

## Purpose

The purpose of the Faculty Research Support Program is to assist tenure track faculty at Ohio University in carrying out their research, scholarship, and creative activities. Allowable expenses include:

- Publication fees, including page charges and subvention fees
- Travel to a sponsor to secure research funding
- Emergency equipment repair or replacement
- On campus conference support

See descriptions below for more information.

This year's program allocation is \$20,000. Once the account is exhausted, no additional funding will be provided for a given fiscal year.

### **SIGNIFICANT CHANGES EFFECTIVE IMMEDIATELY:**

- Change in contact information for program. Roxanne Male'-Brune, [male-bru@ohio.edu](mailto:male-bru@ohio.edu)
- All requests must be emailed to [male-bru@ohio.edu](mailto:male-bru@ohio.edu)
- When possible, all costs should be covered by a university p-card or paid through Bobcat Buy.
- Expenses must be incurred within six months of approval of the request.
- Encumbered expenses can cross fiscal years.
- All requests must be accompanied by a short but detailed proposal.
- Starting FY20, faculty may only receive funding once, every other year, from the program.
- All applications for publication fees must be accompanied by proof of a publishing contract and statement of fees.

## Eligibility

Tenure track faculty at Ohio University are eligible to apply. Emeritus faculty must provide a letter from their home department attesting to the fact that they are research active and that their work will contribute to the mission of the department.

Researchers who do not hold a tenure track appointment must request special permission for consideration.

Faculty with other sources of funding must expend those funds prior to applying for this program. The Faculty Research Support Program can supplement other sources of funding.

## Eligible Expenses

**Publication Fees** are limited to \$600 per faculty member. Publication charges can include page charges, subvention fees, costs for color printing, copyright fees for images, and indexing.

Publications with multiple Ohio University tenure-track faculty authors can be funded up to \$600 total as part of a joint request.

Non-allowable expenses include advertising and promotion, dust jacket artwork, purchase of copies, and multi-author works for which the applicant only serves as the editor.

Requests for translating existing books or articles into a foreign language or republication of a previously published work may be allowed with prior approval and application must be accompanied by a thorough justification for the need.

**Travel** expenses are limited to \$1,500 per faculty for the purpose of meeting with potential sponsors or negotiating a research grant or contract with a sponsor. Those traveling to secure research funding must submit a funding proposal within one year and submit a copy of the transmittal form to [male-bru@ohio.edu](mailto:male-bru@ohio.edu) for continued eligibility in the program.

Conference travel support is not available through this program.

**Emergency Equipment Repair/Replacement** is limited to \$1,000 per incident. This fund cannot be used to purchase computer equipment, unless the sole purpose of the computer is to run a piece of research equipment.

**On-Campus conference support** is limited to \$1,000 per faculty member per year. Submit the conference purpose and proposed budget.

This program does not fund faculty salary, student stipends, conference travel of any type, grant matching funds, computers and accessories, bridge funds between grants.

## Payment

Unless otherwise approved, all costs must be covered by a university p-card or incurred through Bobcat Buy or Concur. Upon approval of the funding request, the applicant's department administrator will be notified and given an account to charge.

## Proposal

The applicant must prepare a brief (maximum 2-page) summary of the request. The request must include:

- A description of the request, including the scope and projected outcomes.
- A budget, including detailed rationale for how the funds will be used.
- The name and email of the department administrator.

Additional required materials:

- **Publication fees:** supporting documentation from the publisher, e.g., letter of acceptance, page charge invoice, contract showing the subvention fee.
- **Equipment replacement:** specification sheet for piece of equipment.

## Contact

Questions should be directed to Roxanne Male'-Brune, Director of Grant Development and Projects, [male-bru@ohio.edu](mailto:male-bru@ohio.edu), 740-597-1227.