

**Smith College Committee on Faculty Compensation & Development
Funding for Faculty Development
Moneybook 2018-19**

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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, Bill Peterson, serves as the Chair of CFCD. Elected members are listed at <https://www.smith.edu/about-smith/provost/governance-committees>.

For questions relating to CFCD funding, please contact Saari Greylock, Senior Academic Budget Manager, at sgreylock@smith.edu or x3007, or Susanne Kiley, Grants & Academic Budget Assistant, at skiley@smith.edu or x5541.

B. ELIGIBILITY FOR CFCD FUNDING

Eligible:

Persons with faculty appointments at Smith College of .5 FTE or greater in that year¹

Ineligible:

Persons with faculty appointments of less than .5 FTE in that year

Staff members, pro rata instructors, and course support staff²

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.

Members of the faculty of the School for Social Work are eligible for School for Social Work Pre-Tenure Research Fellowships (pg. 23) but not for other CFCD funding programs.

Emeriti faculty are eligible for emeriti grants (pg. 14) but not for other CFCD funding programs.

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

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).

² As of July 1, 2018, lab instructors appointed as faculty are therefore eligible for CFCD.

C. ALLOCATION FUNDING

Description:

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

The 2018-19 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. Please see the next section on accessing funds.

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, see <https://www.smith.edu/about-smith/controller/banner-finance>: fill out the Banner Finance Application and Fund/Org Authorization forms and submit both to the Provost's Office for approval. 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.

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: includes economy/coach airfare; mileage for personal vehicles *or* rental fees and gas for rented vehicles; parking; tolls; buses, trains, etc.
- Research supplies & materials
 - Off-campus photocopying, or on-campus conference poster printing
 - Subventions for publications, image permissions, journal page fees, etc.
 - Participant fees / incentives
 - Faculty in disciplines where survey/interview participant incentives are standard and expected practice may potentially be approved to purchase gift cards or be reimbursed for cash gifts, but must contact Saari Greylock for more information prior to purchase
 - [Note that gift cards for any other purpose, or without prior approval, are prohibited]
 - 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
 - All computer-related purchases must be purchased through the Smith College Computer Store in order to allow the equipment to be asset tagged as college property. See "Access – Computer Store", pg. 9, for more detail.

All materials, including computer hardware and software, purchased with college funding are wholly the property of Smith College, and must be returned if the faculty member leaves the college.

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 applies 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/>.

Ineligible Expenses:

CFCD allocation funding may not be spent on the following:

- Capital equipment
 - Defined as any piece of equipment with a total purchase price of over \$5,000
- Professional memberships
 - Distinguished from individual conference/workshop registration fees. May use other unrestricted research grants for memberships.
- Gift cards
 - Prohibited under College policy³
- Books or periodical / journal subscriptions
 - Access through the Library and/or College subscriptions
- Office supplies or regular on-campus printing / photocopying
 - Request from your department
- Office furniture
- Costs for preparation of routine coursework
 - Seek support through your department where necessary
- Telephone or internet bills / purchases
- Course releases, stipends, or salary supplements
- Hiring research assistants (undergraduate or graduate) or temp workers
- Expenses for other Smith faculty members or staff
- Expenses for students (e.g. conference travel)
- Expenses for non-Smith persons (including travel, meals, honoraria)
- Expenses related to job interviews
- Entertainment costs, including any meal/food costs in the Five College area
- Academic regalia
- Childcare, dependent care, travel for family, etc.
- Any expense prohibited by [overall college policy](#)

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.

³ For survey/interview participant incentives, see instructions under "Eligible Expenses"

Access:

All payments must follow Smith College policies for reimbursements and payments as set by the Controller's Office (<https://www.smith.edu/about-smith/controller/forms-policies>), with some additional limits imposed by CFCD.

-- Reimbursement

The primary form of access is via reimbursement, applying mainly to travel costs, minor research supplies, conference fees, etc.

Submit the following documentation in hardcopy to the Provost's Office to request reimbursement:

- [the appropriate College reimbursement form](#)
 - Expense Reimbursement Report: for all travel and/or meal-related costs. May also be used for non-travel or meal expenses.
 - Accounts Payable Voucher: for payments to external vendors; may also be used for reimbursements for non-travel or meal expenses.

- original receipts
 - If the original receipt was emailed to you, please print the email receipt and attach it
 - 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; list the converted amount on/next to the receipt, and list all amounts on the forms only in US \$
 - Do not staple reimbursement paperwork
 - Do not email reimbursement requests

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

-- Deadlines for Reimbursement

Reimbursements / payment requests should normally 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.

