

COLGATE UNIVERSITY
13 Oak Drive
Hamilton, NY 13346-1398

TO: Members of the Colgate Faculty

FROM: Colgate University Faculty Research Council

RE: Research Council Funding of Grants and Leaves: 2024-2025

DATE: July 22, 2024

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 (including Publication Expenses Grants and Publication Subvention 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. The Research Council normally sponsors a “grants lunch” for interested faculty toward the end of the fall semester, at which the Research Council funding opportunities and application and review procedures are discussed.

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

APPLICATION FORMS and DEADLINES FOR RESEARCH COUNCIL GRANTS

- ❖ **Applications for discretionary, publication, and student wage grants can be submitted at any time as a single Word or PDF file** using the following forms.
 - ◆ [Discretionary Grant Application Form](#)
 - ◆ [Publication Expenses Grant Application Form](#)
 - ◆ [Publication Subvention Grant Application Form](#)
 - ◆ [Student Wage Grant 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 24, 2025. The applications can be submitted as a single Word or PDF file using the following forms.** Late applications may not be accepted.
 - ◆ [Major Grant Application Form](#)
 - ◆ [Scholarly Leave Application Form](#)

I. Introduction	2
II. Grants Awarded Throughout the Year	3
Discretionary Grants	3
A. <i>Application Guidelines for Discretionary Grants</i>	
B. <i>Discretionary Grant Budget Guidelines & Procedure for Expending Funds</i>	
Publication Grants	3
A. <i>Publication Expenses Grants</i>	
B. <i>Publication Subvention Grant</i>	
Student Wage Grants	4
A. <i>Hiring Through the Office of Student Employment</i>	
III. Grants Awarded Once Each Year	4
Major Grants (including Major Research Council Grants, Picker Research Fellowships and Grants from the Leipzig and Horned Dorset Residency)	4
A. <i>Proposal Guidelines for Major Grants</i>	
B. <i>Major Grant Budget Guidelines & 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	6
A. <i>Proposal Guidelines for Associate and Senior Faculty Leaves</i>	
B. <i>Scholarly Leave Reports</i>	
IV. Proposal Guidelines for Major Grants and Scholarly Leave Applications	7
V. Budget Guidelines for Discretionary and Major Grants	8
VI. Procedure for Expending Discretionary and Major Grants	10
VII. Budget Form for Discretionary and Major Grants	10

I. INTRODUCTION

Grants and scholarly 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 may 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. 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, [Ahmet Ay](#). 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 is not possible to anticipate every situation.

When in doubt, seek guidance from the Research Council Chair, [Ahmet Ay](#), or the Associate Dean of the Faculty, [Christian DuComb](#). 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

Requests should be submitted using the application forms provided on the first page at any time between July 1, 2024, and June 30, 2025, BEFORE undertaking the intended expenditures. 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. Additional grants cannot be awarded until all previous over-expended accounts have been settled. For summer 2025 student wage grants, please contact the Research Council Chair for the new application form.

DISCRETIONARY GRANTS

A. APPLICATION GUIDELINES for DISCRETIONARY GRANTS

The application 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.
- ◆ 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 the Leipzig fund (see [p. 5](#)). They 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. 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. 6](#)).

B. DISCRETIONARY GRANT BUDGET GUIDELINES & PROCEDURE for EXPENDING FUNDS

See [pp. 8-10](#) for budget guidelines, the procedure for expending funds, and a budget form.

PUBLICATION GRANTS

A. PUBLICATION EXPENSES GRANTS

Publication expenses for books and refereed manuscripts (e.g., submission fees, reproduction fees, costs for illustrations, graphs, tables, indexing, proofreading, etc.) can be supported by this grant. Publication expense grants can also support production costs for creative work (e.g., exhibitions, performances, etc.) The maximum publication expense grant is typically \$1,500. Discretionary Grant funds may be used to supplement this amount if publication expenses exceed the limit. To request funds, faculty should submit the same information described in the Application Guidelines for Discretionary Grants.

B. PUBLICATION SUBVENTION GRANTS

Publishers increasingly seek contributions from authors. This grant can cover book subvention costs, journal page charges, open access fees, publication of a translation of a scholarly work by a Colgate faculty member, edited volumes where the lead editor is a Colgate faculty member, and conference proceedings if the lead organizer is a Colgate faculty member. Publication subvention grants can also support the public dissemination of creative work (e.g., gallery or venue fees, catalog publications,

etc.)

