Smith College Committee on Faculty Compensation & Development  
Funding for Faculty Development  
Moneybook 2016-17

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Section 1: CFCD-Overseen Funding

I. CFCD FUNDS FOR RESEARCH & TEACHING

A. PURPOSE OF FUNDING

The Committee on Faculty Compensation and Development (CFCD) offers funding to support faculty members in their scholarly research, pedagogical development, and other professional activities.

The Associate Provost and Dean for Academic Development, Bill Peterson, serves as the Chair of CFCD. Elected members are listed at https://www.smith.edu/deanoffaculty/committees.php.

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.

B. ELIGIBILITY FOR CFCD FUNDING

Eligible:
- Persons with faculty appointments at Smith College of .5 FTE or greater in that year

Ineligible:
- Persons with faculty appointments of less than .5 FTE in that year
- Members of the faculty of the School for Social Work
- Staff members, pro rata instructors, and course support staff
- Persons who are not employees of Smith College

Currently appointed faculty remain fully eligible while on sabbatical, leave without pay, or released time for administrative duties.

Emeriti faculty are eligible for emeriti grants (pg 11) but not for other CFCD funding programs.

All eligibility is calculated based on appointment by fiscal / academic year: July 1 – June 30.

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\(^1\) Junior tenure-track faculty whose appointments specify starter grant funding in lieu of CFCD funding are ineligible for CFCD allocation funding until their starters are expended, but are eligible for student research assistance grants, Connections grants, and endowed fellowships/grants (sections II and III).
C. ALLOCATION FUNDING

Description:
CFCD will provide an automatic annual allocation of research, pedagogical, and professional development funding to eligible faculty.

The 2016-17 allocation for a tenured/tenure-track or full-time non-tenure-track faculty member is $3,000. Eligible non-tenure-track faculty members' allocations will be prorated to their appointment in that year, thus .75 FTE = $2,250 and .5 FTE = $1,500.

Each eligible faculty member has a CFCD research fund (658xxx) into which their allocation will be placed at the beginning of the fiscal year, and upon which they may draw throughout the year. Faculty do not need to apply in advance in order to draw upon their allocation. Primary access is via submitting a reimbursement request for a directly-incurred expense.

Faculty are encouraged to access their CFCD fund information directly via Banner INB or Bannerweb in order to review and reconcile charges and check available balance. To obtain access, please see http://www.smith.edu/controller/bannerfinance.php. Contact Saari Greylock if you do not know your CFCD fund number.

At the end of each fiscal year, any remaining balance will revert to the Committee. Balances may not be carried forward into subsequent fiscal years, nor may allocations be 'borrowed against' in advance or combined with allocations from any other fiscal year.

If a faculty member overspends their allocation, they are responsible for covering the deficit via other appropriate College funding sources or personal funds as necessary.
Access:
Submit the following documentation to the Provost's Office to request reimbursement:

- the CFCD certification form to affirm that it is an eligible and appropriate expense: [http://www.smith.edu/deanoffaculty/facdev.html](http://www.smith.edu/deanoffaculty/facdev.html)
- the appropriate College reimbursement form [http://www.smith.edu/controller/Forms.php](http://www.smith.edu/controller/Forms.php)
- original receipts ²

CFCD reimbursements should not be signed by the department chair, but should be sent directly to the Provost's Office for the Associate Provost's signature.

- Use the Expense Reimbursement Report for all travel-related costs and for eligible 'entertainment' or meal-related costs
- Use the Accounts Payable Voucher for all other costs (e.g. research supplies, eligible fees) or payments to external vendors

Except where otherwise noted, all payments follow Smith College policies for reimbursements and payments as set by the Controller's Office: [http://www.smith.edu/controller/Policy.php](http://www.smith.edu/controller/Policy.php)

**Deadline for Reimbursement:**
Reimbursements / payment requests should be submitted to the Provost's Office for approval via hardcopy within 30 days of the expense being incurred.

For conferences or other travel where multiple expenditures occur over a span of time, receipts may either be submitted at the time of expenditure (i.e. airfare purchased ahead of time) or all together in a single reimbursement after the fact.

However, no expense should be submitted more than 150 days after date of expenditure. The Controller's Office may decline to reimburse any expense submitted after that time. Expenditures occurring close to the turn of the fiscal year (June 30 – July 1) should also be submitted immediately after being incurred in order to conform to accounting deadlines.

