

## Requests for Research Support: Guidelines and Procedures

### Appendix V

***(Note: Please read these general guidelines first, then consult the specific guidelines for each type of award below.)***

#### Purpose

*To provide funding and incentives to faculty in the College of Social Sciences (CSS) to support research and grant-related activities. Funds are available for three types of support: (1) release time from instructional duties, (2) summer overload, and (3) incentive awards. Due to funding limitations, **only a few awards will be made in each category**. These awards are intended to further promote research and grant development by allowing faculty to concentrate on their research obligations, and by providing equipment and other forms of research support that are not readily available elsewhere.*

#### Funding Source

*Funds for this purpose are generated by research and training revolving funds from contracts and grants awarded to CSS faculty. As such, recipients of these funds must demonstrate a clear and direct link to promoting the research enterprise.*

#### Applications

*An application form must be submitted, signed by the department chair/supervisor, and sent to the Social Science Research Institute (SSRI) Director in Saunders 704. Application forms can be obtained from the SSRI Director. Note that there is a different form for each type of request (release time, overload, incentive awards). To the extent possible, applications should be submitted at least three months prior to the semester in which the award will be applied. Requests that cannot be implemented in the timeframe described in the application could be denied on these grounds, despite the merit of the proposal.*

#### Approval Process

*A review committee, chaired by the SSRI director and comprised of faculty from the CSS Research Council, will forward their recommendations to the dean for approval.*

### **REQUESTS FOR RELEASE TIME**

Purpose. Faculty in the College of Social Sciences are expected to be actively involved in teaching, research, and service as part of their university employment. Faculty recognize the importance of teaching in fulfilling the mission of the college and take their instructional responsibilities quite seriously. However, there are occasions when faculty members are not able to devote adequate time and attention to their teaching responsibilities, due to compelling research commitments. To ensure that students receive the best education possible at all times, a release-time support program has been established to allow faculty in these circumstances to request funds to hire a replacement for one of their courses.

Eligibility. All instructional faculty in the College of Social Sciences are eligible to apply, although full-time, tenured or tenure-track faculty will be given priority. Faculty must have an active research or training contract or grant in the semester that the release time is being requested.

Awards. Awards will normally be limited to one course (3 credits) release per semester. If extramural funding has been committed over several years, faculty may request a one-course release per semester for all the years for which there is a commitment of funding. (Note that

adjustments in teaching assignments for the year, e.g., teaching all courses in fall and none in spring, do not fall under these guidelines and should be negotiated with the department chair.)

Criteria. Requests for release time will be granted only for work conducted on funded projects. Release time for research work on large, complex projects will take precedence over work on smaller projects, as will projects requiring field work off-island.

Reporting Requirements. The ability of the college to continue this program in future years will depend on the impact of these funds on stimulating research and grant activities. An accounting of these funds will be made to the review committee, the CSS Research Council, the CSS Council of Chairs and Directors, and the dean of the college. In addition, two reporting requirements are conditions of a release-time award: (1) Recipients must attend informal “brown bag” meetings to discuss progress and/or barriers in implementing their awards, and (2) A final written report detailing the implementation, outcome, and impact of the award must be submitted to the review committee (see “Approval Process” above) within a month after the semester in which the release time was awarded (e.g., by mid-June if the semester ended in mid-May). The report should address research-related accomplishments and activities that can be directly attributed to the reduction in teaching responsibilities.

### **REQUESTS FOR SUMMER OVERLOAD**

Purpose. A CSS summer overload support program has also been established to support development of grants proposals. Faculty may request one month of summer salary for this purpose. The intent of these funds is to allow faculty to concentrate on developing an extramural grant proposal without having to seek other forms of financial support.

Eligibility. All CSS 9-month faculty are eligible to apply, although full-time, tenured or tenure-track faculty will be given priority. Faculty cannot be supported by another project, grant, or teaching assignment during the summer period in question.

Awards. Awards will normally be limited to one month of summer salary.

Criteria. Applicants must have a specific grant proposal under development at the time of the request. Applications that demonstrate high potential for completion of a grant proposal as well as high potential for funding success will take precedence over others.

