

Faculty Research Grants

The Faculty Research Grants, awarded in two rounds over the course of the academic year, provide funds to support members of the faculty (half time or above) in scholarly or artistic activities related to their College work. These grants are primarily intended for the enhancement of the professional activities of eligible members, specifically research, artistic projects, and writing. These grants are not for teaching or course development.

Secondarily, funds may be used to supplement or fully fund attendance at conferences, workshops, or other productions that will contribute to the professional development of the applicant. FDC will consider retroactive grants when clearly justified. (IFDA funds should be exhausted or budgeted prior to applying for an FRG)

An individual Faculty Research Grant is limited to \$3,000. The limit for **receipted** expenses (food and lodging) per day is \$175 for travel in the U.S. and \$300 for international travel. **Original receipts are required for reimbursement. Turn in a completed Travel and Expense form along with original receipts to Wendy Busenburg busenburgw@kenyon.edu within 30 days of the expenditures.**

The maximum an individual faculty member can receive for more than one Faculty Research Grant in a single year is \$3,000. However, the Committee will not consider multiple applications from a single faculty member in a given round. Faculty Research Grants are not for developing courses or enhancing teaching methods. Funds for those purposes are available through Faculty Teaching Grants.

All Faculty Research Grant proposals must include the following:

1. A **[summary cover sheet](#)** available from [the Office of Sponsored Faculty Projects \(OSFP\)](#). <https://www.kenyon.edu/sponsored-faculty-projects/funding-services-tools/in-house-grants/>
Be sure to download a new form every time.
2. A **statement of the project**, the expected results, and the relationship of the project to the work of the Member and the College. **Not to exceed 3 pages in length. See list of evaluation criteria below.**
3. A **timetable**. **If your project involves travel during the semester, please explain your plan to minimize the impact of your absence for your students.** (If your project will not be completed during the time of your employment at Kenyon College, include a statement explaining how your proposed work will still benefit the College.)
4. A **detailed budget** with a **budget narrative/justification** for all books, equipment, materials, travel, and other expenses. Since funds are limited, every effort to economize should be made. Applicants should utilize the least expensive facilities and resources. **The more comprehensive, complete, and thorough the budget and budget narrative are, the more credible your proposal will be.** Requests for books and equipment should not include those which are routinely

purchased by the department or program, or are made available through other resources.

Requests for equipment will be entertained only if it is clear that the applicant has exhausted all other alternative sources for such funding. Unless otherwise requested by the applicant, all equipment is the property of the College.

Estimates of travel costs should be obtained from the airlines' website or an online travel company. In order to secure the best price, successful applicants are encouraged to purchase their tickets promptly. Faculty members eligible for IFDAs are reminded that IFDA funds may be used without committee review for attendance at professional meetings and other types of faculty development. There is a required section on the cover sheet for applicants to explain why IFDA funds are not sufficient to cover the expenses in their budget. see "General Policies and Practices for Kenyon Grants and Stipends" below.

5. **If applicable**, a statement as to whether **outside funding** was sought.
6. **If applicable**, briefly summarize the results of **previous FDC grants for this project** and, importantly, **specific additional results expected from the current grant**.
7. A **current vita**. **Not to exceed 2 pages in length**.
8. **All information must be in electronic format**. E-mail to FDCgrants@kenyon.edu as attachments.

For the application to be considered complete, the applicant must have submitted a written report on all previously awarded FDC Grants.

The principal criteria used in evaluating FRG proposals are:

1. The proposal's academic, artistic, and scholarly merit and the value of the project to the College and to the member's work.
2. The qualifications of the member.
3. The ability of the member to successfully carry out the project.
4. The feasibility of the plan and the timetable.
5. The availability of resources and research facilities.
6. The demonstrated need for funding to pursue the project.

These criteria must be clearly addressed in the member's proposal.

For the application to be considered complete, the applicant must have submitted a written report on all previously awarded Faculty Research Grants.