

**ACADEMIC SENATE  
COUNCIL ON RESEARCH AND INSTRUCTIONAL RESOURCES  
FACULTY RESEARCH GRANTS POLICY**

**Eligibility**

**A. Persons on Active Duty.** Any member of the SB Division of the Academic Senate, including emeriti who are active in the UCSB research community, may apply. Emeriti who have been given appointments at other institutions are not eligible for CRIR funding. Acting Assistant Professor applications must be accompanied by a letter from the department chair indicating the expected timing of transfer to ladder status. Other career academic employees (normally full-time appointees), who are not members of the Senate may seek support through joint application with a Senate member.

**B. Persons on Leave.** Individuals on sabbatical or other UC-paid leave, either in residence or with headquarters elsewhere, may apply. Field expenses for research purposes are allowed for travel, hotel costs and subsistence at \$25.00 per day away from the applicant's headquarters for a maximum of 30 days. If funds permit, the Committee may allow partial or full funding for travel to the applicant's headquarters. The applicant is required to include information in the grant proposal regarding any requests to, or awards by, other agencies. Higher priority will be given to individuals without auxiliary research funding.

**C. New Senate Members.** Departments should inform prospective faculty members of the Faculty Research program administered by the Council, and its policies and procedures.

**Policies and Procedures**

**A. Application Process.** Use the "Application for Faculty Research" proposal cover form available from the Academic Senate website (<http://senate.ucsb.edu/grants/research/>), and follow the guidelines on the cover form.

**B. Period of Award.** Grants are made for the fiscal year, July 1 through June 30, and funds may be expended at any time during the grant period subject to local accounting rules. Unused funds can be carried forward for one year, subject to the approval of the Committee. If an applicant is unable to use funds, early notification to the Council may allow reallocation to meet other needs. Overdrafts are the responsibility of the individual grantee or department incurring such charges; faculty members will be billed for payment of any overdraft. The applicant's department is responsible for timely submission of all vouchers, recharges, purchase requisitions, etc. covered by the award. All such forms must be sent to the Academic Senate office for approval, and they will be forwarded to Accounting for payment.

**C. Deadline.** In order to meet its responsibilities for adequate review and timely notification, the Council establishes a deadline for receipt of applications, as announced in the annual call for applications. Failure to meet the deadline will be considered grounds for disqualification. An exception may be made for new faculty who arrive too late to meet the deadline, depending upon availability of funds.

**D. Proposal Content.** The materials required by the Council are listed in the current proposal cover application and annual call. In general, the proposed project should be concerned with basic and applied research, and the proposal should be specific, well defined, and should be understandable to a non-expert reader.

**E. Review Procedures.** Each application will be evaluated by at least two Committee members, and then brought to the full Faculty Grants Committee for a funding decision. The Committee reserves the right to seek expert advice from any source it deems necessary. Funding is competitive on the basis of scholarly excellence with priorities:

- (1) Requests from Assistant Professors, if a clear need for funding exists.
- (2) Projects for which no extramural funding source can be identified.
- (3) Requests for seed monies with high potential for graduation to extramural funding.

(4) Requests that extend/augment work currently supported by extramural funds, in particular to prepare extramural renewal proposals.

Proposals from individuals who have substantial extramural or intramural funding will normally not be supported unless they are requesting seed money for a new research initiative.

#### **F. Allowable Uses of Funds.**

1. Computing. Requests may be made for computer time; programming services; computer software and databases, if specifically for the proposed project. Requests for personal computers (or hardware) will be allowed only in exceptional circumstances, and when a project specific, critical research need is documented.

2. Research and Clerical Assistance. Faculty Research grants may not be used to support graduate students per se, but both undergraduate and graduate students may be employed on a limited basis to aid a faculty member in a research project. Requests for research or clerical assistance should specify the exact tasks to be performed, and provide enough detail to allow the Committee to gauge the hours needed. Hiring must be done on an hourly basis, at less than 24% time. Use of the Work-Study program to enhance Committee funding is strongly preferred. Tuition and fees for students will not be supported. Manuscript typing/word processing costs will be considered on a case-by-case basis. Such work is viewed as a departmental function (see Campus Policy P-3400), and justification for Council funding is required.

3. Supplies. Council funds may be used to purchase expendable research supplies that are not normally provided by the department. Reasonable copying charges are allowable, if justified for the research project.

4. Equipment. Major equipment items should be requested in the regular departmental budget process. Grant funds may be used to purchase specialized equipment essential for a specific research project, provided such equipment cannot be obtained from departmental or facility funds, or is not readily available elsewhere on campus. The Council intends to limit the amount of funds used for equipment. Other features being equal, multi-user research instrumentation and requests for partial matching funds will be given higher priority among equipment requests. Purchases made with Council award funds become property of the University.

5. Field and Travel Expenses. Council funds may be used to defray field expenses, such as visits to museums, archives, and libraries (analogous intercampus research travel grants may be requested through the travel grant program – see Faculty Research Travel Policy, <http://senate.ucsb.edu/grants/research/policy-factravel.pdf>), as well as field trips to collect research materials. Limitations based on travel destination apply, and those limits are listed in the Faculty Research Travel Policy). Actual costs of hotel or other accommodation may be reimbursed if documented by receipts, and when approved in a proposal budget. The Committee may also support a meal allowance for field research, with requests limited to a maximum of 30 days at \$25/day.

6. Publication Charges. Payment related to publication preparations, but not for the cost of preprints or reprints, will be considered.

7. Conferences. Conference travel funds should be requested through the faculty travel grant program. Research funding to conduct conferences is given low priority by the Council. However, the Committee will consider proposals for significant professional conferences held locally that directly enhance or promote UCSB research programs. Funds may be requested to support travel, local lodging, and per diem meal costs for principal invited speakers. Incidental refreshments, not to exceed \$100/day for each day the conference is in session, may be requested. Honoraria for conference participants will not be funded.

8. Books, Journals, etc. In general, Council funds may not be used to purchase books, journals, periodicals, microfilm copies, etc. Under exceptional circumstances and with verification of the Library's inability to purchase the items, the Committee may consider requests in this category. All such materials purchased with Council funds become the property of the University, and must be turned over to the Library when the immediate research need has been fulfilled.