

# CLA DEAN'S RESEARCH FUND APPLICATION

DUE to [cla.dean@umb.edu](mailto:cla.dean@umb.edu) by

by **NOON on MONDAY, MARCH 24, 2025**

Please review eligibility and spending guidelines prior to completing this application.  
DOWNLOAD this form prior to entering data to enable saving.

**First Name:**

**Last Name:**

**Department:**

**Rank:**

**Email:**

Do you have **Start-up Funds remaining**? If so, you must provide a spending plan for any remaining start-up funds and an explanation of the need for additional funds after those are expended.

Please list short title, the date and amount granted for **previous Dean's Research Fund awards** received since 2023. If you have any DRF funds that have not been fully expended, please explain how you will spend the remaining funds.

List any planned or pending applications or awarded **internal or external funding** obtained for this project. Please be precise about funding sources, amounts, and time lines:

## **General Expense Guidelines:**

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.

## **Travel 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.

Please itemize below and enter total for Travel Expenses here:

## **Personnel Expenses:**

All personnel expenses must be approved by Fiona O'Connor (and, by extension, Human Resources) **in advance of any paid work commencing.**

Please provide a detailed description of who you wish to employ and what their duties will be below. Enter a maximum amount to be paid for Personnel here:

## **Research Equipment Maintenance or Repair**

Please itemize below and enter total for research equipment maintenance or repair here:

## **Consumable Supplies**

Please itemize below and enter sum of total consumable supplies here:

## Other Expenses:

Any durable goods purchased with these funds become the property of the University of Massachusetts Boston. Employees may NOT use personal funds to purchase goods or equipment; it must be purchased directly by the University. Please consult with Eddie Sze.

Please itemize below and enter sum of total other expenses here:

## TOTAL AMOUNT REQUESTED not to exceed \$5,000:

NOTE: Depending on your browser/software, the total may auto-calculate. If not, please enter manually!

\* When you have completed this form, please work with your Department administrator to get it **DocuSigned** by yourself and your Chair.

Applicant Signature\* \_\_\_\_\_

Applicant and Chair should **DocuSign** this form. The applicant should EMAIL the completed, signed Application with the necessary attachments to [CLA.Dean@umb.edu](mailto:CLA.Dean@umb.edu) with the subject line "AY24-25 DRF Application" **BY NOON on MONDAY, MARCH 24, 2025**

Chair/Supervisor Signature\* \_\_\_\_\_

## ATTACHMENTS TO BE INCLUDED IN EMAIL WITH THIS APPLICATION:

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