON ADDITIONAL FUNDING FOR MAJOR GRANT RECIPIENTS

Recipients of Major Grants are eligible for Discretionary funding in limited areas: employment of persons with special skills (e.g., drafting) and travel to special conferences. Major grant recipients may also apply for publication and student wage grants. But student wage grants for all projects may not exceed the maximum hours listed above.

SCHOLARLY LEAVES

The Research Council awards Scholarly Leaves competitively on an annual basis. Applications for Scholarly Leaves should be submitted by email to the Research Council Chair by 5:00 PM on Friday, January 26, 2024, using the application procedures described below. When proposals of approximately equal merit are received, the Council will normally give preference to the applicants who have not previously been awarded a scholarly leave. Normally at least five years must elapse before a recipient of a scholarly leave will be eligible for another such award. The University expects that a faculty member who accepts a Scholarly Leave from the research council will return for at least a year after that leave. Awards are made with the understanding that the department will ordinarily *not* receive replacement teaching.

The primary criterion for an award of a Scholarly Leave is the scholarly merit of the proposal and the promise of the project for making a significant scholarly contribution. When proposals of approximately equal merit are received, the Council will normally give preference to applicants who have made a sustained, significant contribution to the university in terms of service or teaching requiring an unusual commitment of the applicant's time, energy, and resources.

Faculty applying for a scholarly leave must apply for the required credits to eliminate the need for teaching or deferred teaching during their sabbatical. They should prioritize using their personal SLAs. However, they can also supplement these with SLAs provided by the Research Council. For instance, if a faculty member has 1 personal SLA and receives an additional one from the Research Council, they can take a full semester leave. Similarly, if they have 3 personal SLAs and are granted 2 more by the Research Council, they can use their 3 personal SLAs for the Fall semester and the 2 Council-provided SLAs for the Spring semester.

SCHOLARLY LEAVES for ASSOCIATE PROFESSORS: Scholarly Leaves for Associate Professors are granted on a competitive basis to applicants who will hold the rank of Associate Professor during the period of funding. Two SLA [Sabbatical Leave Account] credits will be available this year. These two credits may be awarded to one or more faculty members, depending on their needs. Normally, one SLA is granted for each application.

SCHOLARLY LEAVES for SENIOR FACULTY: Senior Faculty Leaves are granted on a competitive basis to applicants on continuous tenure at either the associate or full professor level during the period of funding. Four SLA [Sabbatical Leave Account] credits will be available this year. These four credits may be awarded to one or more faculty members, depending on their needs. Normally, one SLA is granted for each application.

A. APPLICATION PROCEDURES FOR ASSOCIATE AND SENIOR FACULTY LEAVES

Applications for Scholarly Leaves must include the following:

1. A completed standard faculty leave form countersigned by the applicant's Department Chair

and Division Director (available from the Dean of the Faculty's Office). Applicants are required to submit the leave form only and not the accompanying documents.

2. A statement of past leaves, the number of SLA credits currently earned, and how many SLA credits you are applying for.
3. A maximum 1000 words description of the proposed project, including references and citations of existing work where appropriate. Since it is not always possible for members of the Council to distinguish the quality of the project from that of the proposal, the applicant should take care that the narrative is written skillfully and in a good essay style. Bear in mind that whatever your field may be, colleagues who are not expert in your area of expertise will be reading and evaluating your proposal. Therefore, technical terminology must be kept to a minimum, and technical expressions should be explained in layperson's language. Indicate how the proposed research relates to your longer-term research plans. The essential components of a successful proposal include evidence of the scholarly or artistic significance of the project, careful planning, a realistic agenda and timetable, and a lucid presentation.
4. A timeline indicating how research during the period of the grant will be organized, what major tasks will be accomplished, and the timeline for completion of the final project (one page or less)
5. A two-to-three-page professional vita. Longer vita will not be accepted.
6. List previous grants received from the Research Council, including Major Grant, Scholarly Leave, Publication, Student Wage, and Discretionary, in the past five years and indicate the results you obtained from them (i.e., resulting papers and publications, presentations or additional grant proposals). List outside grants and current or pending outside support relating to your proposed project. Indicate other attempts to obtain funding within the University.
7. A brief (maximum of two pages) statement that describes and documents any sustained service or teaching contributions to the university by the applicant that should be considered in the deliberations. Applicants should indicate and explain any commitments of time and resources to those activities that go beyond what is normally expected or asked of a faculty member.

B. SCHOLARLY LEAVE REPORTS

Scholarly Leave recipients must submit a short (1–2 page) summary of the outcomes resulting from their Research Council funding by December 31, 2025. This summary will be utilized in the evaluation process for future Research Council funding applications.

