

CLA DEAN'S RESEARCH FUND APPLICATION

Due to cla.dean@umb.edu by
NOON on MONDAY, MARCH 18, 2024

Please review eligibility and spending guidelines prior to completing this application.
DOWNLOAD this form prior to entering data to enable saving.

First Name:

Last Name:

Department:

Rank:

Email:

Do you have **Start-up Funds remaining**? If so, you must provide a spending plan for any remaining start-up funds and an explanation of the need for additional funds after those are expended.

Please list short title, the date and amount granted for **previous Dean's Research Fund awards** received since 2023. If you have any DRF funds have not been fully expended, please explain how you will spend the remaining funds.

List any planned or pending applications or awarded **internal or external funding** obtained for this project. Please be precise about funding sources, amounts, and time lines:

General Expense Guidelines:

Funding for research expenses can include travel to archives and libraries, acquisition of data sets, fees for access to databases or libraries, payments for human subjects, research equipment maintenance and repair, research assistance, etc. Because of frequently shifting rules about spending from state accounts, all expenses must be approved in advance. Kim Ho and Eddie Sze can work with awardees to determine the best method of paying for various expenses (e.g., direct payment from the university vs. reimbursement to the faculty member).

Travel Expenses:

All overnight domestic or international university business travel must be registered in the [Travel Registry](#) system. This includes registering your travel safety plan via Terra Dotta and your funding plan via the Pre-Travel Authorization form at least 3 weeks before travel commences. Travel plans must conform to University regulations which may shift during the term of this grant. Please review travel policies online for the most current updates.

Please itemize below and enter total for Travel Expenses here:

Personnel Expenses:

All personnel expenses must be approved by Fiona O'Connor (and, by extension, Human Resources) **in advance of any paid work commencing.**

Please provide a detailed description of who you wish to employ and what their duties will be below. Enter a maximum amount to be paid for Personnel here:

Research Equipment Maintenance or Repair

Please itemize below and enter total for research equipment maintenance or repair here:

Consumable Supplies

Please itemize below and enter sum of total consumable supplies here:

Other Expenses:

Any durable goods purchased with these funds become the property of the University of Massachusetts Boston. Employees may NOT use personal funds to purchase goods or equipment; it must be purchased directly by the University. Please consult with Eddie Sze.

Please itemize below and enter sum of total other expenses here:

TOTAL AMOUNT REQUESTED not to exceed \$5,000:

NOTE: depending on your browser/software, the total may auto-calculate. If not, please enter manually!

* When you have completed this form, please work with your Department administrator to get it DocuSigned by yourself and your Chair.

Applicant Signature* _____

Applicant and Chair should DocuSign this form. The applicant should EMAIL the completed, signed Application with the necessary attachments to CLA.Dean@umb.edu with the subject line "AY24-25 DRF Application" BY NOON on March 18, 2024

Chair/Supervisor Signature* _____

ATTACHMENTS TO BE INCLUDED IN EMAIL WITH THIS APPLICATION:

1. **Project Narrative:** Please describe your proposed project in no more than three single-spaced pages. Proposals must explain clearly and succinctly to an audience of non-specialists (a) the project's importance, methodology, and expected outcome; and (b) the project's potential contribution to the applicant's research, scholarly, and/or creative profile.
2. Proposals for off-campus activities should include **letters of support or invitation.**
3. Your **CV**