

**COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
SPECIAL PROJECT FUNDING GUIDELINES**

**For 2014-2015, the application deadlines are November 7, 2014 – February 27, 2015 – April 1, 2015
Anticipated Award dates are 2 weeks following the application deadline**

Special Project Funding decisions are made by the Dean upon recommendation of the College Research Committee. These funds ***are intended to provide additional support for professional development activities beyond those that can be attained through other funding sources.*** Funding requests typically range from \$500 to \$2,000. Only proposals seeking funding for activities that start **AFTER** the award date will be considered.

Special Project Funding is available to:

- Support and defray costs associated with faculty professional growth, research projects, and travel directly related to scholarship (trips to archival sites, visits to program officers, etc.);
- Encourage and support collaborative research between faculty and students (student employment, student travel to present, etc.);
- Provide matching funds for professional growth activities (publishing, grants, etc.);
- Enhance course/program delivery through visiting writers/speakers; and
- Support other appropriate faculty and student activities.

Special Project Funding cannot cover the following:

- Student expenses for credit-bearing activities;
- Student room and board expenses associated with credit-bearing activities;
- Student application fees to graduate or professional programs;
- Student attendance at conferences or professional meetings at which they are not presenting;
- Faculty conference/presentation travel costs and
- Food/refreshments charges.

Steps to request Special Project Funding:

1. Complete an Application for Special Project Funding
2. Sign the Request form; the department chairperson's signature is also required.
3. Submit one (1) copy of the application to the Dean's office in 201 McElhaneby by the appropriate deadline.

College Research Committee recommendations for funding will be based on:

- Quality, significance, and scope of the project;
- Level of previous CHSS support applicant has received (new proposers have a better chance of being funded);
- Evaluation of the Applicant's budget and budget narrative.

Each Awardee should submit a Final Report to the Office of the Dean. For 2014-2015, reports are due on or before August 15, 2015. There is no formal report form; the report should document the project's activities and accomplishments. Reports must be submitted in order to be considered for future awards.

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

APPLICATION FOR SPECIAL PROJECT FUNDING

NAME _____

DEPT _____

CAMPUS PHONE _____ EMAIL _____

PROJECT TITLE _____

PROJECT DESCRIPTION: (Attach additional page as needed – not to exceed 1 page)

___ Scholarly Work/Research Projects ___ Collaborative Research/Faculty & Student

___ Professional Growth/Matching Funds ___ Visiting Writers/Speakers

___ Other _____

BUDGET: Provide summary totals for each budget category. Provide budget detail in the Budget Narrative section.

Project Budget	Proposed Funding	University Contribution	Other Matching Funds	TOTAL
Salaries				
<i>Faculty</i>				
<i>Student</i>				
Benefits				
<i>Faculty</i>				
<i>Student</i>				
Operating Expenses				
Travel				
<i>Domestic</i>				
<i>International</i>				
Equipment				
Other				
TOTAL				

Matching Funds provided require the following to be completed.

Source of Funds	Amount	Fiscal Year	Signature

BUDGET NARRATIVE: Provide supporting details for all budget items. (Attach additional page as needed – not to exceed 1 page)

REQUIRED SIGNATURES:

APPLICANT _____ DATE _____

DEPARTMENT CHAIR _____ DATE _____

DO NOT WRITE BELOW THIS LINE

Approved: Amount Awarded _____ Date Disbursed _____

Denied: Reason for Denial _____

Decision Date _____