Smith College Committee on Faculty Compensation & Development  

Funding for Faculty Development  

Moneybook 2015-16

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I. CFCD FUNDS FOR FACULTY DEVELOPMENT

The Committee on Faculty Compensation and Development (CFCD) offers funding to support faculty members in their scholarly research, course development, and other professional activities. The Associate Provost and Dean for Academic Development, Bill Peterson, serves as the Chair of CFCD. A list of members may be found at http://www.smith.edu/deanoffaculty/facdevcomm.html.

For all questions relating to CFCD funding, please contact Saari Greylock, Budget Manager in the Office of the Provost, at sgreylock@smith.edu or x3007.

A CFCD FAQ is also available at http://www.smith.edu/deanoffaculty/facdevfaq.html.

A. ELIGIBILITY

Members of the teaching faculty in the following categories may apply for funds whether they are presently teaching, on released time for administrative duties, on sabbatical, or on leave without pay from the College:

- All tenure-track and tenured members of the undergraduate faculty, including those holding part-time appointments.
- Non-tenure-track members of the faculty who are appointed full-time for at least one academic year. Members who are appointed full-time for a single academic year are normally eligible for not more than $1,250 in CFCD support in that year.
- Non-tenure-track part-time members of the faculty with appointments of half-time or more and whose service to the College has spanned more than one academic year or whose appointment extends beyond one academic year. The total allowed in any one year will be pro-rated to the extent of their appointments in that year.
- Emeriti faculty (see Section F, page 15).

The following are not eligible for CFCD funding:

- Members of the faculty teaching less than half-time in that year
- Members of the faculty of the School for Social Work
- Pro rata instructors
- Course support staff

All eligibility is calculated based on appointment by fiscal / academic year (July 1 – June 30), not by calendar year.

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1 Course support staff may apply to the Office of the Provost for teaching- and research-related course support grants: awards may depend on availability of funding and the duration of the staff member's appointment.
B. DEADLINES

Grants for Research and Teaching Funding (Form 2), Student Research Assistance Grants (Form 3), and all Fellowships and endowed Grants must be applied for in advance. Grants will not be awarded retroactively.

Grants for Form 1 Conference Funding do not require advance application and are handled via direct reimbursement after expenses are incurred.

Deadlines for 2015-16 funding:

Rolling Deadline within 30 Days of Conference
Form 1: RTC Grants for Conferences

1 September 2015: Primary deadline
Fall semester Form 2: RTC Grants for Research and Teaching
Fall semester Form 3: Grants for Student Research Assistance

18 September 2015: Secondary deadline
Fall semester Form 2: RTC Grants for Research and Teaching
Fall semester Form 3: Grants for Student Research Assistance

9 November 2015
Interterm & spring semester Form 2: RTC Grants for Research and Teaching
Interterm & spring semester Form 3: Grants for Student Research Assistance

22 February 2016
Fellowship and Grant applications for 2016-17:
Research: American Academy in Rome, Bradley, Harnish, Picker
Curricular: Conway, Dorius-Spofford, Lindenauer, Rappaport

28 March 2016
Summer 2016 Form 2: RTC Grants for Research and Teaching
Summer 2016 Form 3: Grants for Student Research Assistance

Applications for CFCD funding should be submitted to Saari Greylock via hardcopy at College Hall 206 or via email at sgreylock@smith.edu. All reimbursements should be submitted via hardcopy.

Applications for non-CFCD funding referenced herein should be submitted to the sponsoring program or committee.

2 To accommodate both those faculty prepared to embark immediately on their projects and those whose plans may not solidify until a few weeks into the semester, CFCD will this year offer two deadlines for fall grants. We encourage faculty to apply by the primary deadline where possible.
C. COLLEGE POLICIES

Grants for Research and Teaching Funding (Form 2), Student Assistance Grants (Form 3), and all Fellowships and endowed Grants must be applied for in advance.

Please note the following College policies, which apply to all CFCD grants and fellowships:

a. Institutional Review Board (IRB) Approval
A proposal for any research project that involves the use of human subjects requires the approval of the appropriate college Institutional Review Board (IRB). Federal guidelines on the use of human subjects have been tightened considerably over the past few years, and scholars should pay close attention to those guidelines. In particular, faculty members in the social sciences, the humanities, and the performing and studio arts doing research that involves surveys, interviews, or other direct intervention or interaction with human subjects should realize that they too are subject to the IRB process. If the Committee determines that an application is likely to require IRB approval, an award will not be made until such approval has been obtained. Approval must be granted prior to the research taking place.
Information on human subject guidelines and IRB review procedures is available through the Institutional Review Board website (http://www.smith.edu/irb/)

b. Intellectual Property and Technology Transfer Policy
The Board of Trustees has approved a Provisional Smith College Intellectual Property and Technology Transfer Policy. This document sets forth the College’s policy on the distribution of intellectual property rights between the creator/inventor and the College when the creator/inventor is an employee of the College, a contractor to the College, or a guest of the College. The policy is designed to foster intellectual activity on the part of faculty and other College employees, while at the same time recognizing any extraordinary contribution of resources by the College to the creation of the intellectual property.
The policy is posted on the website of the Office of the Provost/Dean of the Faculty (http://www.smith.edu/deanoffaculty/intellectualproperty.html) and is available from the office. Questions about the policy and its procedures should be directed to the Associate Provost and Dean for Academic Development.

c. Travel & Entertainment Policy
In all cases, CFCD grants and reimbursements are subject to the College guidelines for business expenditures. Faculty should familiarize themselves with the College Travel & Entertainment Policy (http://www.smith.edu/controller/TravelPolicy.htm), especially with regards to submission of acceptable receipts and deadlines for timely submission of reimbursements.
Where CFCD's reimbursement guidelines are stricter than the Controller's Office's guidelines, the CFCD guidelines shall be followed. Where CFCD does not have an explicit policy, the Controller's Office guidelines shall be considered the default standard to which all grant recipients shall be held.
D. RESEARCH, TEACHING & CONFERENCE FUNDING

Beginning in 2014-15 (FY 15), CFCD has implemented a two-year pilot program of joint Research, Teaching, and Conference (RTC) Funding based on a rolling two-year schedule. Funding may be accessed in two ways: conference travel (Form 1) or research and teaching projects (Form 2).

Full-time faculty members will be eligible for up to $5,000 in RTC funding during any two-year period. Faculty may draw upon that money exclusively for either Form 1 or Form 2 or distribute it between the two programs in any proportion. Eligibility for funding will be calculated as $5,000 in any one year less the amount awarded the prior year or previously in the current year.

Funding for student research assistants will be awarded separately via Form 3 [section E, page 12] and will not count against the $5,000 RTC maximum.