To request funds, faculty must submit the publisher's acceptance of the manuscript (or an equivalent acceptance for creative work) and the publication subvention request. For eligibility, the publication must acknowledge the Colgate University Research Council. The maximum grant awarded is \$3,000, with additional Publication Expense Grant and Discretionary Grant funds available if requests exceed this limit. ***Please note that subvention grants will only be awarded if the funds are essential for the publication. The Research Council strongly encourages selecting traditional or hybrid journals that do not charge open access fees whenever possible.***

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 be considered for these higher wage rates based on the required skills and background indicated in your application. Please note that student work on Research Council-funded projects must end by August 25 for summer grants, December 15 for fall grants, and May 4 for spring grants; additionally, 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. 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 their background or previous experience, and 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 academic department coordinator, 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

Requests should be submitted as a Word or PDF file using the application forms provided on the first page. They are due by Friday, January 24, 2025, at 5 PM. Late applications may not be accepted. Major grants cannot be awarded until all previous over-expended accounts have been settled.

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, 2025,

through August 31, 2026. All grants will be closed out on August 31, 2026. 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. 7-10](#) for the proposal guidelines, budget guidelines, the procedure for expending funds, and a budget form.

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.

Note that Major Grants do not support faculty salaries, nor do they involve load reductions. However, they may be 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 pre-tenure 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).

The Research Council is committed to backing a wide array of projects. The breadth of creativity and innovation continually inspires us in the projects we support! Here are some projects we funded in the past:

- ◆ *Song-entangled beat gesture in songbirds: A window to the mind and brain*
- ◆ *Precarious Communities and Ecologies in/of Queer Asian Cinemas*
- ◆ *What Stories Do Broken Pots Tell?*
- ◆ *The Veteran Effect: How Military Experience Shapes Congressional Foreign and Defense Policy*
- ◆ *Exploratory Research in the Colombian Rainforest Canopy*

❖ **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 NASC Division. 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 Major Grant funding process. You may submit a 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.

❖ **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. Requests for more than \$12,000 must be justified by projects of unusual significance. Before submitting a proposal exceeding \$12,000, it is advisable to consult with the Research Council Chair.

ELIGIBILITY for PICKER RESEARCH FELLOWSHIPS

- ◆ *All continuing full-time Assistant Professors who have passed pre-tenure review (a Picker application may be submitted during the year of pre-tenure review; if the Picker proposal is successful, funding will be awarded contingent upon successful completion of the evaluation);*
- ◆ *All tenured, full-time Associate and Full Professors;*
- ◆ *Please note that applications from faculty members who have been at Colgate for less than twelve years will receive priority.*

*Unsuccessful applications for a **Leipzig Fund grant** and **Picker Research Fellowship** are automatically considered for Major Research Council Grant funding. If a revised budget is necessary after the review process, the Research Council chair will contact the applicant.*

A. PROPOSAL GUIDELINES for MAJOR GRANTS

See [pp. 7-8](#) for proposal guidelines.

B. MAJOR GRANT BUDGET GUIDELINES and PROCEDURE for EXPENDING FUNDS

See [pp. 8-10](#) for budget guidelines, the procedure for expending funds, and a budget form.

C. MAJOR GRANT REPORTS

Major Grant recipients must submit a short (1–2 page) summary of the outcomes resulting from the funding within four months of the completion of their grant (December 31, 2026). This summary will be used in the evaluation of the recipient's future Research Council funding applications.

D. LIMITS ON ADDITIONAL FUNDING for MAJOR GRANT RECIPIENTS

Major Grant Recipients are eligible for discretionary funding for the same project in limited areas, such as employment of persons with special skills (e.g., drafting) and travel to conferences. Major grant recipients may apply for discretionary grants for a different project, as well as publication and student wage grants.

SCHOLARLY LEAVES

The Research Council awards Scholarly Leaves competitively on an annual basis. Faculty leave requests can only be made for the upcoming academic year. Leaves cannot be saved or deferred for future use. See [pp. 7-8](#) for the proposal guidelines.

The primary criterion for an award of a Scholarly Leave is the scholarly merit of the proposal and the promise of the project to make a significant scholarly contribution. When proposals of approximately equal merit are received, the Council will normally give preference to applicants who have not previously been awarded a scholarly leave, or 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. 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.

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 one personal SLA and receives an additional one from the Research Council, they can take a full semester leave. Similarly, if they have three personal SLAs and are granted two more by the Research Council, they can take a full year of leave by using their three personal SLAs for the Fall semester and the two 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 Sabbatical Leave Account (SLA) credits will be available this year. These two credits may be awarded to one or more faculty members, depending on their needs. Typically, each application is granted one SLA.

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 funding period. Four SLA credits will be available this year. These four credits may be awarded to one or more faculty members, depending on their needs. Typically, each application is granted one SLA.

