General Regulations, Eligibility and Additional Policies

Policy/Procedure

Regulations

Exceptions to The Guidelines
Exceptions to The Guidelines may be made by a majority vote of R&D and the agreement of Dean Weissman.

Time Restrictions for All Summer Projects
Summer projects in the categories of student/faculty research, professional development, scholarship and teaching will only be funded during a time period not to begin until after Commencement weekend and ending before the first day of new student orientation.

Changes to Projects
Faculty must inform R&D, in writing, of any major changes in the project proposal before they are implemented. In the case of changes to sabbatical proposals, the faculty member must notify Dean Weissman.

Income Producing Projects
It is expected that R&D grants in support of projects which subsequently produce income will be repaid. This will enable support of other projects. Any income e.g. royalties, external funding, received over the amount of actual expenses incurred will be reimbursed to the College up to the amount funded by R&D.

Reports
R&D cannot consider proposals from those who owe reports on past grants.

Acknowledgements
The Dickinson College Research & Development Committee must be acknowledged in writing in all publications or performances resulting from the funded activity.

Reasonable Expenses
Because the R&D budget is limited and the college wishes to support as many projects as possible, R&D expects that its awardees will be frugal with their funds, and expenses incurred by awardees will be reasonable, allowable and allocable.
Eligibility

Faculty Members

All faculty are eligible, including tenured, untenured, emeriti, and temporary faculty. There are a few important exceptions:

- Temporary faculty must complete their projects by the end of their contract.
- Part-time faculty are eligible for funding in proportion to their annual teaching duties.
- Individuals on non-sabbatical leaves of absence normally are not eligible for R&D support.
- Development projects are not funded for emeriti faculty.

Administrators

All full-time administrative officers are eligible to apply for funds in the areas of their scholarly pursuits, to support scholarly projects independent of their administrative responsibilities. R&D does not support projects that pertain to administrative responsibilities.

Review Criteria

Proposals are judged on their overall quality. They should have high intrinsic value and intellectual or creative merit – posing a significant question, exploring an important issue, addressing a challenging problem, or expressing an artistic idea. Projects should also hold out the promise of making worthwhile contributions to your field, to your professional development, or to the college's curricular needs.

Projects should be well-conceived, with achievable goals, a realistic schedule, and an accurate budget. Your proposal must be clearly written in a style that is comprehensible to a group of your colleagues who are not likely to be specialists in your field.

Finally, where relevant, R&D looks to the ancestry of the project. The applicant should provide information about publication track record and history of R&D grants. The previous history of grant applications should indicate the ability to accomplish what was promised, to use awarded funds prudently, and to file final reports as required. Multiple applications to R&D by a single individual will be considered based upon equitable distribution of funds.

Deadlines

Please note that R&D has structured the deadlines to provide: (1) fairness, (2) clarity, and (3) time to consult other college committees if necessary. Exceptions to these deadline dates may be made by a majority vote of R&D and the agreement of Dean Weissman.

A list of upcoming deadlines is available online at www.dickinson.edu/departments/rdc/deadlines.html.
The following types of applications will be reviewed and approved on a rolling basis as they are received throughout the year:

- Support for travel to conferences
- Publication and dissertation costs

**Reporting Requirements and Forms**

**Narrative Reports**

For all R&D awards, except for Travel to Conference awards, recipients must submit to Associate Provost Christina Van Buskirk a 2-3 page final report within a month of the completion of the project. In this report, the recipient should describe the outcome of the project and provide an accounting of expenses. Please note that R&D cannot consider proposals from those who owe reports on past grants.

**Financial Reporting (Receipts)**

When submitting receipts for all approved R&D grants, recipients must also submit the following to Associate Provost Christina Van Buskirk (this should be completed within 30 days of completion of the grant expenses.):

- R&D Detail Worksheet/Expense Form must be completed and submitted ELECTRONICALLY to randd@dickinson.edu with ORIGINAL receipts sent in campus mail or delivered to the office of AP Van Buskirk, Old West, 2nd Floor, Room 17.
- The form and instructions are available online at www.dickinson.edu/departments/rdc/report.html.
- Original receipts are required for all out-of-pocket expenses; copies of credit-card statements do not constitute valid receipts.
- Please note: As soon as the grant has been approved and the faculty member has received an R&D award letter, the faculty member may use this form to be reimbursed for expenses he or she paid prior to any travel associated with the grant, such as registration and airfare. (He or she should complete the form again for reimbursement of remaining expenses.)
- Current exchange rates are available at http://x-rates.com/.
- For "Travel to Present" awards, the recipient should also submit a copy of the paper or equivalent documentation of the presentation.

**Institutional Review Board**

Dickinson College is committed to protecting the welfare, rights, and privacy of all persons who participate as subjects in research projects conducted under its auspices, and to ensuring that the subjects of such research are fully aware of their rights and of the protections available to them. The body charged with this task is the Institutional Review Board for the Protection of Human Subjects (IRB) which is guided in its work by the Federal Regulations on human subjects research adopted by seventeen federal agencies and known as the Common Rule (available online at www.nihttraining.com/ohsrsite/guidelines/45cfr46.html).
External Funding

The Corporate and Foundation Relations Office is a resource for faculty and staff, providing information and assistance on all facets of the grant-seeking process for external research grants - for faculty and staff for individual research and professional development, and institutional grants - for campaign, academic program, endowments, facilities and equipment, and other college priorities.

The CF&R Office is responsible for pre-award support and, with Financial Operations, for post-award administration, ensuring compliance with College and federal regulations for all sponsored programs, and overseeing the reporting responsibilities on institutional grants.

Services Provided

The CF&R Office will help grant-seekers with:
- developing a proposal concept
- searching for funding resources
- organizing and preparing a draft
- creating a project budget(s)
- editing, proofreading and commenting on proposals
- copying and distributing proposals
- providing access to on-line proposal submission systems, such as Grants.Gov, NSF Fastlane, and NIH eRA Commons
- routine and final reporting

Related Information

History/Revision Information

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: RDC Web Site (www.dickinson.edu/departments/rdc/)