Faculty may also apply to the Exceptional Supplementary Fund [section D.2, page 7] if their RTC funding is insufficient in a given year.

This system is designed to offer faculty maximum flexibility and customization according to their research needs in a given year. In all cases, Committee policies are intended to support, but not necessarily to fund fully, the scholarly activities of faculty members.

Please see sections 1 and 2 below for details on application and reimbursement rules for Form 1 and Form 2, respectively.

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3 All mentions of "year" in this document refer to the Smith College's fiscal year, which runs July 1 – June 30.
4 In 2014-15, prior year funding under the previous system were not taken into account, and all faculty had access to their full eligible amount. Beginning in 2015-16, awards granted in 2014-15 will be taken into account, and so forth.
1. Form 1: Conference Travel

Faculty are eligible for funding to travel to meetings of learned societies, conferences, and executive boards of professional societies or organizations. Faculty may dedicate as much of their available Research, Teaching, & Conference (RTC) funding to Form 1 as they wish without prior application or approval. Unlike Form 2 and Form 3, Form 1 submissions do not follow a particular schedule of deadlines, but will be awarded via reimbursement after the conference. Conference grants count against in the fiscal year in which the conference occurs (July 1 – June 30 each year: see footnote 1).

Reimbursements will not exceed the available balance of their $5,000 RTC funding in any two-year period, and are subject to the guidelines and reimbursement rules of the College and of CFCD as detailed below. The amount reimbursed is considered to be the Form 1 award, and therefore a faculty member's remaining available RTC funds will be calculated based on reimbursement amounts.

Submit a completed and newly simplified Form 1, the Expense Reimbursement Report, and taped original receipts via hardcopy to Saari Greylock, College Hall 206.

Requests must include itemized receipts for all reimbursable expenses, should list all expenses in US dollars on the form, and should be submitted within 30 days of the conference.5

Form 1 funding is available for the following expenses:

a. Travel / Transportation
   CFCD will reimburse 90% of travel / transportation expenses, e.g. bus, train, airfare, auto mileage (http://www.smith.edu/controller/Policy.php), travel to and from airports/train stations, tolls, and airport parking fees. Necessary visa expenses may be reimbursed, also at 90%. CFCD will not reimburse travel for distances under 50 miles.

b. Per Diem
   CFCD will reimburse meals and hotel expenses, calculated together as per diem. CFCD will support up to $200 per day for four days to attend a conference or meeting, and five days if presenting a paper, appearing on a panel, or serving as an officer of the sponsoring organization. Receipts must be provided for all daily expenses.

c. Registration fees
   CFCD will reimburse required conference registration fees.

Ineligible uses of Form 1 funding include: individual lecture invitations, performances/gigs, and membership dues for professional or scholarly organizations.

If you have questions, please contact Saari Greylock.

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5 To convert foreign currencies, please see http://www.xe.net/ucc/.
2. Form 2: Research and Teaching

Projects related to research and teaching. Faculty must apply in advance if they wish to use their CFCD Research, Teaching, & Conference (RTC) funding for research and teaching. Projects will not be funded retroactively. Funding for any individual application is not guaranteed, but is subject to the availability of funds. The FY 16 deadlines for funding applications are as follows:

For fall semester funding – apply by September 1 or 18, 2015
For spring semester funding – apply by November 6, 2015
For summer funding – apply by March 25, 2016

Summer grants span May-August, and therefore cross fiscal years, but are counted towards the fiscal year in which the grants are awarded (May/June), regardless of what portion of the research may actually take place in the following fiscal year (July/August).

All grants expire at the end of the specified time: expenses should be incurred in a timely fashion in order to permit charges to be processed prior to the deadline.

Please note that student research assistance funding is no longer included under Form 2 and must be applied for separately (see Section E: Student Research Assistance Grants, page 12), but will not count against the $5,000 two-year pool for faculty research.

**Budgeting:** The amount granted for any given round is considered to be the Form 2 award, and therefore a faculty member's remaining available RTC funds in that year will be calculated based on Form 2 grants awarded, not on actual amounts spent. At the end of the fiscal year, the total awards will be recalculated based on actual spending in order to determine maximum eligibility in the succeeding fiscal year. Faculty are advised to budget grant requests accordingly.

CFCD will not permit the reallocation of unspent funds from one grant cycle to the next. Funds unspent at the end of the grant cycle revert to the Committee, not to the individual faculty member's RTC funding.

**Exceptional Supplemental Funding:** Faculty who are demonstrably unable to achieve their research goals within the standard RTC maximum may apply for supplemental Form 2 funding. CFCD expects applicants to have exhausted their regular RTC funding prior to seeking supplemental funding. Applications are due at the normal funding deadlines and should explain why additional funding is necessary. Applicants should include a list of other funding possibilities they have explored for the project.

Exceptional Supplemental Funding grants of no more than $5,000 in any two-year period will be considered competitively out of a supplementary pool.
Faculty may apply for Form 2 funding for the following types of expenses:

**a. Travel / Transportation**
CFCD will reimburse 90% of travel (transportation) expenses for research trips, including: bus, train, airfare, and auto mileage (http://www.smith.edu/controller/Policy.php); travel to and from airports/train stations; airport transfers; tolls, and airport parking fees. Visa expenses necessary for scholarly travel may be counted as travel and reimbursed at 90%. CFCD will not pay intracity transportation (e.g. subway passes).

**b. Per diem: lodging and meals**
Faculty may request per diem funds to cover lodging and meals while on research trips away from Northampton. The amount per day requested may vary based on estimated expenses, but may not exceed $125 per day, and faculty may not receive more than a total of $1,750 in per diem funding in a single fiscal year. Receipts must be provided for all daily expenses.

**c. Research materials**
Faculty members may request funds for the purchase of digital image files, photographs/slides, scientific consumables, and other materials for use in their research.

**d. Photocopying for research projects**
CFCD will only award photocopying money for off-campus work or the kind of special copying done at Central Services or Media Services.

On-campus copying needs should be treated as regular copying and charged, with the approval of the chair or director, to the faculty member's department or program, and should not be included in project budgets.

**e. Computer hardware / software**
Faculty members may apply for up to $500 annually, to be counted against their annual RTC use, for the purchase of necessary computer hardware and software for teaching or research purposes.\(^6\) The Purchasing Office recommends that hardware or software be purchased through the Computer Store (http://www.smith.edu/its/computerstore/index.html).\(^7\) CFCD will not fund software licenses.

See also page 31 for information on grants from the Committee on Educational Technology.

