

To: Those Who Attend Faculty Meetings
 From: Lorelei Koss, Chair of the Research and Development Committee
 Re: Final Report on the Research and Development Committee's 2016-17 Activity
 Date: September 5, 2017

My first action as chair of the committee this year is to remind you of key areas of support and to give you a final accounting of last year's activity.

1) All of our guidelines and deadlines are available online at:
http://www.dickinson.edu/homepage/91/research_and_development_committee. Please pay attention to the deadlines as once our budget is spent, we cannot fund late projects.

2) Each full-time faculty member is eligible for up to \$2,200 annually, (pending available funds) for presenting papers at professional conferences or comparable formal presentations of creative work. Travel grants must be approved **one month** in advance of trip. Expense forms must be filed within 30 days of return. As stated in the R&D guidelines, it is not necessarily the expectation that the grants will cover all expenses. Faculty may choose to supplement R&D travel grants with their available Dean's Faculty Conference Funds (1%).

3) For all projects except for travel to present at conferences, faculty are required to submit a 4-page (max), single-spaced current CV.

4) Also remember to check with Glen Peterman, or Ben Sweger from the Office of Sponsored Projects at:
https://www.dickinson.edu/homepage/201/corporate_foundation_and_government_support for outside grant possibilities for your proposals.

5) Be sure to apply for Institutional Review Board (IRB) approval for any projects involving human subjects; for Institutional Animal Care and Use Committee (IACUC) approval for projects involving animals; and for Institutional Biosafety Committee (IBC) approval for projects involving recombinant DNA technology and/or infectious agents.

6) 2016-2017 Final R&D expenditures:

Activity Approved by R&D:

Number of faculty members funded	154
Number of students funded	78
Total R&D funds spent	\$312,552
Total overall activity \$ funded *	\$516,383

Faculty Support:

Number of faculty travel proposals	169	
Number (%) funded of those requested	169	100%
\$ Travel funds (% of expended R&D operating funds)	\$199,610	64%
Number of faculty non-travel proposals	106	
Number (%) funded of those requested	106	100%
\$ Non-travel funds (% of expended R&D operating funds) including:	\$112,942	36%
Sabbatical Support (excluding Sabbatical Supplement Grants)	\$20,757	7%
Scholarly/Creative (% of expended R&D operating funds)	\$55,935	18%

Prof. Development/Teaching (% of expended R&D operating funds)	\$9,080	3%
Publication/Dissertation (% of expended R&D operating funds)	\$16,005	5%
Summer Study Groups (% of expended R&D operating funds)	\$11,166	4%
Student Support and Student/Faculty Support:		
Student/Faculty Research **	\$149,195	17
Dana Research Assistantships **	\$23,585	25
Kenderdine Student Travel ** (number of students funded)	\$31,051	36

* Total funds includes revenue from the general operating budget as well as income from restricted endowment and from external grants.

** Separate endowment or operating funds supply budget for these activities.