MEMORANDUM

To: Tenured and Tenure-Track Faculty

From: Stephan Haas, Vice Dean for Research

Date: April 30, 2012

Subject: 2012-2013 Faculty Development Grant

USC tenured and tenure-track faculty have the opportunity to request support through the Dornsife Faculty Development Grants program by submitting a promising research plan; priority is given to projects for which other funding support is limited. Teaching and curricular development not related to research are not supported through this mechanism.

The Grant application process is paperless. You will find a module named “Faculty Development Award Application” on your Personal Tools tab in the myDornsife (https://mydornsife.usc.edu) portal. The Application Deadline is June 1, 2012. Award notification will begin July 1, 2012.

There are two programs:

**Limited-Resources (LR) Faculty Development Grant:** Tenured & tenure track faculty who have $5000 or less in funding of any sort, excluding funding from a Provost initiative (e.g., ASHSS, Zumberge), as of July 1, 2012 may apply for up to $2,500 for research related expenses.

Sample types of eligible requests for funding include:

- Subvention of costs for publication, permission fees paid to publishers for reprinting or copying rights, or reproduction rights for visual materials;
- Travel funds to attend scholarly conferences to present one’s research;
- Costs, including travel, associated with consulting archives or collections, conducting interviews, or otherwise gathering research materials;
- Preparatory work for grant submission;
- Purchase of necessary research materials and supplies, e.g., computer, specialized software, books, or subscriptions.

This list is not exhaustive and other requests for funding will be considered if they meet the overall objective of furthering the caliber of research Dornsife wishes to foster.

**Larger Limited-Resources (LLR) Faculty Development Grant:** Faculty eligible for the LR may apply for consideration for a larger grant of $3500. Only a small number of the total LLR applications will be
selected by the Dornsife Dean’s Office for this highly competitive, merit-based larger award based on the merits of the research project proposal, the fiscal details of the need, and recent research productivity. The additional $1000 beyond the LR award will not be awarded for the support of conference attendance. (If the proposal is not selected at the LLR level, it will still receive consideration for the $2500 LR grant. A faculty member may receive only the LR or LLR, not both.)

Application Format

A complete application consists of the following:

1. The Dornsife Faculty Development Award Application on-line submission (via myDornsife)
2. A description of the research project, not to exceed 300 words
3. A description of the anticipated expenses for which funding is requested and an explanation of their relevance to the project, not to exceed 300 words
4. For consideration for the larger ($3500) LLR grant, a description noting the special scholarly merits of the research project, the expected outcome, the fiscal details of the need, not to exceed 400 words.

Conditions, Eligibility, and Submission

- The USC Dornsife Research Office will contact the Department Chairs for their comments and approval.
- Only faculty with a merit evaluation rating of Meritorious or better are eligible.
- To be eligible faculty must have $5000 or less in funding of any sort, excluding funding from a Provost initiative (e.g. ASHSS, Zumberge) as of July 1, 2012.
- Only tenured and tenure-track faculty whose primary appointments are within Dornsife are eligible to apply.
- Application deadline is June 1, 2012. Award notifications will begin July 1, 2012.

The Grants will not fund faculty stipends, benefits, salary support, curricular development, non-research related programming, or tuition remission for Research Associates. The funds must be expensed in accordance with the customary financial policies and procedures of the USC Dana and David Dornsife College of Letters, Arts and Sciences and policies of the university. Assets purchased with university funds remain the property of the university and are recorded in your Employee Inventory Form. Your department’s business officer can provide additional information if needed. These funds are provided at the discretion of Dornsife. They are not guaranteed for any period of time and may be discontinued at any time at the discretion of Dornsife. Awards are not transferable to other institutions. Funds may be rolled over one fiscal year if the Dornsife Business Office is given notification by May 1, 2013. However, awardees may not accumulate more than $5,000 in Faculty Development Grant funds.