**Procurement Cards:**
At this time, faculty may not use procards, departmental or otherwise, for CFCD expenses.

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² Receipts smaller than 8.5"x11" should be taped to blank paper to enable scanning. Loose receipts will be returned to the faculty member for taping. Note currency conversion rate if applicable and list amounts on the forms in US$. Do not staple reimbursement paperwork. Do not email reimbursement requests.
Access via Other Methods:
Faculty who purchase supplies through the Science Center stockrooms may give the appropriate fund information to the stockroom staff and charge their allocation directly, but are responsible for ensuring that they do not exceed their available balance.

Faculty who purchase eligible computer/software through the Computer Store may give the appropriate fund information to the Computer Store staff and charge their allocation directly, but are responsible for ensuring that they do not exceed the annual $500 maximum or their total available balance.
Eligible Expenses:

- Scholarly travel, broadly defined
  - e.g. conferences, field / archival research, lectures, performances, workshops, etc.
  - Includes travel, lodging, meals, registration fees

College Travel Policies:
- Lodging: maximum $200 / night in most locations; $300/night in ‘major’ cities
- Meals: maximum $90/day for all meals total
- Travel: economy travel costs reimbursed fully

- Research supplies & materials
- Off-campus photocopying
- Subventions for publications, image permissions, journal page fees, etc.
- Computer hardware and software
  - Maximum $500 per year allowable
    - No distinction between software purchases or licenses
    - Faculty are encouraged to request support from the Committee on Educational Technology for any eligible teaching needs
    - Contact Educational Technology Services prior to making any purchase to ensure it meets College requirements and is not duplicative of existing licenses, etc.\(^3\)

Faculty are responsible for following all applicable college policies both while conducting research or development activities and when submitting reimbursement or payment requests.

**IRB:** Faculty whose research includes any direct interaction with human subjects must contact the Institutional Review Board prior to conducting their research to determine whether a formal approval process is required. CFCD emphasizes that the IRB process may apply to scholars in all disciplines, including social sciences, humanities, and performing and studio arts, and that if the appropriate review and approval is not ensured prior to the research taking place, the College may need to deny or retract funding for noncompliant research.

Please review the full policy at [http://www.smith.edu/irb/](http://www.smith.edu/irb/).

\(^3\) NB: Computer hardware does not need to be purchased via the Computer Store, but ITS will not support or image externally purchased computers.
Ineligible Expenses:

CFCD allocation funding may not be spent on the following:

- **Equipment**
  - Defined as 'permanent' non-consumable items (excluding computer / digital hardware)
  - Div III faculty should discuss equipment needs with their chair and the Science Center Directors
  - All other faculty should seek funding through their department or external funding, with major needs elevated to the Provost's Office as appropriate

- **Professional memberships**
  - Distinguished from individual conference/workshop registration fees. May use other unrestricted research grants for memberships.

- **Gift cards**
  - Normally not permitted under College policy: faculty in disciplines where survey/interview participant incentives are standard and expected practice must first obtain IRB approval and should contact Saari Greylock prior to purchase

- **Books or periodical / journal subscriptions**
  - Access or purchase through the Library and/or College subscriptions

- **Office supplies or on-campus photocopying**
  - Access through the department

- **Costs for preparation of routine coursework or teaching material**
  - Seek support through the department where necessary

- **Telephone bills / purchases**

- **Course releases, stipends, salary supplements**

- **Expenses for non-Smith faculty or staff (including travel or honoraria)**

- **Childcare, dependent care, travel for family, etc.**

The Committee reserves at all times the right to award or deny in a fair and consistent manner reimbursements or payments for expenses not addressed under these guidelines.
D. EXCEPTIONAL SUPPLEMENTAL GRANTS

Faculty who expend their full allocation but have further funding needs for exceptional or critical research / teaching opportunities in that year may apply to CFCD for supplemental grant funding.

Supplemental grants must be applied for in advance, prior to the relevant expense being incurred. Faculty may apply for up to $3,000 in supplemental funding each year (prorated to normal maximum if applicable). Funding is not guaranteed.

