SPECIAL PROJECT GRANTS / FACULTY DEVELOPMENT FUNDS / DISCRETIONARY FUNDS

Limited funds for "Special Project Expense Grants" to support the work of faculty members receiving summer research stipends and regular or pre-tenure academic leaves are available through the Office of Academic Affairs (these funds are also referred to as “faculty development” or “discretionary” funds). For specific information on these funds and on procedures for application, the applicant should consult David Ribble (AVPAA:B&R). For general information, however, the Office of Academic Affairs provides the following guidelines for those who intend to apply for such a grant.

PURPOSES OF THE GRANTS
The grant request must demonstrate that the funds requested directly support the efforts for which the summer research stipend or academic leave has been awarded.

DEADLINE
Applications may be submitted at any time after notification of approval of the academic leave or the summer stipend grant. The applicant should note that the special expense grant funds may be totally committed prior to the end of the funding period depending on the number of requests and amount of the grants.

APPLICATION PROCESS
Prepare a memo specifying the use of the grant funds (provide a clear budget for anticipated expenses). A one-page memo would usually suffice. All requests must be routed through and recommended (via an e-mail memo) by the appropriate departmental chair.

PERIOD OF EXPENDITURES
Grant funds will be available during the fiscal year June 1 to May 31 of the year in which the leave or stipend is exercised. Expenditures during this period should be processed in a timely manner in accordance with University policies, and the deadlines for year-end submission of DPOs, travel reimbursements, invoices, etc., must be met.

EXPENDITURES
Departmental Purchase Orders are to be used for all expenditures. All expenditures, including those for travel, should be in accordance with stated Trinity University policies. The DPOs and/or or Travel Authorizations should be forwarded to the Office of Academic Affairs with the account numbers blank.