IV. SPONSORED RESEARCH SUPPORT FUND

Additional funding for faculty research may be available through the **Sponsored Research Support Fund (SRSF)**. The SRSF is funded through transfers from Indirect Cost funds received from federal agencies supporting research at Colgate. Funds will be disbursed from the SRSF at the discretion of the Provost and Dean of the Faculty primarily to benefit the research programs of Colgate faculty members who have brought in grants that include indirect costs. Funding will be available only to faculty in tenure stream or Category I appointments. **The highest priority for support from the SRSF will be research continuity support.** These are funds to sustain research programs during short term periods in which grants are lost or the level of support has sharply diminished. To be eligible for grant continuity support an investigator must have applied to the supporting agency for renewal of funding and met the relevant deadlines. Continuity support will be available for the following spending categories: necessary equipment and supplies; student stipends; publication costs; and travel. Faculty summer salary cannot be funded using continuity support. Assuming funds are available, the SRSF may also provide matching funds, when University contributions are necessary to the success of a proposal. If the fund balance is sufficient, **funds may also be designated for the purpose of assisting investigators who have not yet received funding.** Such funding will be for the purpose of equipping the investigator in such a way that improves their

chances of being competitive for funding.

Please contact the Provost and Dean of Faculty with requests for SRSF funding.

V. BUDGET GUIDELINES FOR DISCRETIONARY AND MAJOR GRANTS

Employees at Colgate University have a fiduciary responsibility to use Research Council funds wisely and carefully. Furthermore, we are subject to the scrutiny of outside agencies and organizations such as auditors, the IRS, and other Federal and State government agencies, and private foundations from which we receive funds. To ensure transparency and compliance, Research Council grant expenses must be thoroughly documented, meeting the criteria of being "ordinary, necessary, and reasonable," and serving a legitimate business purpose. Grant recipients who incur such expenses should neither lose nor gain personal benefits as a result.

The Research Council considers the following categories below as fundable. In total, these grants may not exceed the limits indicated for these grant types.

A. Travel Expenses. Research Council will fund travel and living expenses if the travel is justified for the research project. Indicate exact airfare (by the least expensive way possible), train fare, or travel mileage by car. Use the current University reimbursement of \$0.655/mileage for a car. Note that your travel dates should fall July 1 - June 30 for Discretionary Grants, and June 1 – August 31 for Major Grants. All individual business-related airline and train travel must be processed through CBT, the University's preferred provider.

Note that Research Council strongly encourages online video communication software such as Zoom where it is applicable.

Insurance for International Travel. Health and Security Insurance is required for travel outside the U.S. Budget \$2.02 per day for Colgate's policy with Chubb insurance.

B. Living Expenses. Calculate per diem expenses (food, lodging, daily commuting) for your stay at each locality using [Colgate's travel policy](#). Maximum Research Council funding for living expenses is limited by the following rate schedule:

<u>Days at one location</u>	<u>Maximum Per Diem</u>
1st - 10th	\$250
11th - 30th	\$130
31st - 60th	\$115

The Research Council will fund up to a total of \$1,750 (\$3,500 for tenure track assistant professors) in living expenses for Discretionary Grants, \$5,000 for Major Research Council Grants (*and Grants from the Leipzig and Horned Dorset Residency Funds*) and \$7,500 for Picker Fellowships. For day trips in central New York, the Council will consider car mileage only. The following examples should assist you in using the rate schedule:

1. One week at one locality would mean 7 x 250, or \$1,750.
2. Two weeks at one locality would mean (10 x 250) + (4 x 130), or \$3,020.
3. Five weeks at one locality would mean (10 x 250) + (20 x 130) + (5 x 115), or \$5,675.
4. 15 days at each of two localities would mean 2 {(10 x 250) + (5 x 130)}, or \$6,300.

For long-term accommodations, please estimate rent instead of using per diem figures. Groceries are not to be included in long-term living expenses.

C. Supplies, Services and Fees. This may include art supplies, chemicals, printing, photocopying, library borrower's fees, audio-visual supplies, shop expenses, computer software, glass and plasticware, insuring research equipment if taken off campus, rental space for auditorium or art

studio, books and periodicals, etc. The Council will fund the purchase of computer software, datasets, database subscriptions, academic books, microfilms, microforms, and photographs essential to specific research projects, provided that the request is accompanied by a statement from ITS or the appropriate librarian confirming that the materials sought are not suitable purchases from their budgets. Note that the Council does not support professional consultation. But, can provide support to recruit participants for human trials.