**f. Teaching workshops**
Faculty members may request funds for expenses connected with projects directly related to teaching, such as attending pedagogical workshops. Funds for such projects will be governed by

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\(^6\) All equipment purchased wholly or partially with College money belongs to the College and, in the event that the faculty member's employment ends, must be returned to CFCD.

\(^7\) NB: ITS will not support or image computer equipment that is not purchased through the Computer Store.
the same deadlines and guidelines applicable to faculty research projects, with a maximum award for workshop tuition of $500.

See also page 32 for information on Sherrerd Center grants.

The following types of projects are also eligible for Form 2 funding:

g. **Joint projects**
   CFCD may grant funds to support the participation of Smith College faculty members in joint scholarly research projects with individuals who are not members of the Smith faculty, but CFCD funds may not be used to support research-related travel or expenses for non-Smith faculty.

   In submitting a request for support of the Smith College faculty member's participation in the project, the budget must show the amount and purpose of the funds requested from each of the participants and/or institutions involved. Faculty should provide justification as to why the collaboration cannot take place long-distance.

h. **Funding while on sabbatical / leave**
   Faculty members on leave from the College, whether paid or unpaid, are fully eligible for all CFCD funds.

   Faculty who will be establishing a temporary residence away from Northampton for purposes of their scholarly development are eligible to apply for Form 2 travel funding to reach the new domicile, but not for per diem funding while on leave. However, research trips made from this new domicile are eligible for Form 2 grants for normal travel and daily support, within the overall limits outlined above.

   Please note that all such Form 2 grants must be applied for and awarded within the usual framework, in advance of the leave.

i. **Publication costs ineligible for subventions**
   In some cases, faculty may apply for and be awarded Form 2 grants for publication-related costs ineligible for subvention funding, such as indexing, image permission fees, and translation of articles or individual book chapters. Such grants, if awarded, will be counted as regular Form 2 grants and subject to all the usual rules and guidelines pertaining thereto.
3. Ineligible Expenses

The following expenses are ineligible for CFCD funding and will not be considered or reimbursed by the Committee:

- Expenses that have already been incurred prior to an award being made
- Telephone bills for calls related to research, scholarship, or teaching
- Software licenses and internet provider fees
- Course releases or salary / stipends, whether for summer or term-time work
- Books or periodical subscriptions
- Professional memberships or dues
- Research-related travel or expenses for non-Smith faculty or staff
- Preparation of routine coursework or teaching materials
- Office supplies
- Equipment
- Childcare, whether at home or during travel
- Reallocation of unspent funds from previously awarded grants

Please see Section G for eligibility details for subvention funding.

The Committee reserves at all times the right to award or deny in a fair and consistent manner any applications for expenses not addressed under these guidelines.

In all cases, Committee policies are intended to support, but not necessarily to fund fully, the scholarly activities of faculty members.

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8 Except as specified by individual Fellowships or Grants, Section II.
9 Does not apply to Connections Fund grants.
4. Research, Teaching, & Conference (RTC) Application & Payment Procedures

All questions regarding CFCD policies and procedures may be directed to Saari Greylock.

a. Applications

CFCD application forms are posted under "Faculty Development" on the Provost/Dean of the Faculty's website (http://www.smith.edu/deanoffaculty/facdev.html).

- No application is necessary for conference reimbursements
- Submit Form 2 for research & teaching applications by the deadlines listed on page.
  - Faculty members will be notified of Form 2 grant awards via email and campus mail. Faculty members not currently on campus are advised to put their current mailing address on their applications in order to receive their grant letters.

b. Access to Funds

All reimbursements should be submitted via hardcopy to Saari Greylock, College Hall 206, with the appropriate forms and receipts. Do not send forms directly to the Controller's Office.

See Section E (page 12) for information on accessing Student Assistance Grants.

Form 1:

- Submit Form 1, the Expense Reimbursement form, and original receipts within 30 days of the conference, as detailed in Section D.1 (page 6)
- Recipients will receive the reimbursement via direct deposit from Accounts Payable; no notification will be sent out beyond the standard direct deposit email

Form 2 Grant Recipients:

- Complete the reimbursement form with applicable expenses and information
  - Please note that chairs/directors cannot sign for CFCD reimbursements
- Submit the form and receipts within 30 days after expenses have been incurred and prior to the grant expiration date
- CFCD will reimburse expenses incurred up to the amount awarded for each budget item

Please do not use College-issued procurement/credit cards, personal or departmental, for CFCD expenses (http://www.smith.edu/deanoffaculty/CFCDcarduse.html).

***Please note that all Form 2 Research & Teaching and Form 3 Student Assistance grants will be deactivated and closed on the termination date listed on the award letter.***

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10 All College reimbursement forms are available at http://www.smith.edu/controller/Forms.php. Submit the Expense Reimbursement Report for travel or meals, or an Accounts Payable Voucher for materials, fees, etc. Original itemized receipts must be provided for all expenses. Loose receipts smaller than 8 1/2 x 11" must be taped to blank paper (preferably white, unlined), single-sided, to enable scanning of all documentation.
E. FORM 3: STUDENT RESEARCH ASSISTANCE FUNDING

Faculty members may request student assistance to help with research projects. While CFCD's first priority is to support faculty research, it is also committed to enabling Smith students in all divisions to have meaningful opportunities as research assistants and to work with faculty members on projects that are intellectually challenging. Therefore, tasks carried out by student research assistants should involve them directly in the project.

All Form 3 student research assistance grants must be for current undergraduate Smith students (including Ada Comstock Scholars).

Funding for student assistants will no longer be included in Form 2 funding and will not be counted against the faculty member's two-year $5,000 Research, Teaching, & Conference (RTC) funding. Form 3 funding for student assistance grants is not fungible with RTC funding for Form 1 or Form 2 under any circumstance.

CFCD has a fixed annual pool of money to award for student assistance grants and will award grants competitively in all rounds. Full requested funding is not guaranteed. Faculty with access to other sources of student assistance funding are encouraged to turn to those resources first.

a. Application process

Faculty must apply in advance for student funding. Grants will not be awarded retroactively for work already performed. The Form 3 application is posted on CFCD's webpage at http://www.smith.edu/deanoffaculty/facdev.html. Please apply for only one semester's funding at a time.

- For fall semester funding – apply by 1 September, 2015
  - 2nd deadline for fall funding: 18 September, 2015
- For Interterm and spring semester funding – apply by 9 November, 2015
- For summer funding – apply by 28 March, 2016

CFCD expects applications to include details of the work the student assistant would perform, how it would contribute to the overall research project, and how she would benefit from the experience. CFCD typically will not consider applications for teaching assistants or preparation of routine class materials, etc., under this program.

In 2015-16, the last day that students may work on term-time grants is May 6, 2016.