All parameters regarding eligible/ineligible expenses, maximum reimbursement limits, IRB review, and other relevant College policies as applicable to regular allocation funding apply also to supplemental funding.

The faculty member should already have expended or clearly committed (e.g. an imminent international conference) their allocation for the year prior to submitting an application. Faculty should draw on other resources (e.g. through their department, other units, other research grants) where possible before seeking supplemental funding.

The Committee will consider supplemental grant applications once a month at its regular meeting (in 2016-17: 12 September, 24 October, 7 November, 5 December). Submit applications by the Wednesday prior to the relevant meeting to ensure timely consideration.

Submit applications online at https://form.jotform.com/62343851256961.
E. STUDENT RESEARCH ASSISTANCE GRANTS

Eligible faculty may apply for Student Research Assistance Grants to fund meaningful research collaboration with Smith students during the academic year or summer. Student research assistance funding is separate from and in addition to allocation funding.

The Committee will consider applications at three annual rounds, one each for the fall semester, spring semester, and summer. Apply online at https://www.smith.edu/deanoffaculty/facdev.html.

- Fall semester grants: 9 September 2016
- Spring semester grants: 11 November 2016
- Summer 2017 grants: 10 March 2017

Parameters:
- The faculty member must be eligible for CFCD research assistance grants
- The faculty member must apply in advance
- The student(s) must be a currently enrolled Smith undergraduate / Ada Comstock Scholar
- The project should engage the student in meaningful and substantive research collaboration with the faculty member
  - Routine course preparation work, teaching assistance, etc. should be requested through the department student worker budget
- Funding is not guaranteed

Budgets:
Faculty may hire one or more students at a time for any amount up to full-time work or the total amount of their award, and may choose to request funding during any or all of the above-mentioned cycles. Hourly wages are set by the Controller's Office in accordance with state and federal law. In one fiscal year, a faculty member is eligible for a maximum of the equivalent of 400 hours’ work at the summer rate, including the 10% benefits rate.

For FY17, we anticipate the maximum to be $5,280 ($4,800 in wages + $480 benefits charge).

- Fall 2016 hourly rate = $10.25
- Spring 2017 hourly rate = $11.25
- Summer 2017 hourly rate = anticipated $12.00 + 10% benefits

Faculty must hire their students through JobX prior to the student beginning any work and approve their timesheets on a regular biweekly basis.

Faculty are responsible for ensuring that they do not exceed their awarded budget. Deficits incurred beyond awarded grant budgets will be charged to the faculty member's CFCD allocation (or starter / research funds, if necessary).

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4 See "Eligibility," page 2. Please note that junior tenure-track faculty with starter grants who are not eligible for allocation funding are still eligible for student research assistance grants.

5 Direct all questions on JobX or hiring policies to the Student Employment Office, x2530.
F. EMERITI GRANTS

Retired emeriti faculty are not eligible for the allocation, supplemental, or student research assistance grant programs, but may apply for funding for the same purposes through the emeriti grant program.

Emeriti with extant research funds or external grants should draw on those resources prior to seeking CFCD funding.

Emeriti are eligible for up to $1,500 in funding in FY17 (July 1, 2016 – June 30, 2017); they must apply in advance prior to expenses being incurred, and funding is not guaranteed. Submit applications via email to Saari Greylock, describing the activity to be funded, when it will occur, and anticipated budget. Applications will be considered on an ongoing basis.

Eligible expenses:
- Scholarly travel (broadly defined)
- Required publication fees, permissions, etc.
- Research supplies
- Smith student research assistance

Ineligible expenses include:
- Equipment
- Professional memberships
- Books
- Periodical / journal subscriptions
- Office supplies
- Expenses for non-Smith faculty or staff
- On-campus photocopying
- Telephone bills or purchases

Reimbursement requests must be submitted within 30 days of the expense being incurred. Send original receipts and the appropriate reimbursement form to Saari Greylock.  

