

Special Project Grants / Faculty Development Funds / Discretionary Funds

Limited funds for "Special Project Expense Grants" to support the work of faculty members receiving summer research stipends in 2011 and academic leaves during 2011-2012 are available through the Office of Academic Affairs (these funds are also referred to as "faculty development" or "discretionary" funds). **For specific information on these funds and on procedures for application, the applicant should consult Diane Smith (AVPAA:B&R).** For general information, however, the Office of Academic Affairs provides the following guidelines for those who intend to apply for such a grant.

PURPOSES OF THE GRANTS

The grant request must demonstrate that the funds requested directly support the efforts for which the summer research stipend or academic leave has been awarded.

DEADLINE

Applications may be submitted at any time after notification of approval of the academic leave or the summer stipend grant. The applicant should note that the special expense grant funds may be totally committed prior to the end of the funding period depending on the number of requests and amount of the grants.

APPLICATION PROCESS

Prepare a memo specifying the use of the grant funds. A one-page memo would usually suffice. All requests must be routed through and recommended (via an e-mail memo) by the appropriate departmental chair.

PERIOD OF EXPENDITURES

Grant funds will be available during the fiscal year June 1, 2011, until May 31, 2012. Expenditures during this period should be processed in a timely manner in accordance with University policies, and the deadlines for year-end submission of DPOs, travel reimbursements, invoices, etc., must be met.

EXPENDITURES

Departmental Purchase Orders are to be used for all expenditures. *All expenditures, including those for travel, should be in accordance with stated Trinity University policies.* The DPOs and/or or Travel Authorizations should be forwarded to the Office of Academic Affairs with the account numbers blank.