Summer grants span May-August, and therefore cross fiscal years, but are counted towards the fiscal year in which the grants are awarded (May/June), regardless of what portion of the student assistant's work may actually take place in the following fiscal year (July/August).

CFCD will notify faculty of grant decisions via email subsequent to each application deadline.
b. Maximum awards
Faculty may hire one or more students at their discretion for any amount up to full-time work. However, no more than the equivalent of one full-time student assistant will be funded at any given time.

- CFCD will normally award no more than the equivalent of one full-time summer student assistant to a faculty member for total student assistance for all grant rounds in any one fiscal year.
  - In FY 16, this annual maximum is $4,840

This program will award funds only for student hourly pay: CFCD will not award funds for student or faculty stipends, student lodging or travel, research materials, etc.\(^{11}\)

c. Calculating requested budget
Full-time student assistance is as follows:

- 12 hours / week during the academic year\(^{12}\)
  - A semester is calculated as 14 weeks (maximum 168 hours)
- 40 hours / week during Interterm
  - Interterm is calculated as 3 weeks (maximum 120 hours)
- 40 hours / week during the summer
  - The summer is calculated as 10 weeks (400 hours)

d. Pay rates
- The 2015-16 fall semester rate of pay is $9.25/hour
- The 2015-16 spring semester rate of pay is $10.25/hour
- The 2015-16 summer rate of pay is expected to be $11.00/hr plus 10%

The term-time rate is in effect from the first day of classes in the fall to the last day of classes in the spring (2015-16: September 8 – May 6).

Taxes are not withheld from student earnings during the academic year; however, federal law requires that both income and social security taxes be withheld from the earnings of summer student assistants, and the employer be charged payroll tax. Applications for summer student assistants must therefore include an additional 10% for benefits (not payable to the student, but counted as part of the faculty member’s grant and therefore towards the annual maximum).

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\(^{11}\) Students may apply to the Dean of the College's Office for funding for conferences, etc.

\(^{12}\) Please note that students with multiple jobs must count hours worked at all jobs towards the College maximum of 12 hours per week.
e. Hiring & Payment Process

All student hiring must take place through JobX. The faculty member is responsible for creating their position and hiring the student.

- The student position number (SP or SU) will be provided on the CFCD grant letter.
- The Form 3 grant will be placed in the faculty member's CFCD fund (658xxx), and the student will be paid directly from the fund.
- If the faculty member hires multiple part-time students, all students should be hired on the same student position number.

Once hired, the student must submit their hours, and the faculty member approve them, through the student payroll function of BannerWeb Time Entry.

- Faculty members are responsible for tracking the number of hours their assistants have worked to ensure they remain within their allotted budget.
- Over-expenditures on student assistant grants will be charged to the individual faculty member.
- Any unspent funds revert automatically to the Committee at the end of the grant period.

All questions regarding CFCD's grant policies on Form 3 student research assistant funding or individual grants, or requests for clarification on SP/SU numbers, should be directed to Saari Greylock (sgreylock@smith.edu, x3007).

All questions on the hiring process (JobX) should be directed to the Student Employment Office (http://www.smith.edu/student-employment/, x2530).

All questions on the time-reporting process (BannerWeb) should be directed to the Payroll Disbursements Office (http://www.smith.edu/controller/student_payroll.php, x2213).
F. EMERITI

Emeriti faculty are eligible to apply for a maximum of $2,500 in any two-year period for conference travel or research.  

Eligible funds will be calculated as $2,500 in any one year less the amount awarded the prior year or previously in the current year. Grants will be awarded based on eligibility and available funding.

Emeriti should apply in advance for all funding, using Form 1 and Form 2 (http://www.smith.edu/deanoffaculty/facdev.html). All awards will follow the reimbursement guidelines for regular faculty Form 1 and Form 2 awards (see sections D.1 and D.2 for details).

Emeriti are not eligible for Form 3 funding, subvention grants, or any fellowships or grants listed in sections II and III. They may apply for student research assistance or subvention-related funding from their $2,500 two-year maximum.

Applications to CFCD for funding may be directed to Saari Greylock in the Provost's Office (sgreylock@smith.edu, x3007).

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13 "Year" refers in all cases to the Smith College's fiscal year, which runs July 1 – June 30, and not to the calendar year.

14 In 2014-15, prior year funding under the previous system was not taken into account, and all emeriti had access to their full eligible amount. Beginning in 2015-16, awards granted in 2014-15 will be taken into account, and so forth.
G. SUBVENTIONS

Tenured or tenure-track faculty members may apply for funds for expenses connected with the publication of books or articles when a publisher has accepted a manuscript but requires, as a condition for publication, that the author’s institution provide such financial assistance to the publisher.

Faculty members are eligible for no more than $5,000 of this type of support in any five-year period. Awards do not count against a faculty member's Research, Teaching, & Conference (RTC) funding.

Subventions are not an entitlement, and faculty must apply in advance. Junior faculty will be given preference for funding.

The Committee will consider applications for subvention funding for the following:

- Original publications (online or paper) where the publisher requires a subvention in order to accept for publication
- Journal page charges (including open-access journal fees)

The Committee will consider applications for the following, but such support will normally be reserved for junior faculty:

- Image reproduction / permission fees
- Copyright permission fees

The Committee will not accept applications for the following:

- Editing
- Indexing
- Copyediting / proofreading
- Translations of a book or article from its original language
- Reprint rights
- Revisions or reprinting of a previously published book

In some cases, faculty may apply for and be awarded Form 2 grants for publication-related costs ineligible for subvention funding, such as indexing or translation of articles (see section D.2.i).

Appropriate documentation is required for all applications: copies of correspondence with the editor or publisher, invoices, etc.

Questions may be directed to Saari Greylock.
H. CONNECTIONS FUNDS

The purpose of the Connections Fund is to make available to untenured, tenure-track faculty members and post-doctoral fellows a fund to supplement other forms of faculty development.

It is designed to bring established scholars working in the same field as the requesting faculty member to Smith for the purpose of a guest lecture, panel discussion, or other appropriate intellectual exchange. This fund is designed to advance the scholarly work of new faculty members and to increase familiarity in the campus scholarly community with the kind of research done by newer Smith faculty members. Eligible faculty members are therefore encouraged to apply as early as possible in their untenured years.

Eligible faculty members may receive up to $2,500 in Connections Funds during the whole of their probationary period, with no single award to exceed $1,000. Funding may be used for modest honoraria for visiting scholars, for the visitors' travel, lodging, or meals, or for event publicity or related expenses.15

Tenure-track faculty members who are temporarily ineligible for other CFCD funding as part of their appointment agreements retain eligibility for Connections Fund grants in order to support their pre-tenure scholarly development and integration in the College community.

