Knox College
Request for Funds to Support Faculty Research and Creative Work
2019-2020 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 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.

First name

Last Name

Department

Current faculty rank

- Professor
- Associate Professor
- Assistant Professor
- Instructor
- Visiting full-time
- Part-time / adjunct
- Other (please explain)

Project Description Block

Project Title

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

Describe your project and its expected outcomes (e.g., submission to a journal or exhibition, acceptance of new course by Curriculum Committee, etc.)

If you have completed publications or presentations related to this project already, please discuss them here, as well.
Describe the **planned timeline** for the stages of this project, including (where possible) timing for the expected outcomes listed above.

Please provide a **justification for major expenses** (in particular, if you're traveling, why this destination, for this length of time?)

**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?

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

If collaborating with scholars/researchers/artists either at or outside of Knox, please comment on any sources of funding they have received or expect to receive. If collaborating with students, 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.

**Will the proposed activity require the purchase of equipment?**

- Yes
- No

**Describe the equipment to be purchased.** What is its expected lifespan? What are its expected maintenance needs/costs? If the equipment will be useful in teaching and/or research (either yours or others'), beyond the project currently proposed, please explain how and for whom.
Is this project in the sciences or mathematics?
- Yes
- No

Do you feel that this equipment purchase is more appropriately funded by the Geer Fund (up to ~4 K) or the Way Fund (up to ~18 K)?
- Geer
- Way
- Not sure.

Context Block

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.)? If so, in what amounts?

**Note:** The existence of other sources of support does not disqualify you from receiving Faculty Research / Creative Work Funding.

Have you applied for external funding for this project and/or consulted with Jan Wolbers (Director of Corporate, Foundation, & Sponsored Research Support) about doing so? Please describe any such efforts you've made, successful or not.

**Note:** The existence of other sources of support does not disqualify you from receiving Faculty Research / Creative Work Funding.

Has the proposed project been funded by Knox College in some way in the past?
- Yes
- No

How much funding have you already received from the College for this project, and from which sources? Please explain what was accomplished with previous funds and how this new funding will advance the project beyond what has already been accomplished.

Budget Block

**Budget:** Your budget should describe both:
- the total expenses for this project (including expenses covered by other funding sources) and
- the share that you hope Faculty Research / Creative Work Funding will cover.

Although Faculty Research / Creative Work Funds cannot fund all projects fully, CoFR finds it helpful to have a complete picture of a faculty member's needs for a particular activity, if for no other reason than to help make a case for additional
Travel Expenses (please itemize and provide details)

Possible expenses:

- Airfare / Train (indicate departure/destination)
- Personal Auto (@ $0.50 / mile; note that long trips will likely be funded only up to the cost of the cheapest mass transportation alternative)
- Car rental (when essential, and for short term projects (< 1 week) only)
- Local ground transportation at destination
- Other (e.g. visa fees)—please specify

| Airfare/train (from/to):           | $0 |
| Personal Auto (from/to):          | $0 |
| Rental Car (location, days):      | $0 |
| Local ground transportation       | $0 |
| Other (please specify)            | $0 |
| **Total**                         | $0 |

Lodging (please itemize, e.g. 4 nights @ $85)

| Hotel                                     | $0 |
| Other                                     | $0 |
| **Total**                                 | $0 |

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**                                 | $0 |

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

Note that publication costs are generally shared 50/50 between CoFR and faculty.

| 1.                                         | $0 |
| 2.                                         | $0 |
| **Total**                                 | $0 |

Other expenses (please itemize)

| 1.                                         | $0 |
| 2.                                         | $0 |
| 3.                                         | $0 |
| 4.                                         | $0 |
| 5.                                         | $0 |
| 6.                                         | $0 |
**TOTAL BUDGET for proposed activity:** Please add the subtotals above to indicate the total amount of your budget for this activity.

**AMOUNT REQUESTED from Faculty Research/Creative Work Funds:**

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

Block 4

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

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.