

T1.

Knox College
Request for Funds to Support Faculty Research and Creative Work
2016-2017 Fiscal Year

Please use this form for requests to support faculty research and creative work with funds available through the Dean of the College and the Committee on Faculty Resources. Requests for Mellon Collaborative Research Grants should also use this form. All other Mellon requests (Teaching with Technology, Interdisciplinary Course Development, Immersion Terms, Interdisciplinary Enhancements) should use the "Mellon Grant Request" form. Requests for support for participation in scholarly conferences and professional meetings should use the "Conference Travel Allocation Request Form".

This online form permits you to go backward and forward to edit your responses. Nevertheless, you may find it easier to use word processing software outside of this form to craft your responses to the major questions about project description and rationale. For your information and planning, a PDF version of this form is available on the Faculty Development website. Please do not file that PDF form. Use this online form to submit your request.

Q2. First name

Q3. Last Name

Q4. Department

Q5. Current faculty rank

- Professor
- Associate Professor
- Assistant Professor
- Instructor
- Visiting full-time
- Part-time / adjunct

Other (please explain)

Q7. Project Title

Q8. Expected dates of proposed activity (please use "mm/dd/yyyy-mm/dd/yyyy" format).

Q9. Provide a brief explanation of the proposed activity's objectives and significance. How does the proposed activity advance your agenda for research or creative work? Is it one stage of a larger project? Does it contribute to your teaching?

Q10. Please provide a general justification for major expenses (e.g., if you're going to Bali for three months, why Bali and why three months)

Q11. Indicate the expected outcomes and the intended means of evaluation for the proposed activity (e.g., submission to a journal, acceptance of new course by Curriculum Committee, student evaluations of revised course, etc. If you have completed publications or presentations related to this project already, please explain them here briefly.)

Q12. Indicate the intended timeline for the stages of this project, including its eventual completion.

Q13.

Will the proposed activity involve collaboration with any of the following?

- scholars/researchers/artists on the Knox faculty?
- scholars/researchers/artists outside of Knox?
- Knox students?

Q14. Please indicate name(s) and the nature of the collaboration.

Collaborative projects involving faculty, at Knox or elsewhere, may be eligible for support under the [Mellon Foundation Faculty Career Enhancement Grant](#). Please provide details below. CoFR will contact you if you are eligible for funding under this grant.

If relevant, please explain the role that the student(s) will play in this project and indicate whether the student(s) would be eligible for Richter support. If you propose hiring a student(s) to help conduct some sort of research, explain what tasks the student(s) will perform.

This question was not displayed to the respondent.

T2. Budget: Your budget should describe the total expenses for this project (including expenses covered by these other funding sources) and indicate the share Faculty Research / Creative Work Funding will cover. When Faculty Research / Creative Work Funds may not be able to fund all projects fully, CoFR finds that is immensely beneficial to applicants and the work of the committee to have a complete picture of a faculty member's needs for a particular activity. CoFR can assist faculty in identifying other sources of funds to support their work.

Q15. Have any external funds been secured to fund the proposed project (current or past)? Please explain and give amounts.

Q16.

Has the proposed project been funded by Knox College in some way in the past? If so, what amounts? Please explain what was accomplished with previous funds and how this new funding will advance the project.

Q17. Do you have access to other Knox funds to supplement CoFR support for this project (e.g. departmental research funds, Knight Fund, start-up funds, etc.) and in what amounts? Note: The existence of other sources of support does not disqualify you from receiving Faculty Research / Creative Work Funding.

T3. NOTE: Please refer to [Appendix A.1.C and D of the Faculty Handbook](#) for a full description of allowable research and travel expenses. See also the [College Policies related to Travel, Entertainment, and Business-Related Expenses](#).

Please use only numbers representing US dollars in the right hand column; no dollar signs (\$), foreign currencies symbols, or other text. If figures are based on calculations from foreign currencies, explain in box at the end of the budget form.

B1. Travel Expenses (please itemize and provide details)

- Possible expenses:
- Airfare / Train (indicate departure/destination)
 - Personal Auto (@ \$0.50 / mile)
 - Car rental (for short term projects)
 - Local ground transportation at destination

Airfare/train (from/to):	<input type="text"/>	<input type="text" value="0"/>
Personal Auto (from/to):	<input type="text"/>	<input type="text" value="0"/>
Rental Car (location, days):	<input type="text"/>	<input type="text" value="0"/>
Local ground transportation	<input type="text"/>	<input type="text" value="0"/>
Total		<input type="text"/>

B2. Lodging (itemize, e.g. 4 nights @ \$60)

Hotel	<input type="text"/>	<input type="text" value="0"/>
Other	<input type="text"/>	<input type="text" value="0"/>

Total

B3. Meals (itemize e.g. 4 days @ \$40)

Meals 0

Total

B4. Personnel

(Note: Summer student workers / researchers can only be funded for a maximum of 32 hours per week for 10 weeks or equivalent. Maximum allowable request is \$2640. CoFR has generally not supported funds for accompanying student researchers / research assistants away from campus, except in rare and unique circumstances.)

Student workers 0

Other. Please explain. 0

Total

B5. Publication Costs (e.g. copyright costs, images/charts, subventions.) Please itemize.

1. 0

2. 0

Total

B6. Other expenses (please itemize)

1. 0

2. 0

3. 0

4. 0

5. 0

6. 0

Total

B7. TOTAL BUDGET for proposed activity: Please add the subtotals above to indicate the total amount of your budget for this activity.

B8. AMOUNT REQUESTED from Faculty Research/Creative Work Funds:

B9. Please provide any additional explanation of budget items. (Are there other major expenses associated with this project that are not indicated? If major expenses are not in US dollars, indicate the currency exchange rate used in calculating your budget.)

Q29. Please provide any additional information that might be helpful to CoFR.

Q30. Do not leave this page until you are ready to submit your request to CoFR. No further changes will be possible after you advance to the next page. You will be able to download a copy of your responses for your records on the next page.

Please note: To submit your request, please keep advancing until you see the Faculty Development logo. Your request will not be recorded until you reach the confirmation page.

Location Data

Location: ([40.942092895508](#), [-90.377998352051](#))

Source: GeoIP Estimation