Connections Fund grants do not count towards a faculty member's Research, Teaching, & Conference (RTC) funding.

Applications should be submitted at least two months before the proposed visit. To apply, please complete the Connections Fund Application (http://www.smith.edu/deanoffaculty/facdev.html) and submit it to Saari Greylock.

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15 Faculty are also encouraged to apply to the Lecture Committee (http://www.smith.edu/deanoffaculty/lecturecmte.html) and to relevant departments or Centers for additional funding where appropriate.
II. FELLOWSHIPS & GRANTS FOR RESEARCH

Special fellowships and grants for faculty research are available on a competitive basis to members of the tenured and tenure-track faculty:

- American Academy in Rome Fellowships for faculty members to study in Rome
- Bradley Grants for faculty members from the French or German Departments
- Harnish Fellowships for faculty members in the fine and performing arts
- Harnish Grants for equipment for faculty members in the fine and performing arts
- Picker Fellowships for junior faculty members in all fields

The application guidelines for these fellowship and grant programs are set out below, along with any special criteria that may apply. Completed applications are due in the office of the Associate Provost and Dean for Academic Development on or before the dates given below. Further information is available from Bill Peterson and Saari Greylock.

Tenure-track faculty members who are temporarily ineligible for other CFCD funding as part of their appointment agreements retain eligibility for all Fellowships and Grants in this section in order to support their pre-tenure scholarly and pedagogical development.

Fellowships applied for in one year are awarded for the following year. The deadlines listed below are for applications for Fellowships and Grants to be held during the 2016-17 academic year, defined as May 2016 through June 2017.
A. AMERICAN ACADEMY IN ROME FELLOWSHIPS

The mission of the American Academy in Rome, founded in 1894, is to foster the pursuit of advanced research and independent study in the fine arts and humanities. The Academy supports research and creative work in the following areas, among others: Ancient Studies, Archaeology, Architecture and Design, Art History, Historic Preservation, Italian Studies, Landscape Architecture and Botanic Gardens, Literature, Medieval Studies, Music Composition, Renaissance and Early Modern Studies, and Studio Art. See http://www.aarome.org/. As an institutional member of the American Academy in Rome, Smith College is entitled to name an Affiliated Fellow annually to a four-week residency at the Academy.

**Purpose:** The Affiliated Fellowship allows a Smith faculty member to spend four weeks at the Academy in Rome to pursue research, writing, or creative work with full access to the Academy's resources.

**Eligibility:** Applicants should hold a tenured or tenure-track appointment.

**Activities Supported:** The Fellow will have access to all Academy trips and tours, concerts, conferences, exhibitions, lectures, readings, and symposia, as well as all scholarly resources such as the library, photographic archive, antiquities collection, and archaeology room. Smith College will cover the expenses of the Affiliated Fellow's housing and meal plan at the Academy. The Fellow is responsible for airfare and any additional expenses related to the planned scholarly or creative work, but s/he may apply to CFCD for a grant through the Form 2 program, subject to the usual guidelines thereof.

**Application Procedure:** Tenure-track and tenured faculty members are invited to apply for this fellowship by submitting a 2-3 page proposal outlining the proposed work and discussing the specific benefits to the recipient and the proposed work that would be provided by a residency at the Academy in Rome. The residence may occur at any time between mid-September and the end of July of the given year, pending availability of housing at the Academy; please indicate the proposed month of residence in your application. Please direct applications to CFCD, c/o Saari Greylock, College Hall 206.

**Report on Work:** Grant recipients must submit a brief written report to CFCD (c/o Saari Greylock) at the conclusion of the residency on all work undertaken.

**Deadline:** 22 February, 2016
B. RUTH BAKER BRADLEY GRANTS

Faculty members from the Departments of French or German may apply for funds to support research or curriculum development. The Committee makes every effort to ensure that the two departments benefit from the endowment in proportions which reflect their relative size.

**Purpose:** To support the scholarly and professional growth of faculty members in French and German Studies and support curricular development in those departments.

**Eligibility:** Applicants should hold an appointment in either the Smith College Department of French Studies or the Department of German Studies.

**Activities Supported:** Grants may be awarded for curriculum development or research-related expenses such as travel, student research assistance, supplies, etc. Where appropriate, an award may be split among several applicants.

**Application Procedure:** Members of these departments may apply by submitting a proposal, no more than three pages in length. The proposal should include a precise description of the project, the specific activities for which support is sought, the duration of the project, and the budget request. Please direct applications to CFCD, c/o Saari Greylock, College Hall 206.

**Report on Work:** Grant recipients must submit a brief written report to CFCD (c/o Saari Greylock) at the conclusion of the grant on all work undertaken.

**Deadline:** 22 February, 2016
C. HARNISH FELLOWSHIPS

Harnish Fellowships and Grants were established in 1983 through the generosity of Jerene Appleby Harnish, ’16. Mrs. Harnish was a great friend of the fine and performing arts. It is fitting that she be remembered in a way that will long ensure the critical role of those arts at Smith College.

**Purpose:** To support the scholarly and professional growth and development of faculty members in the fine and performing arts.

**Eligibility:** Applicants should hold a tenured or tenure-track appointment in the fine or performing arts at Smith College and should have completed at least one full year at the College before submitting an application. A faculty member will not be permitted to hold a Harnish Fellowship more than twice in any five-year period.

**Activities Supported:** A wide variety of projects in the fine and performing arts, including expenses related to research (travel, student assistance, library fees, and reproduction of materials), art exhibitions, musical performances and theatrical productions. If the project involves the production of a CD, video, or other electronic storage medium, any expenses related to the reproduction and distribution of these media must also be included in the original proposal.

Harnish Fellowships may be awarded to support collaborative projects. Faculty contemplating collaborative projects should discuss their plans with the Associate Provost and Dean for Academic Development prior to submitting an application.

The Fellowships may be used to support a lighter teaching load for untenured faculty by providing release time from the teaching of one course during the academic year of the award where this is feasible from the standpoint of the Fellow’s department. Only one such course release may be obtained during the probationary period of any untenured faculty member.

Harnish Fellowships may not be used to purchase major items of equipment (please see Harnish Grants below), to extend sabbatical leaves or leaves of absence from the College, or to reduce a faculty member’s teaching load to zero courses in any semester.

Normally, funding for any one project may not exceed $10,000. A course release is valued at $10,000 under this program.

