

BARNARD COLLEGE
Adjunct Faculty Research Grant
Grant Application
Effective 11/01/2020

INSTRUCTOR : _____ DEPARTMENT: _____

RANK: _____

PERIOD OF GRANT: _____

TOTAL AMOUNT REQUESTED: _____

TITLE OF PROJECT:

ABSTRACT: BRIEF DESCRIPTION OF PROJECT, INCLUDING PURPOSE, METHODS TO BE USED, PRODUCT OR OUTCOME TO BE EXPECTED, AND TIMETABLE (150 WORDS MAXIMUM)

APPLICATION CHECKLIST

- ✓ Adjunct Faculty Grant Application Cover Page with Chair's signature
- ✓ Description of the Project
Limited to 2-4 single-spaced pages elaborating each point in the abstract above, and, where relevant, also commenting on the relation of the proposed project to scholarly work already completed. The need for archival or on-site research should be justified by including where, why, when, and whether special permissions and visas have been secured, if necessary. A budget narrative is also encouraged.
- ✓ Budget Worksheet or itemized budget attached to description (see Worksheet for salary fringe rates).
- ✓ Abbreviated *Curriculum Vitae* (limit: 2 pages, include recent publications)
- ✓ Institutional Review Board Human Subjects Protections or IACUC Approval, where applicable
- ✓ A list of all existing and pending internal and external grants and other sources of funding, including start-up and research accounts, with current balance in each account.

The Committee will not consider incomplete applications.

Date: _____ Applicant signature: _____

I have read the grant application and I support the proposed research plan and budget.

Date: _____ Chair signature: _____

GUIDELINES AND SAMPLE ITEMIZED BUDGET

ROYALTIES: Should any funded proposal result in a project from which a faculty member derives significant income, the Faculty Grants Committee believes that the faculty member has an obligation to repay Barnard College so that funds continue to be available to those who have no possibility of profiting from their research.

BUDGET REGULATIONS:

- Any request for reimbursement of expenses covered by a research grant awarded and administered by Barnard College must include **original** receipts and vouchers; the Business Office may return reimbursement requests not accompanied by original receipts and vouchers.
- Any equipment purchased with Barnard College funds is the property of the College and reverts to the College upon the project's completion or in the event that the recipient leaves the College. Please consult with IMATS about available A/V equipment and with BCIT for computer needs before requesting such purchases.
- Failure to itemize costs will result in return of the proposal without consideration.
- If actual costs exceed category limits specified below, the proposer may apply for a supplement; a special justification to exceed the established limits must be provided.
- Please note that Barnard is a tax exempt organization. Purchases for goods and services that might incur a sales tax must be requisitioned through Barnard's Purchasing Departments. Payments to outside consultants, research assistants, indexers, etc. must be paid directly by Barnard. The person has to submit to you an invoice listing services and payment due, home address (for tax purposes), and social security number. Attach the invoice to a Check Request, sign it and submit to the Controller's Office. Your department assistant will be happy to help you with this process.