CFCD certification form: http://www.smith.edu/deanoffaculty/facdev.html
College reimbursement forms: http://www.smith.edu/controller/Forms.php

> Use the Expense Reimbursement Report for all travel-related costs and for eligible 'entertainment' or meal-related costs
> Use the Accounts Payable Voucher for all other costs (e.g. research supplies, eligible fees)

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6 Receipts smaller than 8.5”x11” should be taped to blank paper to enable scanning. Loose receipts will be returned to the faculty member for taping. Note currency conversion rate if applicable and list amounts on the forms in US$. Do not staple reimbursement paperwork. Do not email reimbursement requests.
G. CONNECTIONS FUND GRANTS

The Connections Fund Grants provide support for untenured, tenure-track faculty members and post-doctoral fellows to bring established scholars in their field to campus.

Eligible junior faculty may apply for up to $2,500 in funding during the whole of their probationary period to invite established scholars working in their field to Smith for the purpose of a guest lecture, panel discussion, or other appropriate intellectual exchange. Connections Funds are not intended to support the faculty members’ travel to other locations. Funding may be used for modest honoraria for visiting scholars, for the visitors' travel, lodging, or meals, or for event publicity or related expenses.

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.

Please note that tenure-track faculty members who are temporarily ineligible for allocation 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.

The junior faculty member should submit the Connections Fund application form (http://www.smith.edu/deanoffaculty/facdev.html) and submit to Saari Greylock, preferably at least two months prior to the proposed visit.
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:

A. American Academy in Rome Fellowships for faculty members to study in Rome

B. Bradley Grants for faculty members from the French or German Departments

C. Harnish Fellowships for faculty members in the fine and performing arts

D. Harnish Grants for equipment for faculty members in the fine and performing arts

E. 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 2017-18 academic year.
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 draw on allocation funding if desired.

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 residency 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.

For this award cycle, the residency would take place between September 2017 and July 2018.

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: February 17, 2017
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:** February 17, 2017
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. The department is guaranteed course replacement where a Fellowship course release is awarded. 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 or one course release.

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:** February 17, 2017

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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:** February 17, 2017
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 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. The department is guaranteed course replacement where a Fellowship course release is awarded. 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.

Normally, funding for any one project may not exceed $10,000 or one course release.

**Application Procedures:** The Picker Fellowships are awarded on a competitive basis. Members of the faculty may apply by submitting a project proposal of 3-5 pages 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 need 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:** February 17, 2017
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:

F. Conway Grants for courses in all disciplines focusing on gender or women's experience

G. Dorius/Spofford Grants for projects or courses related to civil liberties or sexual identity and expression

H. Lindenauer Grants for curricular initiatives in theoretical and applied ethics

I. 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 2017-18 academic year.
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:** February 17, 2017
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:** February 17, 2017
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:** February 17, 2017
D. 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: February 17, 2017
Section 2: Non-CFCD Internal Funding

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.

IV. Funding Offered by the Office of the Provost & Dean of the Faculty

A. Chair/Director development workshops
B. Departmental research colloquia
C. Faculty retirement celebrations
D. Innovation Fund for New Directions in Scholarship & Teaching
E. National Center for Faculty Development & Diversity
F. Salary Supplement Program for Fellowships while on LWOP

V. Other On-Campus Funding

A. Archives Exploratory Research Grants for courses utilizing the Special Collections
B. Botanic Garden Grants for courses in all disciplines utilizing the Botanic Gardens
C. CEEDS Grants for courses utilizing CEEDS or similar collaborations
D. Committee on Educational Technology grants
E. Kahn Institute Fellowships
F. Lecture Committee
G. Museum Grants for Curricular Integration
H. Sherrerd Center Grants for workshops and pedagogy
I. Special Collections Exploration Fellowship

VI. Sponsored Research: Help in Obtaining Outside Grant Funding
IV. OFFICE OF THE PROVOST & DEAN OF FACULTY FUNDING

A. Chair/Director Development Workshops

The Provost's Office offers funding for current/incoming chairs or directors who take a workshop or attend other learning sessions related specifically to the role of serving as department chair. Such sessions should typically be offered by a scholarly professional organization or in conjunction with an academic conference. Normal conference attendance costs should still be charged to a faculty member’s CFCD allocation, but additional costs incurred for the workshop (e.g. additional registration fees or hotel nights) may be funded.

Send requests in advance to the associate provost with details of the workshop and anticipated budget; send hardcopy reimbursement requests to Saari Greylock (College Hall 206).

