

# College of Liberal Arts (CLA) Dean's Research Fund (DRF) for Faculty Development

## Guidelines for March 2025 submissions

The CLA DRF is available to tenured and tenure-track faculty in the College of Liberal Arts to provide support for research activity, especially those with the potential to obtain future external funding.

Applications (with Chair approval) are **due by NOON on MONDAY, MARCH 24, 2025**, by email to **CLA.Dean@umb.edu** with the subject line "**AY24-25 DRF Application.**" Applicants will be informed about the disposition of their application around April 16, 2025.

Award funds can be spent as soon as notification is sent, and funds must be spent by October 1, 2026. No extensions will be granted, and all expense paperwork must be submitted by October 15, 2026. This timeline provides two summers and a full academic year to complete the project: Summer 2025, AY 25-26 (including Winter Break 2026), and Summer 2026.

### ELIGIBILITY:

- Tenured and tenure-track faculty in CLA.
- Note that the DRF supports the *conduct* of scholarly activity; the Dean's Travel Fund (DTF) is the mechanism for obtaining funding to *present* past scholarship.
- If an applicant has unspent startup funds or remaining DRF funds from a prior award cycle, they must include a plan to fully expend those existing funds before using any newly awarded funds.
- Faculty cannot be awarded DRF funding three cycles in a row.

### 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 research participants, 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 payment method for various expenses (remember that NO reimbursements are allowed except for travel expenses and expenditures of RES/ FSU Union funds).

In addition, all personnel expenses must be approved by Fiona O'Connor (and, by extension, Human Resources) in advance of any paid work commencing. Applicants should outline carefully in the application their desired personnel expenses.

All university business travel including in-state overnight and all out-of-state, and international travel requires prior approval/pre-travel authorization in Concur before booking. Once authorization is obtained, travelers may book their trips through Concur or an external travel agency. If booking outside of Concur, travelers must email their itinerary to Healix at [UMass.TravelRegistration@healix.com](mailto:UMass.TravelRegistration@healix.com). For more details, visit: [UMass Travel Registration](#).

Faculty receiving funding must provide a report to the Dean (through [cla.dean@umb.edu](mailto:cla.dean@umb.edu)) on their use of the monies by December 1, 2026, including notation of progress toward acquiring external funding. Faculty who have not submitted such reports may be ineligible to make further applications to the Dean's Research or Travel Funds.

### **APPLICATION MATERIALS:**

#### **A completed application consists of:**

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, if needed.
3. Your CV
4. Previous Dean's Research Fund awards final report(s), if applicable

### **FUNDING RANGE:**

Funding range: Up to \$5,000.

No faculty member may be funded from the Dean's Research Fund three cycles in a row.

*A faculty committee appointed by the Dean will review applications.*

If you have trouble completing the form, please email [cla.dean@umb.edu](mailto:cla.dean@umb.edu).