**LAS Research & Travel Grants Program**

**Fall 2023 and Spring 2024 (FY24)**

**Please read these directions carefully.**

The College of Liberal Arts and Sciences continues to offer its Research & Travel Grants program, which provides modest funding to support research or scholarly activities for **tenure eligible faculty in the arts and humanities**. **Note that travel includes registration for virtual meetings.**

The Research & Travel Grants program will continue to observe a rolling deadline for FY24 requests. To ensure timely consideration, **proposals should be submitted** **at least one month** **before a decision is needed** (and at least one month before travel occurs), although submissions with a shorter timeline may be considered. **Proposals** **must be received before travel occurs**; no retroactive requests will be accepted.

The purpose of these grants is to augment the research capacity of eligible faculty who have limited opportunities to secure external research funding. Examples of the types of funding requests that will be considered include travel to present scholarly efforts or to conduct scholarly work, the purchase of small equipment or supplies, and hiring of undergraduates to assist in research activities. Funding will be competitive.

The maximum request for each proposal is $1,250 for domestic or virtual conference travel, $1,750 for activities that directly support research, or $2,250 for foreign travel for research/conference support – **please indicate only one category**. A **10% cost share is required from the applicant’s department**.

**Budget:** The request should be clear how the net expense will be divided between the LAS College and other sources. **The amount requested should also not exceed the total budget less all other funds listed as paying part of the cost in Budget on the application page, including the departmental contribution**. **The request should be limited to one conference or one project,** unless there is a clearly identified external source that requires a cost-share and that will at least match the LAS contribution (if awarded). **Your budget should reflect actual anticipated expenses**, not maximum limits. For example, if you plan to share a hotel room, only half the hotel expense should be listed. **If funds for a professional membership are requested in conjunction with conference registration, the price with and without membership should be provided** (LAS funds can be used to pay for a membership only if the sum of the member rate for conference and membership cost is no more than the nonmember rate at the conference). A conservative budget will allow the college to support the work of more faculty.

The College offers the flexibility for proposals submitted between April 1 and May 31 to include requests for funds for either the current fiscal year or for the next fiscal year for travel/research beginning in the period July 1 - October 31 (using the solicitation for that fiscal year if it has been issued). Spring submissions should specify if they are for FY24 or FY25 funding. Funds awarded need to be expended and those expenses processed in time to paid with funds from the specified fiscal year (i.e., by mid-June). Each eligible faculty member is able to receive only one LAS Research & Travel grant per fiscal year.

**Proposals must be limited to two pages (see form below); this limit will be enforced. Please submit only the form, not these instructions.** **Proposals should be uploaded to the CyBox folder linked on the grants webpage** [**https://my.las.iastate.edu/resources/grant-opportunities/**](https://my.las.iastate.edu/resources/grant-opportunities/)**.**

Proposals will be judged primarily on their potential for enhancing the scholarly activity of the faculty member, but the reasonableness of the budget will also be considered.

Applicants receiving a FY24 LAS Research & Travel Grants will be expected to provide a report to the Associate Dean of Graduate Studies and Faculty Development by July 31, 2024. The report should be a one-page document that describes scholarly activity supported by the grant and notable accomplishments. Please submit reports to las-ad-assistant@iastate.edu.

**LAS Research & Travel Grants Application**

Name:

Position:

Department:

Date:

Fiscal Year in which funds will be spent:

**Approximate dates during which funds will be expended:**

**Purpose (include name and location of conference, archive, host university, etc.):**

**Budget:**

 (1) Provide **a total budget**, listing an amount for each type of cost (air travel, lodging, ground transportation, registration, per diem, photocopying, etc.). This should be done in tabular format (edit as needed)

|  |  |
| --- | --- |
| Amount | Type of expense |
|  | Conference registration |
|  | Airfare |
|  | Hotel (cost/day =, # days =) |
|  | Total |

(2) Departmental Funding Commitment: \_$\_\_\_\_\_\_\_\_

**The department chair must approve a cost share of at least 10% and that the proposed activity is consistent with the applicant’s PRS Applications. The applications should be submitted electronically by the applicant. The applicant confirms the chair has approved and that a copy of this application has provided to the department chair and cost center manager.**

(3) Amount you are requesting from this program: $\_\_\_\_\_\_\_\_\_\_

**Amount requested cannot exceed the total budget – (departmental contribution + other funds available for this project as described in (4) below).**

(4) List all other funds available for this project (source and amount), including the departmental contribution listed above. If you have requested external funding not yet awarded, list that as requested (and state any mandatory ISU cost-share for such funds).

Please include all funding available to you for research and conference travel from any source internal and external, with restrictions if any (e.g. restricted by funder to specific different project), and the planned uses of all funds (e.g., professional development funds allocated to a different conference) that could be used to pay for the proposed project but are not being so allocated.

**Describe how this effort will strengthen your scholarly activity.**