B. Departmental Research Colloquia

The Provost’s Office has established a program to encourage faculty discussions about research within departments and programs. The fund supports previously approved dinners for participating departmental colleagues following the presentation of a substantial colloquium on research in progress by a faculty member. A “substantial colloquium” would, for example, begin with a 5:00 p.m. presentation of 30-45 minutes followed by Q&A and dinner at a local restaurant or catered by Dining Services. Active, full-time faculty members of the Smith faculty are encouraged to present their work; all members of the department are encouraged to attend, and up to two Smith faculty members from other departments whose research intersects with the presenter’s may be invited.

At most one such dinner per department will be approved each semester. The College limit of $65/person applies, but we ask faculty to be more economical in order to preserve funding for their colleagues.

Please send requests in advance to the associate provost and reimbursement requests after the event to Saari Greylock (sgreylock@smith.edu).

C. Faculty Retirement Celebrations

The Provost's Office will contribute up to $1,000 towards the cost of a party or commemorative event for a retiring faculty member. Requests should be sent to Saari Greylock (sgreylock@smith.edu).
D. Innovation Fund for New Directions in Scholarship and Teaching

The office of the Provost and Dean of the Faculty will pilot an open innovation fund in AY16-18, involving 2-3 awards over those two years to support faculty seeking systematic training outside their current areas of specialization, in order to master emerging methodologies, techniques, or tools. Funding must be applied to a formal plan of interdisciplinary study that will allow the faculty member to advance both his/her research and teaching agenda at a high level, so as to address problems or questions that cannot be addressed within the scope of a single discipline. This award focuses on long-term benefits for both the individual faculty member and for Smith: new scholarly publication paths and courses that will become a regular and permanent part of the faculty member’s research and teaching.

Eligibility: Faculty in any field seeking substantive training outside their current area of specialization in order to build new research and teaching agendas. Faculty must hold tenure at the time funds are used. Contact Saari Greylock for complete program and application guidelines.

Funding level: Up to $25-30,000 to cover tuition/training and other expenses incurred during a sabbatical or during the summer, as well as a course release in the semester following that retraining, supporting the implementation of at least one new course taught in that follow-on semester.

Deadline: Applications for 2017-18 are due to Saari Greylock via email by February 1, 2017.

E. National Center for Faculty Development & Diversity

Smith College has an institutional membership with the National Center for Faculty Development & Diversity (NCFDD), made possible through generous funding from President McCartney. The NCFDD (www.FacultyDiversity.org) provides an external mentoring community designed to help graduate students, post-docs, and faculty members increase research and writing productivity and improve work-life balance. All Smith post-docs and faculty members may create membership sub-accounts to take advantage of much of the NCFDD's programming (e.g. mentor matches, writing challenges, webinars, and core curriculum materials).

In addition, the Provost's Office offers grants for faculty who wish to participate in the Faculty Success Program (FSP), which is offered in the fall, spring, and summer. Previous Smith participants have found it extremely valuable. The Provost's Office will sponsor 2-3 faculty per session, with grants covering the full workshop tuition cost.

At this time, sponsorship will be awarded on a first come / first served basis, with an emphasis on those who have not yet used the program. Approximate program timelines are as follows:

- Fall Session (August-November): priority registration ends late June
- Spring Session (January-April): priority registration ends late October
Summer Session (May-August): priority registration ends mid-March

Open registration periods extend beyond the priority deadlines, but we encourage interested faculty to contact the associate provost to apply for funding well ahead of registration periods.

G. Supplemental Salary for Faculty on Outside Grants

The Provost & Dean of the Faculty will consider requests for salary supplements for faculty members who have received major competitive grants or fellowships from external agencies during leaves without pay, but where the fellowship/grant does not replace the faculty member's full usual salary. If awarded, supplements may be up to a maximum of $20,000 for an entire year on leave without pay, or up to $10,000 for a leave without pay of one semester (but with no award to bring total compensation above the faculty member's usual pay rate for that time period).

Requests should be submitted in writing directly to the Provost for consideration. Awards are dependent on available funds and the size and nature of the grant or fellowship.
V. OTHER ON-CAMPUS FUNDING

A. Archives Exploratory Research Grants

The Archives Concentration is offering 4 grants of $500 each to faculty members in 2016-17 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, 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, interested faculty members should email the Director of the concentration, Kelly Anderson (kpanders@smith.edu), with a brief description of the proposed research, including identifying 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.