D. Equipment. Preference ordinarily will be given to use of existing equipment owned by the University. Funding is available for equipment essential to a specific research project. The Research Council, however, cannot subsidize departmental equipment budgets. Equipment purchased with funds is a property of Colgate. Equipment purchases must be in accordance with the University's Procurement Policy (available at www.colgate.edu/purchasing). The Research Council funds may not be used for the purchase of computers. Requests for support for computers and computer-related equipment should be directed to ITS.

E. Non-student Wages: List wages and number of hours. Please note that this is a backup service: if student labor is available and satisfactory, it should be used rather than non-student assistance. However, some skills may not be available among student assistants, such as drafting, photography, cartography, indexing, translation, transcription, and computer programming. In that event, please consult the Council Chair respecting wages before committing to a non-student employee.

F. Publication Expenses. Publication expenses should not be included in Major Grant proposals. However, *Discretionary Grants* can be used to supplement a publication grant. (See the Publication Grants Section in Part II.)

G. Conference Travel. Support for participation in regular meetings of disciplinary associations, such as the annual meeting of the American Political Science Association (or subsidiary organizations meeting at the same time and place), should be submitted to your Division Director. **Do not include conference travel in your Major Grant proposal budget. Discretionary Grants may be awarded to eligible faculty members to attend specialized professional conferences** (not general national or regional conventions in the applicant's field), provided the applicant shows how attendance at that conference will contribute to a specific research project. Such grant may only be used if divisional travel funds are exhausted. Faculty members should ordinarily exhaust divisional travel funds, and endowed chair holders should exhaust their annual funds before applying for Discretionary Grants for conference travel. Discretionary Grants may also supplement divisional travel funds to attend specialized professional conferences when appropriate.

H. Other Research Expenses. Discretionary and Major Grants can be used to cover reasonable travel expenses for faculty to meet with research mentors and collaborators and invite them to Colgate for collaborative scholarly projects. Additionally, in collaborative research involving faculty from other institutions, Colgate funds may cover faculty from other institutes' reasonable travel expenses if adequately justified. However, it is essential to note that the total travel expenses requested for Major Grants must adhere to the specified limits provided above.

VI. PROCEDURE FOR EXPENDING DISCRETIONARY and MAJOR GRANTS

- ❖ **All expenditures must be substantiated with receipts for reimbursement** and submitted using Colgate's Concur expense and travel management system in accordance with [Colgate's travel policy](#). In the exceptional case when it is not possible to obtain a receipt (e.g., mileage expenses), records of expenditures must be kept and presented to Tracy Ogren in the Office of Accounting and Control. No bills or receipts should be submitted to the Research Council Chair.
- ❖ **Changes to Discretionary and Major Grants** awarded by the Council must be approved in advance by the Council Chair if the changes exceed 15% of the total budget awarded by the Council. The limitations that apply to initial grant applications also apply to requests for changes to major grants following the initial award.

- ❖ **Discretionary or Major Grants** may be used to draw an advance for planned expenditures indicated in the applicant's proposal. Alternatively, the expense may be paid by the Office of Accounting and Control on behalf of the recipient, charged to a Colgate corporate credit card, or paid by the recipient and reimbursed by the Office of Accounting and Control.
- ❖ **Requests for discretionary funds must be made BEFORE undertaking the intended expenditures.** The Council will not reimburse personal debts, however valid they may be as research expenses.
- ❖ **Research Council Discretionary Grants** extend from July 1, 2023, to June 30, 2024, all requests for reimbursement must be submitted to the Accounting Office no later than June 30, 2024. Expenses incurred after June 30, 2024, will not be covered by 2023-2024 Discretionary Grants.
- ❖ **Research Council Major Grants** will extend from June 1, 2024, to August 31, 2025, all requests for reimbursement must be submitted to the Accounting Office no later than August 31, 2025. Expenses incurred after August 31, 2025, will not be covered by Major Grant funds.

Budget Category. Please describe each item.	Amount
A. Travel (Please itemize and give the total amount)	
TOTAL Travel	
B. Living Expenses (See rate schedule)	
TOTAL Living Expenses	
II. Non-Student Wage (University minimum). Specify the rate and number of hours	
TOTAL Non-Student Wages	
D. Supplies and Services (Please give exact amounts and itemize)	
TOTAL Supplies and Services	
E. Equipment Description	
TOTAL Equipment	
TOTAL BUDGET	
TOTAL GRANT REQUEST (if request differs from total budget)	

***A Research Council budget spreadsheet is available [here](#).**