**Application Procedure:** The Harnish Fellowships are awarded on a competitive basis. Members of the faculty may apply by submitting a project proposal of not more than five pages (double-spaced) describing the purpose of the project, the specific activities for which support is sought, the estimated duration of the project, and the proposed budget. If release time is requested, written approval of the department chair must accompany the application. Please direct applications to CFCD, c/o Saari Greylock, College Hall 206.
Selection will be made by the Provost based on the recommendations of the Committee on Faculty Compensation and Development. Although experts in the field of the proposal may be consulted as part of the review procedure, applications should be written in language accessible to educated non-specialists.

**Duration of Awards:** Harnish Fellowships are awarded for periods of up to one year, beginning in the summer following the application deadline and lasting until June of the following year.

**Report on Work:** All Harnish Fellows must submit a brief written report to CFCD (c/o Saari Greylock) at the conclusion of the tenure of the fellowship on all work undertaken as a result of the fellowship.

**Deadline:** 22 February, 2016

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**HARNISH GRANTS**

**Purpose:** To support the purchase of supplies and equipment. Unlike Harnish Fellowships, which are awarded for specific projects, Harnish Grants (of up to $1,500) are awarded for continuing or general needs, to get a potential project underway, or to complete a project in progress.

**Eligibility:** Tenured and tenure-track faculty members in the fine and performing arts. Faculty holding Harnish Fellowships are not eligible for support from the Harnish grant program until the expiration of their fellowship.

**Application Procedure:** Applicants should submit a detailed budget and a one-page justification for the proposed expenditure to CFCD, c/o Saari Greylock, College Hall 206. Selection will be made by the Provost based on the recommendations of the Committee on Faculty Compensation and Development.

**Report on Work:** Grant recipients must submit a brief written report to CFCD (c/o Saari Greylock) at the conclusion of the grant on all work undertaken as a result of the equipment purchase.

**Deadline:** 22 February, 2016
D. JEAN PICKER FELLOWSHIPS

Jean Picker Fellowships were established in 1981 through the generosity of Jean and Harvey Picker. Mrs. Picker (Jean Sovatkin, '42) was a long-time servant of the College as a dedicated and insightful friend and Trustee; she gave years of outstanding service to the United Nations and to the cause of world peace. It is fitting that she should be remembered in a way that is of critical importance to the development of the faculty and the curriculum.

**Purpose:** To support the research and professional development of untenured, tenure-track faculty in any field.

**Eligibility:** Applicants should be untenured and hold a tenure-track appointment, and should have completed at least one full year at the College prior to submitting an application. No one may hold a Picker Fellowship more than twice.

**Activities Supported:** A broad range of projects and expenditures can be supported. These include research (research assistance, travel, library fees, laboratory supplies, reproduction of materials, etc.), writing, study, the preparation of new courses, artistic projects and productions, and other forms of professional development.

The Fellowships may be used to support a lighter teaching load for untenured faculty by providing release time from the teaching of one course during the academic year of the award where this is feasible from the standpoint of the Fellow’s department. Only one such course release may be obtained during the probationary period of any untenured faculty member.

Picker Fellowships may not be used to purchase major items of equipment, to extend sabbatical leaves or leaves of absence from the College, or to reduce a faculty member’s teaching load to zero courses in any semester.

**Application Procedures:** The Picker Fellowships are awarded on a competitive basis. Members of the faculty may apply by submitting a project proposal of not more than five pages (double-spaced) describing the purpose of the project, its scholarly significance, the methodologies to be employed, the specific activities for which support is sought, the estimated duration of the project, and the proposed budget. If release time is requested, written approval of the department chair must accompany the application (the cost of the course release should not be included in the proposal budget). Please direct applications to CFCD, c/o Saari Greylock, College Hall 206.

Selection will be made by the Provost based on the recommendations of the Committee on Faculty Compensation and Development. Although experts in the field of the proposal may be consulted as part of the review procedure, applications should be written in language accessible to educated non-specialists.

**Duration:** Picker Fellowships are awarded for periods of up to one year, beginning in the summer following the application deadline and lasting until June of the following year.
Report on Work: All Picker Fellows must submit a brief written report to CFCD (c/o Saari Greylock) at the conclusion of the tenure of the fellowship on all work undertaken as a result of the fellowship.

Deadline: 22 February, 2016
III. FELLOWSHIPS & GRANTS FOR CURRICULUM DEVELOPMENT

Special fellowships and grants for curricular development are available on a limited basis to members of the tenured and tenure-track faculty:

- Conway Grants for courses in all disciplines focusing on gender or women's experience
- Dorius/Spofford Grants for projects or courses related to civil liberties or sexual identity and expression
- Lindenauer Grants for curricular initiatives in theoretical and applied ethics
- Rappaport Fellowships for interdisciplinary teaching in all fields

The application guidelines for these fellowship and grant programs are set out below, along with any special criteria that may apply. Further information is available from Bill Peterson (x3000) and Saari Greylock (x3007).

Tenure-track faculty members who are temporarily ineligible for other CFCD funding as part of their appointment agreements retain eligibility for all Fellowships and Grants in this section in order to support their pre-tenure scholarly and pedagogical development.

The majority of the following fellowships and grants applied for in one year are awarded for the following year. The deadlines listed below are for applications for Fellowships and Grants to be held during the 2016-17 academic year, defined as May 2016 through June 2017.
A. JILL KER CONWAY GRANTS

Faculty members in any discipline may apply for funds to develop new courses that focus on gender or women's experience or to revise existing courses to include a significant component (3-4 weeks) devoted to these issues. Course goals should include exploring the significance of gender as a category of analysis and/or understanding the experience and cultural production of women in a variety of social and historical contexts. The grants are supported by the Jill Ker Conway endowed fund for teaching and research about women's experience.

Purpose: To expand the curricular offerings devoted to gender or women's experience.

Eligibility: Faculty members in any discipline.

Activities Supported: Summer stipends; funds to purchase books, slides, videos, films, or other teaching materials not already available in the College libraries, to be added to the regular collections; student research assistance. Total awards may not exceed $2,500 per proposal.

Application Procedure: Members of the faculty may apply by submitting a description of their project and justification for their budget to CFCD, c/o Saari Greylock, College Hall 206.

Applications should state whether the funding will be used to revise an existing course or develop a new one; include a preliminary course description and a tentative outline of the work to be done in developing the course and anticipated outcomes (annotated bibliographies, course materials, etc.); state the projected date the course will be ready for departmental and CAP review and the semester in which it might first be offered; and include an endorsement by the department chair or program director.

Priority in granting these awards will be given to those who propose courses that will become permanent courses (offered annually or in alternate years) in the department curriculum. Joint proposals by several members of the faculty are welcome.

Report on Work: Grant recipients must submit a brief written report to CFCD (c/o Saari Greylock) at the conclusion of the grant on all work undertaken.

