Guidelines for Barnard College Mini-Grants & SAPL Supplemental Grants

Effective 06/01/2015

The Grants Committee considers proposals to support full-time Barnard officers of instruction engaged in research and writing. Proposals are funded for research, writing, and publication, including:

a. **Mini-Grants** to support pilot projects that will eventually result in major sponsored research grant proposals or small scholarly or creative projects that would not qualify for external grants either because of their size or subject matter. Mini-Grants provide up to $4,000 per year in funding, up to $24,000 over the course of seven years.

b. **Special Assistant Professor Leave (SAPL) Supplemental Grants** for Assistant Professors following their third year review, for use for writing and research. The SAPL Supplemental Grant is a one-time grant of up to $12,000. The SAPL Supplemental Grant is not an entitlement and it requires an application.

Grants may cover costs incurred in research and publication (for travel, supplies, copying, typing, purchase or rental of equipment, computer time, page costs, publication subventions, childcare etc.).

Grant funds are not available to cover dissertation expenses (including both research and preparation of manuscript).

Grants are subject to available funds.

**ELIGIBILITY**

Barnard College Grants are available only to full-time officers of instruction who are Barnard employees not in their terminal year, i.e., with expectation of continuing appointment.

**Mini-Grants**

Mini-Grants may not be used for summer salary or for release time from teaching for the purpose of writing and research.

Mini-Grants are limited to $24,000 over a 7-year period, in increments of no more than $4,000 per year. When a convincing justification is provided and funds are available, larger grants of up to $8,000 are available for research projects that require two fiscal years (July-June) to complete. Another grant of $4,000 cannot be applied for in those two years.

**SAPL Supplemental Grants**

SAPL Supplemental Grants are a one-time grant awarded to faculty who qualify for their SAPL. SAPL Supplemental Grant funding is limited to $12,000 over a 12-month period.

**OTHER REGULATIONS**

If, during a leave with or without pay from Barnard, an officer of instruction accepts a full-time salaried position at another institution, that person may not receive Mini-Grants, SAPL Supplemental Grants, or other funds administered by the Grants Committee.

If a proposal involves human subjects, the principal investigator must submit the proposal to the Barnard Institutional Review Board (IRB) before submitting an application to the Grants Committee. Also,
approval must be obtained from Institutional Animal Care and Use Committee (IACUC) for use of certain animals at least a month before research begins.

If a proposal requests funding for conference travel and the faculty member has not yet exhausted the travel grant allotment, the request must be justified.

Faculty submitting research requests for $2,000 or more should consult with the Director of Sponsored Research to determine if their projects are eligible for support from outside agencies. If a project is eligible for external support, the faculty member is welcome to apply for college funds as long as an application is made to the appropriate external agencies as well. Should the faculty member receive external funds for a project supported by the College, or under consideration by the College, the Grants Committee should be notified promptly.

A member of the Grants Committee in the same academic department as a grant applicant must be excused from the discussion of, as well as the vote on, that application.

**GRANTS REQUIREMENTS, PERIODS AND DEADLINES**

There are four rounds of deadlines for 2015-2016 Mini-Grants:

- Monday, October 12th, 2015
- Monday, November 30th, 2015
- Monday, February 1st, 2016
- Monday, April 4th, 2016

**SAPL Supplemental Grants** are due Monday, February 1st, 2016.

Grants are considered subject to available funds.

When submitting your proposal, please keep in mind that the Grants Committee members are not experts in all fields and applications should be written accordingly.

Please include the following in the application:

- Faculty Grant Application Cover Page with Chair’s signature
- Description of the Project
  Limited to 2-4 single-spaced pages elaborating each point in the abstract above, and, where relevant, also commenting on the relation of the proposed project to scholarly work already completed. The need for archival or on-site research should be justified by including where, why, and when as well as whether special permissions and visas have been secured, if necessary.
- Budget Page (sample appended);
- Abbreviated *Curriculum Vitae* (limit: 2 pages, include recent publications); and
- Institutional Review Board Human Subjects Protections or IACUC Approval (see above), where applicable.