

**Arch Dalrymple III Department of History
Faculty Research Support Information Sheet**

All tenure-track and tenured faculty members are eligible to apply for funding from the Dalrymple fund in a competitive process:

At three deadlines for funding during the academic year:

- a) November 15 for the subsequent winter break and spring semester;
- b) February 1 for the subsequent summer;
- c) April 15 for the subsequent fall semester

Funds may be requested for, in order of highest priority:

- 1) Travel to conduct research in archives, special library collections, or in the field;
- 2) Supplementing outside grants supporting original research if the outside grant is insufficient to cover the cost of the research project;
- 3) Research assistance;
- 4) Attending courses or development workshops to acquire new research skills essential for completing an ongoing research project;
- 5) Transcription/translation/database services/specialized software;
- 6) Production costs or publisher subventions.

All applications must be made on the forms provided by the committee.

A subcommittee will evaluate the proposals based on merit, according to the following priorities:

- Projects must engage in original research;
- Projects must be intended to produce a peer-reviewed publication or other significant scholarly creation based on original research
- Archival research to jump-start work on a new project geared towards producing a peer-reviewed publication should receive high priority;
- Proposals aimed at completing a major publication should receive high priority;
- Proposals aimed at completing textbooks and/or surveys should receive lower priority;
- Faculty receiving significant university support, such as the College of Liberal Arts summer grant, should receive lower priority for Dalrymple summer funding;
- No individual faculty member may receive more than 10 percent over any three-year period or 6 percent over any five-year period of the corresponding cumulative allocation for faculty research support.

Within two months of completing the project, the faculty member will submit a detailed report on the accomplished work to the Dalrymple Committee.

Additionally, faculty may request the purchase or a contribution to the purchase of research-related library materials on an ad hoc basis up to February 1 each budget year. Requests made after that date will be considered as funding allows. The committee will base its decision on whether the proposed purchase enhances or facilitates original research.

Application guidelines:

General, from the May 2016 committee report:

- a) The committee encourages applicants **to explain the practical aspects of their proposed research (work plan and budget) with greater specificity**. This is especially important where requests deviate in some way from the standard guidelines. The committee requests that future work plans in applications for research support address the following questions: 1) What specific research will be conducted?; 2) How does it contribute to completing the proposed project?; and 3) How long will it take?
- b) The committee requires applicants **to present budgets that itemize costs according to the following categories from the university's travel authorization forms: 1) transportation; 2) meals and lodging; 3) registration; and 4) other**.
- c) The committee reminds all award recipients that they must **follow the university's standard regulations for travel authorizations and reimbursement**.

More specifically, the committee established the following budget benchmarks to balance and contain costs:

For Faculty:

- a) the committee will fund daily meal allowances at a maximum of half of the university's recommended daily meal allowance. So that the full cost of research travel is not lost on the university, however, the committee encourages faculty to include the full daily allowance when they file for reimbursement, even though Dalrymple funds will only cover a maximum of half of the daily meal allowance;
- b) the committee will fund "reasonable" accommodation, that is, the cost of a 3-star or equivalent hotel;
- c) the committee will fund ground transportation sufficient to cover public transportation, not private taxis, to and from airports or train stations and for the duration of the research trip, unless public transportation was not available or an obvious hindrance;
- d) the committee encourages the use of the university's discount rate for rental cars; and
- e) the committee will not fund a daily meal allowance for applicants who applied for research funds in the summer and also received a summer research grant from the College of Liberal Arts.

The committee also established guidelines for faculty applications for research assistance:

The committee will cap awards for research assistance at \$1,000 in any one application round. Faculty may apply again for additional funds for the same research-assisted project, but only after submitting a preliminary report of work conducted during the initial, or immediately preceding, funded portion.