**To:** Those Who Attend Faculty Meetings

**From:** Suman Ambwani, Chair of the Research and Development Committee

**Re:** Final Report on the R&D Committee’s 2014-2015 Activity

**Date:** September 1, 2015

My first action as Chair of the R&D Committee this year is to remind you of key areas of support and to provide a final accounting of activity from the previous academic year.

**Key areas of R&D support:**

1. All of our guidelines and deadlines for funding are available online at: <http://www.dickinson.edu/homepage/91/research_and_development_committee>.
	1. Please note that some of the **criteria and maximum award amounts have been revised**; thus, we recommend that you closely review the guidelines prior to preparing any new applications for funding.
	2. Please also **adhere to the deadlines** as we are unable to fund late projects once our budget has been spent.
	3. Finally, please ensure that all applications are **comprehensible** to an audience of your peers who are **not in your discipline**. Applications that cannot be understood by R&D committee members will be returned to the applicant.
	4. Abstracts for Dana Research Assistants and Student-Faculty Research Projects will be made publicly available on the Dickinson **“Students and Scholars” website** unless the applicant requests that this information not be published.
2. All full-time faculty members continue to be eligible for **up to $2,000** **annually** (pending available funds) to present research at professional conferences or comparable formal presentations of creative work.
	1. Travel grants must be approved at least **two weeks in advance** of the trip. Late applications cannot be accepted.
	2. Expense forms must be filed **within 30 days of return** to receive reimbursement. Late expense forms cannot be accepted. Kindly tape your receipts onto pieces of paper to facilitate processing of the paperwork.
3. Through a **joint venture with LIS**, faculty who are interested in publishing in **open-access journals** (i.e., not just open-access articles, but journals that are designated as entirely open-access) are encouraged to apply for publication expenses.
4. For all projects except for travel to present at conferences, faculty are required to submit a CV. This **CV must be a maximum of 4-pages** (single-spaced) and **up to date**, so please update your CV accordingly prior to submission.
5. To review **outside grant possibilities** for your proposals, please check with Glen Peterman or Ben Sweger from the Office of Sponsored Projects at: <http://www.dickinson.edu/homepage/201/corporate_foundation_and_government_support>.
6. Please 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.

**Final R&D Expenditures from 2014-2015 AY**:

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| Activity Approved by R&D:  |  |  |
| Number of faculty members funded | 162 |  |
| Number of students funded  | 72  |  |
| Total R&D funds spent  | $296,928 |  |
| Total overall activity $ funded\*  | $466,109 |  |
| Faculty Support:  |  |  |
| Number of faculty travel proposals | 157 |  |
| Number (%) funded of those requested  | 157 | 100% |
| $ Travel funds (% of expended R&D operating funds)  | $190,072 | 64% |
| Number of faculty non-travel proposals  | 106  |  |
| Number (%) funded of those requested  | 105 | 99% |
| $ Non-travel funds (% of expended R&D operating funds) including:  | $106,856 | 36% |
| * Sabbatical Support (excluding Sabbatical Supplement Grants)
 | $31,470 | 11% |
| * Scholarly/Creative (% of expended R&D operating funds)
 | $38,968 | 13% |
| * Prof. Development/Teaching (% of expended R&D operating funds)
 | $10,656 | 4% |
| * Publication/Dissertation (% of expended R&D operating funds)
 | $19,173 | 6% |
| * Summer Study Groups (% of expended R&D operating funds)
 | $6,590 | 2% |
| Student Support and Student/Faculty Support:  |  |  |
| Student/Faculty Research\*\*  | $109,282 | 12 |
| Dana Research Assistantships \*\*  | $37,819 | 24 |
| Kenderdine Student Travel\*\*(number of students funded)  | $22,079 | 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.