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

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 or Botanic Garden staff prior to submitting an application to learn more about the Botanic Garden resources and to discuss preliminary ideas.

For application details, see [https://www.smith.edu/garden/education/educators/smith-faculty](https://www.smith.edu/garden/education/educators/smith-faculty). Inquiries should be addressed to Madelaine Zadik at bgcourse@smith.edu.

**C. CEEDS Curricular Enhancement Program**

The Center for the Environment, Ecological Design and Sustainability (CEEDS) invites proposals from faculty (and teams of faculty) for modification and enhancement of existing courses or development of new courses that will support our mission and our programmatic outcomes (see [https://www.smith.edu/ceeds/faculty.php](https://www.smith.edu/ceeds/faculty.php) for more detail).

The intent of this program is to support faculty who wish to modify an existing course or develop a new one. Activities might include development of new lectures or discussion topics, design of new assignments and projects, and incorporation of field trips and experiences. CEEDS can provide expertise, infrastructure, supplemental course funds, and summer stipends (up to $1,000) in support of these efforts. CEEDS can also coordinate access to equipment, instrumentation, and transportation. Course funds can be used for the purchase of books, materials, and supplies.

Grant applications are accepted annually in late February. We invite you to contact Robert Newton (rnewton@smith.edu x3946) or Joanne Benkley (jbenkley@smith.edu x3951) to discuss your ideas and questions.

**D. Committee On Educational Technology Grants**

The Committee on Educational Technology offers grants for Curricular Initiatives in Educational Technology. Faculty who require additional technology hardware or software for teaching purposes may apply for funding. For more information, please contact Thomas Laughner, Director of Educational Technology (tlaughne@smith.edu, x3079) or visit [https://sophia.smith.edu/blog/cet/](https://sophia.smith.edu/blog/cet/).
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/.

F. Lecture Committee

The Lecture Committee offers funding for public lectures, seminars, performances, exhibitions, series and special one-time events. (Endowed Lecture Funds do not fund book tours and provide only nominal support for class visits.) Faculty are encouraged to think broadly and creatively about events that both appeal to the Smith community and fall under our funding mandate. For more information, visit https://www.smith.edu/deanoffaculty/lecturecmte.html.

G. Museum Grants For Curricular Integration

The Smith College Museum of Art (SCMA) invites faculty members (individually, or in collaboration) from any discipline to apply for funds to integrate original works of art and museum-based learning into new or existing courses. Grant funds can support a range of museum engagement including:

- Integrating SCMA’s collection more deeply in your teaching
- Integrating museum methods and practice in your teaching
- Course-integrated field trips to other collecting institutions
- Course components that engage students in broad consideration of museum history and theory

Applications are accepted each year in February, with notification by early March. For additional information and to apply, visit http://smith.edu/artmuseum/Education/Faculty/Museum-Grants-for-Curricular-Integration.
**H. 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](mailto:fcheung@smith.edu)) or visit [www.smith.edu/sherrerdcenter/](http://www.smith.edu/sherrerdcenter/).

**I. Special Collections Exploration Fellowships**

The Special Collections Exploration (SCE) Fellowship (pilot 2016-2019) exists to encourage faculty-student partnerships with Smith College Special Collections to support research in the collections that furthers the experiential learning of students and achieves one the following:

1. expands the teaching capacity of faculty using local archival, manuscript, or rare book materials in the classroom;
   
   or
   
2. expands the existing or exploratory research agenda of the faculty member by using local archival, manuscript, or rare book materials.

The fellowship provides hourly-rate (10 hrs/wk, 14 weeks) compensation for the student and up to $500 reimbursement for research expenses to the faculty member. Three faculty-student pairings will be awarded each year. Any faculty considering applying should first contact Research Services Archivist Amy Hague ([ahague@smith.edu](mailto:ahague@smith.edu)) to explore possible research or teaching topics.

Applications review is ongoing. Proposals should be submitted by email to the Director of Special Collections, Beth Myers: [emyers@smith.edu](mailto:emyers@smith.edu).
VI. 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.

A. 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.

B. 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).

C. Finance Office
The Finance Office is responsible for external grants accounting and financial compliance. Kate Wallen, Assistant Director of Grants Administration, 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).