Deadline: 22 February, 2016
B. THE DORIUS / SPOFFORD FUND FOR THE STUDY OF CIVIL LIBERTIES AND FREEDOM OF EXPRESSION

This fund honors former Smith faculty members Joel Dorius and Edward Spofford, dedicated teachers whose employment was terminated by the College in 1961, despite the protests of their colleagues at the time. The purpose of the fund is to support lectures, symposia, research, visiting professors, and other programs that examine the core concepts of civil liberties and freedom of expression, as well as the contemporary and historical forces that endanger them.

Proposals addressing the nature and definition of citizenship, the challenge of academic freedom, and the social and cultural issues associated with sexual identity and expression are particularly encouraged.

**Purpose:** To support engagement with the concepts of civil liberties, freedom of expression, sexual orientation, and their connections.

**Eligibility:** Faculty members in any discipline.

**Activities Supported:** Proposals may include a summer stipend for course development (limited to $2,000), invitations to distinguished visiting faculty or lecturers, faculty development seminars, pedagogy workshops, symposia, library purchases, or other creative projects related to the general themes described above. When a proposed invitation involves joint or full responsibility for a course and therefore an appointment to the faculty, the Committee shall seek the approval of the Provost/Dean of the Faculty.

**Application Procedures:** Applications should include a description of the project, justification for the budget, and proposed outcomes, and may be directed to CFCD, c/o Saari Greylock, College Hall 206.

**Report on Work:** Grant recipients must submit a brief written report to CFCD (c/o Saari Greylock) at the conclusion of the grant on all work undertaken.

**Deadline:** 22 February, 2016
C. SUSAN Badian Lindenauer '61 Grants

The Susan Badian Lindenauer '61 Endowed Fund in Support of the Ethics Program at Smith College is an endowed fund created by a generous gift from Susan and Arthur Lindenauer.

Purpose: The fund will be used to encourage curricular initiatives in theoretical and applied ethics, construed as including the topic of social justice. Grants may be used either to develop a new course or to add a significant ethical dimension to an existing course. The terms of the fund also allow for faculty collaborations in developing co-taught courses in ethics, including but not limited to first year seminars.

Eligibility: Faculty members in all disciplines.

Activities Supported: Permissible uses of these awards include support for course development during the summer, with which a student may assist; travel to relevant meetings of learned societies; and bringing visitors to campus as part of the course’s effort to deepen students’ understanding and appreciation of the ethical issues that the course addresses.

Total awards for each proposal will not exceed $3,500, with no more than $1,500 for summer course development.

Applications: In addition to providing a course outline, applicants should include a statement of the course’s specific pedagogical features and goals regarding ethics. Further, the interdisciplinary nature of ethics should be reflected in instructors’ proposals. Please direct applications to CFCD, c/o Saari Greylock, College Hall 206. Per the terms of the endowed fund, the Department of Philosophy will evaluate all applications and make recommendations for award decisions to CFCD.

Report on Work: Grant recipients must submit a brief written report to CFCD and the Department of Philosophy (c/o Saari Greylock) at the conclusion of the grant on all work undertaken.

Deadline: 22 February, 2016
E. RAPPAPORT FELLOWSHIPS FOR THE DEVELOPMENT OF
INTERDISCIPLINARY CURRICULUM AND COURSES

These fellowships have been endowed through a generous grant from the family of Phyllis Rappaport ’68.

Purpose: The Rappaport Fellowships are intended to support the development of courses, curricula, and concentrations that are interdisciplinary in nature, without restriction to any particular field. Faculty considering the development of interdisciplinary First Year Seminars may apply for Rappaport funding.

Eligibility: Normally, applicants should hold a tenured or tenure-track position at Smith and have completed at least one full year at the College prior to submitting an application. Preference is given to those who have not previously held a Rappaport Fellowship.

Activities Supported: These competitive fellowships are intended for the development of interdisciplinary courses, concentrations, and programs. They are not intended to support running a course, and it is expected that the course development will involve considerable new interdisciplinary learning on the faculty member's part.

Members of the faculty may apply for up to $7,000 of support in the following categories: summer stipends (limited to $4,000) for work on a new interdisciplinary course, travel funds in connection with such a project, student research assistance, or the purchase of materials needed for these kinds of new courses. Although joint applications are encouraged, the $7,000 limit applies to the development of any one course.

Application Procedures: Applicants should submit a concise proposal of two to three pages, along with a detailed budget. A letter of support from the department chair or program director should also be included. Please direct applications to CFCD, c/o Saari Greylock, College Hall 206.

No more than two Rappaport Fellowships will be awarded for any one year.

Duration: Rappaport Fellowships are awarded for periods of up to one year, beginning in the summer following the application deadline and lasting until June of the following year.

Report on Work: All Rappaport Fellows must submit a brief written report to CFCD (c/o Saari Greylock) at the conclusion of the tenure of the fellowship on all work undertaken as a result of the fellowship.

Deadline: 22 February, 2016
IV. NON-CFCD INTERNAL FUNDING OPPORTUNITIES

- Archives Exploratory Research Grants for courses utilizing the Special Collections
- Botanic Garden Grants for courses in all disciplines utilizing the Botanic Gardens
- CEEDS Grants for courses utilizing CEEDS or similar collaborations
- Committee on Educational Technology grants
- Kahn Institute Fellowships
- Sherrerd Center Grants for workshops and pedagogy
- Salary Supplement Program supported by the Provost

CFCD encourages faculty to take advantage of other funding opportunities available on campus and provides this list as a courtesy to faculty. Further information on each program is available from the department or individual listed.
A. ARCHIVES EXPLORATORY RESEARCH GRANTS

The Archives Concentration offers 4 grants of $500 each to faculty members for exploratory research in our Special Collections to identify materials that could be incorporated into new or existing courses. We especially encourage faculty teaching first year seminars to apply for support.

Faculty members who use archives in their courses report students’ excitement about doing hands-on work with primary documents and oral histories, yet also acknowledge that identifying collections that support and complement their curricular interests takes some lead time. The grants are meant to enable faculty members new to our archives to do exploratory research in a short yet intensive period. The grant supports two weeks of intensive research, meeting with an archivist to identify potential collections of interest, and an introduction to using finding aids effectively.

To apply to the Director of the Concentration, Carrie Baker, interested faculty members should identify a course (or courses), topics of interest to explore in the special collections, and the dates you intend to spend in the archives. Interterm and summer are both appropriate; during the academic year is not. Recipients of the grants are expected to schedule a consultation with an archivist at the beginning of their research. Special Collections staff is eager to assist at all stages and would be happy to consult on development of the application:

Kathleen Nutter, Sophia Smith Collection (women’s history collections)
Nanci Young, College Archives (College history collections)
Karen Kukil, Mortimer Rare Book Room (literary and other manuscripts)

A brief report to the Director of the concentration will list the Collections you explored, and a summary of potential materials you might use, as well as questions you have or areas you want to research further.

