

To: Those Who Attend Faculty Meetings
From: Marcus Key, Chair of the Research and Development Committee
Re: Final Report on the Research and Development Committee's
2002-2003 Activity
Date: September 8, 2003

My first action as chair of the committee this year is to update you on new changes for this year and to give you a final accounting of last year's activity.

- 1) All of our guidelines and deadlines are available online at:
<http://dickinson.edu/internal/departments/rdc/>. Please pay attention to the deadlines as once our budget is spent, we cannot fund late projects.
- 2) Each year every faculty member is eligible for \$2,000 for presenting papers at professional conferences or comparable formal presentations of creative work, regardless of how many trips or your destination. There is, however, a \$150 per diem/6 day limit.
- 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 Cheryl Kremer from Corporate and Foundation Relations at <http://dickinson.edu/internal/departments/cfr/> for outside grant possibilities for your proposals.
- 5) Be sure to apply for Institutional Review Board (IRB) approval for any projects involving human subjects. (Guidelines at <http://dickinson.edu/internal/departments/rdc/>.)
- 6) 2002-2003 Final R&D expenditures:

Number of people (faculty, students) funded	162
Total \$ funded	\$470,489
Number (%) of travel proposals funded of those requested	121 (91%)
\$ (% of total budget) travel funds	\$118,495 (25%)
Number (%) of non-travel proposals funded of those requested	79 (92%)
\$ (% of total budget) non-travel funds, including:	\$351,994 (75%)
\$ (% of total budget) Sabbatical Support (not Sab. Supl. Grants)	\$25,400 (5%)
\$ (% of total budget) Scholarly/Creative	\$26,505 (6%)
\$ (% of total budget) Professional Development	\$14,834 (3%)
\$ (% of total budget) Publication/Dissertation	\$10,563 (2%)
\$ (% of total budget) Student/Faculty Research (Whitaker)	\$101,197 (22%)
\$ (% of total budget) Student/Faculty Research (Howard Hughes)	\$116,392 (25%)
\$ (% of total budget) Student/Faculty Research (Mellon)	\$16,508 (4%)
\$ (% of total budget) Reassigned Time	\$8,000 (2%)
\$ (% of total budget) Dana Research Assistantships	\$22,079 (5%)
\$ (% of total budget) Student Initiative Fund	\$8,839 (2%)
\$ (% of total budget) Kenderdine Student Travel	\$1,677 (.4%)