To: Science Faculty eligible for Natural Sciences Division Grants

From: Fernando Q. Gouvêa, Mathematics, Chair of the Science Division

Re: Science Division Grants

I would like to encourage you to apply for a Science Division Grant for 2008–09. These grants are provided by the College to support your scholarly activities. This year, we have added the possibility of increasing the grant amount in exceptional cases. The additional funding will be jointly administered by the Division Chairs, who will pool their resources to do so. In order to allow time for this extra step, the deadline is a little bit earlier than usual this year.

I am attaching a document with details on the grants and guidelines for applications. Please feel free to contact me with any questions.
Division of Natural Sciences
Grant Guidelines
2008-2009
Application Deadline: March 15, 2008

The College makes funds available to members of the Natural Sciences Division to support their scholarly work. These grants can be used to directly support your research or any other activity that promotes your intellectual enrichment and allows you to become a more effective scholar and contributor to your discipline. These grants are not intended to fund undergraduate research.

Applicants must be continuing full- or part-time faculty members in the Division of Natural Sciences (i.e., contract categories I, II, or III as defined in the Faculty Handbook). Faculty with joint appointments in interdisciplinary studies may submit one request, either to the Division of Natural Sciences or to the Division of Interdisciplinary Studies. Faculty who already have research funds from the College are not eligible.

The Natural Sciences Grant Committee, which consists of the Chairs of the Departments of Biology, Chemistry, Geology, Mathematics, Computer Science, and Physics and Astronomy, is convened by the Chair of the Natural Sciences Division to decide on the awarding of available funds. The Division Chairs then meet and, if necessary, transfer funds between one Division and another in order to accommodate as many worthy applications as possible.

Recipients of grants must file a one-page summary of the work conducted under the grant with the division chair as soon as possible after the grant period has ended. Significant changes between budgeted and actual expenditures should be shown. Final reports must be submitted before a recipient can be eligible for a new grant. In addition, grantees must give an oral report on campus about the work funded by the grant within two years after the end of the grant period to be eligible for future grant support. Science Division lunches and departmental colloquia provide good opportunities for these presentations.

The assistance of the Natural Sciences Grant Program should be acknowledged in any publications that result from the work accomplished.

AMOUNT OF FUNDING

The maximum amount for which a faculty member can apply is $3,000 for the year. For extraordinary expenses (e.g., international travel), limited additional funds may be requested. This maximum amount is the same for faculty in all Divisions of the College. How much each person is awarded will depend upon the funds available, the number and quality of proposals submitted, and publication(s) originating from Division of Natural Science grant support during the prior five years. It is the responsibility of the grantee to track carefully all expenditures and not to exceed the grant award. Poor budget management may jeopardize eligibility for future grants.

Funding may be requested in the following categories:
AREA I. TRAVEL:

The Committee accepts applications for travel expenses when travel is a major necessity to carry out a research project, to collaborate with colleagues at other institutions on research projects, or for upgrading research skills or background in the faculty member’s areas of scholarship. Applications must include a rationale for the travel, the itinerary, and the projected expenses.

The Natural Sciences Grant Committee recognizes that a grant may not cover all expenses. The reimbursement rates for travel expenses and the appropriate reimbursement claim procedure may be found in the document entitled “Reimbursement Handbook” which is downloadable from the Business Office web page at http://www.colby.edu/business/.

AREA II. RESEARCH:

Research grants, which are not to be used primarily for travel, provide funds for your research work, including equipment; materials and supplies; consultation with experts in a particular field; costs for having specific procedures, analyses, or services performed by outside experts that are essential to completion of the research project; hiring Colby students as research or technical assistants during the academic year¹; and rental of space or costs for using other facilities at off-campus laboratories.

Books of a highly specialized nature may be budgeted as part of the grant application. Applicants also may request specialized computer hardware or software to be used for their research that is unavailable through the budget of Information and Technology Services. Such books, hardware and software should be ordered through the Colby Library or Information Technology Services and must be cataloged as library acquisitions or property of the College. Apparatus and equipment purchased with grant funds are the property of the College and must remain at Colby if the faculty member’s employment with the college terminates for any reason.

An application must include a description of the work to be undertaken, how the equipment, supplies, or facilities will be used in that work, and a proposed budget.

AREA III. PUBLICATION COSTS

The Committee realizes that publication of the results of research is desirable both for the College and for the professional advancement of individual faculty members. Publication costs are usually not funded by the Committee. The Committee will however consider applications for grants to pay for required page charges and reprints without covers as and when such charges occur (i.e., after the paper has been accepted for publication). Payment for reprints will be limited to the cost of the minimum order. Optional page charges will not be funded.

APPLICATION PROCEDURE AND DEADLINES

¹ Students who are paid for research cannot also receive academic credit for that work. In addition, Federal guidelines prohibit the job description of Research Associate from being applied to unpaid positions.
All applications should be sent to Fernando Q. Gouvêa, Chair of the Natural Sciences Division. In your proposal, please provide the following information:

1. The category(ies) listed above for which you are seeking support.
2. A description of the work to be accomplished with this grant support.
3. The total amount of funds you are seeking and an itemized budget.
4. A listing of grant support you have received from the Division of Natural Sciences during the past five years or pending external grant applications. Also, indicate any products that have resulted to date from this support (e.g., publications, presentations at professional meetings, etc.) OR
5. Your curriculum vitae (an abbreviated version is acceptable) containing the information requested in #4.
6. A one-page summary of the work conducted under your most recent Science Division grant, as described in the first section of this document, if this has not previously been submitted. New grants will not be awarded until this summary is submitted.

The deadline for submitting applications for the 2008-2009 cycle is March 15, 2008. This is earlier than usual, in order to allow the Division Chairs to meet and consider requests, particularly those that ask for funds above the $3,000 limit. Notification of awards will be on or about April 29. Grants awarded for the next academic year will extend from May 1, 2007 through April 30, 2008.