Reporting Requirements. The ability of the college to continue this program in future years will depend on the impact of these funds on stimulating research and grant activities. An accounting of these funds will be made to the review committee, the CSS Research Council, the CSS Council of Chairs and Directors, and the dean of the college. Two reporting requirements are conditions of an award: (1) Recipients must attend informal “brown bag” meetings to discuss progress and/or barriers in implementing their awards, and (2) A written report detailing the implementation, outcome, and impact of the award must be submitted to the review committee (see “Approval Process” above) within a month after the summer overload ends. The report should describe progress made on developing the grant proposal and a plan and timetable for completing and submitting the proposal (if not completed within this time frame). A copy of the proposal developed thus far should be attached to the report.

### **REQUESTS FOR INCENTIVE AWARDS**

Purpose. A mini-grant program has been established to provide funds for research activities that result in the development of successful extramural grant proposals. Funds may be used for

preliminary studies, travel to seek grant support or work out details with research collaborators, purchase of specialized equipment or software, attendance at a workshop to learn research techniques to be used in a prospective project, etc.

Eligibility. All CSS faculty are eligible to apply, although full-time, tenured or tenure-track faculty will be given priority. Faculty must demonstrate how this support will lead to or contribute to the development of a grant proposal.

Awards. Awards will normally range between \$500 - \$3,000 per year and should be requested for research-related expenses not normally provided for by the university, the college or the department. These can include specialized equipment unique to a project, specialized software, project-related material and supplies, funds for travel not provided by other sources, research-related personnel support, and other types of expenses specific to the research endeavor.

Criteria. Requests for incentive awards should be justified in terms of how these funds will support further development of a grant proposal. Applications that demonstrate high potential for completion of a successful grant proposal as well as high potential for funding will take precedence over those that are at the formative stages of development and/or with lower likelihood of success. Requests that commit cost-sharing by the department will have higher priority.

Reporting Requirements: The ability of the college to repeat this program in future years will depend on the impact of these funds on stimulating research and grant activities. An accounting of these funds will be made to the review committee, the CSS Research Council, the CSS Council of Chairs and Directors, and the dean of the college. Two reporting requirements are conditions of an award: (1) Recipients must attend informal "brown bag" meetings to discuss progress and/or barriers in implementing their awards, and (2) A written report detailing the implementation, outcome, and impact of the award must be submitted to the review committee (see "Approval Process" above) within two months after expenditure of the award. The report should describe how the research project was advanced due to this award and a copy of the grant proposal developed thus far should be attached.

Attachments



**Application Form: Summer Overload**  
College of Social Sciences

**A. Applicant Information**

Name \_\_\_\_\_ Position Title \_\_\_\_\_ Tenure Status \_\_\_\_\_  
Department \_\_\_\_\_ Email address \_\_\_\_\_ Date of application \_\_\_\_\_

**B. Summer Overload Request**

Year \_\_\_\_\_ Month \_\_\_\_\_

**C. Justification** (Attach additional pages if necessary)

Describe grant proposal to be worked on during this period. Include details such as title of proposal, funding source, Request for Proposal or Program Announcement from funding source, description of the research, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe specific accomplishments during this funding period.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Signatures**

\_\_\_\_\_  
Applicant                      Date                      Department Chair                      Date

RETURN THIS FORM TO THE SSRI DIRECTOR, SAUNDERS HALL 704

**Application Form: Incentive Award**  
College of Social Sciences

**A. Applicant Information**

Name \_\_\_\_\_ Position Title \_\_\_\_\_ Tenure Status \_\_\_\_\_

Department \_\_\_\_\_ Email address \_\_\_\_\_ Date of application \_\_\_\_\_

**B. Funding Request** (Attach additional sheets if necessary)

List item(s) and estimated cost of each item: \_\_\_\_\_

\_\_\_\_\_

Total requested: \_\_\_\_\_

Describe cost-sharing commitment(s) from the department: \_\_\_\_\_

Month(s) and Year(s) in which funds will be expended: \_\_\_\_\_

**C. Justification** (Attach additional pages if necessary)

Describe grant proposal to be worked on during this period. Include details such as title of proposal, funding source, Request for Proposal or Program Announcement from funding source, description of the research, projected accomplishments during this period, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe specific use of these funds. \_\_\_\_\_

\_\_\_\_\_

Describe other sources of funding for this project. \_\_\_\_\_

\_\_\_\_\_

**D. Signatures**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

RETURN THIS FORM TO THE SSRI DIRECTOR, SAUNDERS HALL 704