

## Research Development Awards from the Office of the Vice Provost for Research

The Vice Provost for Research and Dean of the Graduate School assists faculty by providing fast-turnaround grants to promote their research and professional development. These funds must supplement and not supplant funding available from other sources (e.g., department travel allotments, start-up packages, deans awards).

### Premise:

Tenure track faculty should have a yearly opportunity for funding that will support publication efforts and provide partial support for their travel for the purpose of presenting their research/performance/exhibition/or creative activity at a state, regional, national, or international conference to which their submissions have been accepted. Since the number of worthy requests exceeds the available budget, funding is necessarily limited to those situations where it can be shown that modest support will make a crucial difference in one's career. Preference will be given to requests that have supplemental funding from the individual's Department, College, or other source.

## WHAT IS SUPPORTED

### 1) For Tenure Track Faculty

#### a) Travel to Present Research at a Conference

- i) Awards up to \$300 for domestic travel expenses and/or conference fees;
- ii) Awards up to \$500 for non-domestic travel within the continent for expenses and/or conference fees;
- iii) Awards up to \$700 for travel to other continents for expenses and/or conference fees.

#### b) Publication Costs

- i) Awards up to \$300;
- ii) Awards are primarily intended to cover "page charges" for peer-reviewed professional publications;
- iii) Requests for indexing and other costs associated with scholarly publications will be considered;
- iv) Costs for multiple-author publications must be equitably distributed among co-authors and their respective institutions;
- v) Normally, funds cannot be used for "overcharges," (i.e. pages exceeding the publisher's set limit) or for rapid publication;

## HOW TO APPLY

Requests should be in the form of an electronic communication to the Vice Provost for Research with copy to Department Chair and College Dean using the following headings:

- Purpose and Significance
- Timeline or Work Plan. *Provide an activity timeline, including the date(s) on which the requested funds will be expended. Expenditures and reimbursements must be made in the same fiscal year. Funds cannot be carried over from one fiscal year to the next.*
- Expected Costs. *Provide an itemized list of expenses, including any third party funds where available.*

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Send to: [william.wiener@marquette.edu](mailto:william.wiener@marquette.edu)

### **HOW AWARDS ARE ISSUED**

- 1) Awardees, their departments, and their Deans are notified electronically by the Vice Provost, usually within five working days.
- 2) The Office of Research and Sponsored Programs is also notified and will make arrangements with your department for the transfer of funds to your department's operating budget. Awards are cost-reimbursable. It is the awardee's responsibility to submit their receipts to their department for reimbursement. (The awardee's department pays expenses from its operating budget.) The awardee is reimbursed only for eligible project costs during the same fiscal year. The awardee is responsible for disallowed costs.
- 3) The department must adhere to the university's purchasing and other policies in administering these awards.

### **FUNDING TIME LINES**

Funding must be spent in the semester or session for which it is allocated. A specific amount of funding for requests is segmented for Fall, Spring, Summer I, and Summer II semester/sessions. Once funding has been used up for a given semester or session, additional requests will not be honored until the beginning of the next semester or session. Since funding runs out each semester, it is important to transmit requests as soon as travel plans are known for a particular semester. Only one travel request can be considered each fiscal year.