A. PROPOSAL GUIDELINES for ASSOCIATE and SENIOR FACULTY LEAVES

See pp. 7-8 for proposal guidelines.

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, 2026. This summary will be used in the evaluation of the recipient's future Research Council funding applications.

IV. PROPOSAL GUIDELINES for MAJOR GRANTS and SCHOLARLY LEAVES

The applicant should ensure 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 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, detailed estimation of costs (for Major Grant applications), and a timetable explicitly listing the major research tasks you plan to carry out during the term of the grant.

A. PROPOSALS for MAJOR GRANTS and SCHOLARLY LEAVES MUST INCLUDE:

The Major Grant and Scholarly Leave proposals should be organized into sections with major sections labeled. Incomplete proposals will not be considered. The sections of the proposal are provided below. The Major Grant proposals should include items 1-8. The Scholarly Leave proposals should consist of items 1-6 and 9-11.

1. **A 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 may NOT be considered.
3. **A timeline** indicating how the research will be organized during the grant period, what major

tasks will be accomplished, and the estimated date for completion of the project (one page).

4. **A brief statement** concerning how the proposed research relates to your longer-term research plans. The statement should be no longer than 250 words.
5. **A two-to-three-page professional vita.** Longer vita will NOT be accepted.
6. **Previous Grant Support and Other Grant Applications.** List 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 support for your proposed project. Indicate other attempts to obtain funding within the university.

B. PROPOSALS for MAJOR GRANTS MUST ALSO INCLUDE THE FOLLOWING:

7. **A detailed budget.** The 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](#) and follow the allowable expenses within each category. You can check out the [budget guidelines for grant proposals](#) for further help.
8. If your proposed project involves leave time, you must submit a letter or an email from the Dean's Office approving the Faculty Leave Request with your proposal.

C. PROPOSALS for SCHOLARLY LEAVES MUST ALSO INCLUDE THE FOLLOWING:

9. **A completed standard faculty leave form.** The form can be downloaded from the "Faculty Links and Resources" section of the [Dean of the Faculty webpage](#). It should be countersigned by the applicant's Department Chair and Division Director. Applicants are required to submit the leave form only and not the accompanying documents.
10. **A statement of past leaves**, the number of SLA credits currently earned, and how many SLA credits you are applying for. To check the number of credits available in your Sabbatical Leave Account, please contact [Diane Beach](#).
11. **A statement of sustained service or teaching contributions.** A brief (one-page) 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.

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 \$0.67/mileage for a car. Note that your travel dates should fall from July 1 to June 30 for Discretionary Grants and from June 1 to August 31 for Major Grants. All business-related airline and train travel must be processed through CBT, the university's preferred provider. **Please note that the Research Council strongly encourages online video communication software such as Zoom where applicable.**

Insurance for International Travel. Health and Security Insurance is required for travel outside the U.S. Budget \$60.88 per month (~\$2.03 per day) for Colgate's policy with CISI.

B. Living Expenses. Calculate per diem expenses (food, lodging, daily commuting) for your stay at each locality using [the 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. Employees should rent a car only when it is required for daily use at the business destination, if their trip exceeds 375 miles (one way), and/or if there is no other reasonable means of transportation. 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 regarding wages before committing to a non-student employee.

F. Publication Expenses and Subvention. Publication expenses and subventions 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 conferences 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 conferences, provided the applicant presents at the conference.* Faculty members should ordinarily exhaust divisional travel funds before applying for Discretionary Grants for conference travel. Discretionary Grants may also supplement divisional travel funds to attend conferences if the faculty member presents at the conference or shows how attendance at that conference will contribute to a specific research project.

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.

I. Exclusions. Discretionary and Major Grants may not be used for the following expenses: (1) Additional Compensation, including summer salary or course releases, (2) Cell Phones, (3) Donations, (4) Gifts or gift certificates, other than those approved in the Travel Policy, (5) Home Office Furniture, (6) Internet and Mobile Device Service Plans.

VI. PROCEDURE for EXPENDING DISCRETIONARY and MAJOR GRANTS

- ❖ **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.
- ❖ **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 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.
- ❖ **Research Council Discretionary Grants** extend from July 1, 2024, to June 30, 2025; all requests for reimbursement must be submitted to the Accounting Office no later than June 30, 2025. Expenses incurred after June 30, 2025, will not be covered by 2024-2025 Discretionary Grant funds.
- ❖ **Research Council Major Grants** will extend from June 1, 2025, to August 31, 2026; all requests for reimbursement must be submitted to the Accounting Office no later than August 31, 2026. Expenses incurred after August 31, 2026, will not be covered by Major Grant funds.

VII. SAMPLE BUDGET for DISCRETIONARY and MAJOR GRANTS

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