Division of Natural Sciences
Grant Guidelines 2009-2010
Application Deadline: February 16, 2009

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 to 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 catalogued 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.

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.
APPLICATION PROCEDURE AND DEADLINES

All applications should be emailed to Amy Poulin (ampoulin@colby.edu), Administrative Secretary for the Natural Sciences Division as a single Portable Document Format (PDF) file with the filename YourLastName-09SciGrtApp.

Please provide the following information in your proposal:

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. Your *curriculum vitae* (an abbreviated version is acceptable) containing a listing of grant support you have received from the Division of Natural Sciences during the past five years, current and pending *external* grant support, and any products that have resulted from this support (e.g., publications, presentations at professional meetings, etc.).
5. A one-page summary of the work conducted under your most recent Science Division grant, as described in the first section of this document. New grants applications will not be considered without a summary of past work.
6. For past grantees, list the past or future date(s) when you gave/will give an oral report *on campus* about the work funded by past grants. Science Division lunches and departmental colloquia are appropriate venues for these presentations. Email the division chair if you would like to schedule a Science Lunch talk for the Spring semester.

**The deadline for 2009-2010 Science Division Grant Applications is February 16, 2009.** This deadline 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 begin on March 10, 2009. The budget cycle for the 2009-2010 Science Division Grants is **May 1, 2009 through April 30, 2010.**