We also encourage recipients of these short-term grants and others interested in using archives in their teaching to apply for archival curricular development support over a longer period through the Rappaport fund (which requires an interdisciplinary approach; adding archival sources to an existing course usually has this effect) [page 29] and to the Jill K. Conway fund (which supports the development of curricular materials about women’s experience, a natural fit for both the Sophia Smith Collection and the College Archives) [page 26]. Both funding sources have the expectation of developing a module for a new or existing course and teaching the new course within a year of the grant.

B. BOTANIC GARDEN CURRICULAR ENHANCEMENT PROGRAM

The intent of this program is to show that botany has links to the liberal arts across all disciplines. The specific goal is to encourage teaching that helps students connect with the botanic garden environment and thereby explore the complex relationships between natural, constructed, and cultural worlds. Faculty in all disciplines are invited to apply for funds to incorporate the resources of the Smith College Botanic Garden in their teaching.
**Types of funding considered:** The Botanic Garden Curricular Enhancement Program provides stipends and supplemental course funds to support the development of new or revised courses or portions of courses utilizing the Botanic Garden and its resources. It is required that the proposed course or additions to an existing course would not be possible without the assistance of the Botanic Garden staff expertise and without the use of the botanical collections. Proposals already receiving other course development funding are not eligible. Teaching may revolve around collections in the Lyman Conservatory as well as the Campus Arboretum and outdoor gardens.

**Procedures for applying:** Applicants must meet with the program consultant prior to submitting an application to learn more about the Botanic Garden resources and to discuss preliminary ideas. For application details, see [http://www.smith.edu/garden/Academics/curricularenhancement.html](http://www.smith.edu/garden/Academics/curricularenhancement.html) or contact Nancy Rich, Curricular Enhancement Program Consultant, at bgcourse@smith.edu.

**C. CEEDS CURRICULAR ENHANCEMENT GRANTS**

CEEDS offers Curricular Enhancement Grants to faculty looking to modify, revise, or broaden their course curriculum. Past grants have culminated in a collaboration between a vertebrate biology class and an architecture studio, support for students participating in community-based projects in Worcester, Holyoke, and Boston, and an oceanographic cruise. Applications and details can be accessed at [http://www.smith.edu/ceeds/faculty.php](http://www.smith.edu/ceeds/faculty.php).

**D. COMMITTEE ON EDUCATIONAL TECHNOLOGY GRANTS**

Faculty who require computer hardware or software for teaching purposes may apply to the Committee on Educational Technology for funding. For more information, please contact Thomas Laughner, Director of Educational Technology (tlaughne@smith.edu, x3079) or visit [http://www.smith.edu/cet/cet_tech.html](http://www.smith.edu/cet/cet_tech.html).

**E. KAHN INSTITUTE FELLOWSHIPS**

The Kahn Institute's projects are designed to foster communities of scholars in which faculty, students, and invited guest scholars and artists can participate as equals and explore diverse areas of research in a collaborative and interdisciplinary setting. Participants, who are appointed as Fellows for the duration of a project, engage in its research program and also attend its meetings and special events. For long-term projects, Fellows attend a weekly Colloquium and meal, as well as the project's related public events, throughout the semester or academic year. Short-term projects vary in length; some meet for just a few days while others extend across an entire semester. For more information, please visit [http://www.smith.edu/kahninstitute/](http://www.smith.edu/kahninstitute/).
F. SHERRERD CENTER FOR TEACHING AND LEARNING

Faculty interested in attending a conference focused on teaching and learning are encouraged to apply to the Sherrerd Center for funding. For more information, please contact Floyd Cheung, Director of the Sherrerd Center (fcheung@smith.edu) or visit www.smith.edu/sherrerdcenter/.

G. SALARY SUPPORT FOR FACULTY ON OUTSIDE GRANTS

The Provost/Dean of the Faculty will consider requests for salary supplements of up to $20,000 from faculty members who have received major competitive grants or fellowships from external agencies during leaves without pay for an entire year (and up to $10,000 for a leave without pay of one semester). These requests are handled directly by the Provost, and are dependent on available funds and the size and nature of the award.
V. SPONSORED RESEARCH: HELP IN OBTAINING EXTERNAL FUNDING

Members of the Smith College faculty have an outstanding record of gaining access to external funds, with millions of dollars in grant awards from government and private sources each year. The college encourages and supports the research activity of its faculty with help in both applying for and administering faculty grants. Three offices in particular focus on external funding for faculty research.

**Sponsored Research Office**
The goal of the Sponsored Research Office (SRO) is to assist faculty and staff in the process of applying for outside funding and in the administration of their grants and awards. The Sponsored Research Office (SRO) is located in the Office of the Provost/Dean of the Faculty, College Hall 206. Bill Peterson (x3000, bpeterso@smith.edu), Associate Provost and Dean for Academic Development, acts as the college’s Director of Sponsored Research. Emily Robinson (x3010, erobinso@smith.edu) is the Sponsored Research Office Administrator and primary contact for the office. You may also reach the office by email at sro@smith.edu.

The SRO website (http://www.smith.edu/deanoffaculty/sro.html) provides a host of information, including general guidelines on applying for external grants; the college’s Grant Proposal Processing Form, required for all external proposals; budget rates and information for preparing your proposal; and information on Institutional Review Boards (IRB) for human subjects research. We continually update and add new information to the website, so please check back frequently.

**Office of Corporate and Foundation Relations**
The Office of Corporate and Foundation Relations (CFR) helps Smith develop and strengthen mutually beneficial partnerships with a variety of organizations that share an interest in advancing education. These partnerships assist the organizations in fulfilling their own missions while advancing the goals of the College. CFR offers a range of materials and services to assist faculty in obtaining funding for research projects from foundations, corporations, and federal agencies.

Marilyn Woodman (x2679) is the Director of Corporate and Foundation Relations. She is available to offer advice on funding strategies; help research potential grant sources; provide forms and information about obtaining funds from foundations, corporations, and federal agencies; and assist with the development of grant proposals. The CFR office at 76 Elm Street is equipped with extensive information files and internet-based resources. For more information, visit the CFR website (http://www.smith.edu/giving/cfr_resources.php).

**Finance Office**
The Finance Office is responsible for external grants accounting and financial compliance. Kate Wallen, Grants and Contracts Specialist, is available to work with faculty on administering external grant finances. This area of work is overseen by David DeSwert, Associate Vice President for Finance. For more information, call ext. 2218 or visit their website (www.smith.edu/controller/grants.php).