Please be aware that expenditures made close to the end of the fiscal year (June 30) for activities to occur in the following fiscal year may be held over to be paid in the next fiscal year, at the Controller's discretion. CFCD will not carry forward allocation funds across fiscal years to cover such expenses.

-- Payment of Invoices to External Vendors

In cases where an external vendor is to be paid for a service and will provide an invoice for payment (e.g. a copyeditor, page charges to a journal), payment should be issued directly from the CFCD fund, rather than being reimbursed to the faculty member. This means that the faculty member is not out-of-pocket, and that the College can record and report the payment to that vendor properly.

To do so, obtain an invoice from the vendor and send it, with a completed Accounts Payable Voucher, to the Provost's Office. Please include your CFCD fund number if known, or note that it is to be paid from your CFCD allocation.

If it is possible that the vendor is not already in our system, please obtain a completed W-9 from the vendor and submit it along with the invoice and AP voucher.⁴

Wherever possible, payments will be issued via check; in cases where a wire transfer is necessary (e.g. payment must be issued in a foreign currency), an additional \$25 charge will apply and be charged to the requesting faculty member's allocation.

-- Computer Store

Faculty who purchase eligible computer/software must do so through the Computer Store by charging their CFCD fund directly. Faculty should give their CFCD fund number (658xxx) to the Computer Store staff, and the staff will charge the fund directly and send a copy of the receipt to the faculty member and the Provost's Office.

- Purchase through the Computer Store is to allow ITS to asset tag the purchase as college property, to ensure that the purchase meets college security and functionality requirements, and to enable ITS to provide support for the purchase thereafter.
- As it is a college purchase, no sales tax will be levied.
- Faculty who have specific hardware/software needs should work with the Computer Store staff to order those items under the auspices of Smith College.

⁴ <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. The W-9 is for US companies and individuals. Non-US individuals must submit a W-8BEN: <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>. Non-US companies must submit a W-8BEN-E: <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>

- If a purchase is over \$500, the remainder must be charged to another College funding source (e.g. research grant, department budget, etc.)

Faculty are responsible for ensuring that they do not exceed the annual \$500 maximum *or* their total available allocation balance.

-- Stockrooms

Faculty who purchase supplies through the Science Center stockrooms may give their CFCD fund number (658xxx) to the stockroom staff and charge their allocation directly, but are responsible for ensuring that they do not exceed their available balance. Please remember to account for shipping charges.

-- Procurement Cards

At this time, faculty may not use procards, departmental or otherwise, for CFCD expenses. Expenses that are made on a procard against another funding source will not be reimbursed/covered.

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 CFCF for supplemental grant funding, prior to the relevant expense being incurred.

Faculty may apply for up to \$3,000 in supplemental funding each year (prorated to their normal maximum in that year if applicable). Funding is not guaranteed. Priority will be given to faculty who have not received exceptional supplemental funding in the past 3 years, and to faculty who do not have other available research funding.

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 are expected to draw on and exhaust other available resources (e.g. through their department, other units, other research grants) before seeking supplemental funding.

The Committee will consider supplemental grant applications once a month at its regular meetings.

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/about-smith/provost/grants-funding>. Funding is not guaranteed.

Fall semester grants: **9 September 2018**
Spring semester grants: **18 November 2018**
Summer 2019 grants: **1 February 2019**
2nd summer deadline: **22 March 2019**

Parameters:

- The faculty member must be eligible for CFCD research assistance grants⁵
- The faculty member must apply in advance
- The student(s) must be a currently enrolled Smith undergraduate / Ada Comstock Scholar
- The student must conduct the work on campus
- The project should engage the student in meaningful and substantive research collaboration with the faculty member
 - Routine course preparation work, teaching assistance, etc. are ineligible and should be requested through the department student worker budget

Budgets and Process:

Faculty may hire one or more students at a time for any amount up to full-time work (10 hours/week during term; 40 hours/week during J-term, spring recess, and the summer) 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.

Fall 2018 hourly rate = **\$11.25**
J-term / Spring 2019 hourly rate = **\$12.00**
Summer 2019 hourly rate = **\$12.00 + 10% benefits**

In one fiscal year, a faculty member is eligible to be awarded up to a maximum of the equivalent of 400 hours' work at the summer rate, including the 10% benefits rate. For FY19, therefore, the maximum is **\$5,280** (equivalent to \$4,800 in wages + \$480 benefits charge). Unspent awards count towards the maximum and may not be carried forward into subsequent rounds, so faculty are encouraged to be realistic in their estimates so as to conserve funding for future applications.

⁵ 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.

Term-time student assistance begins with the first day of classes in September and ends on the last day of exams in May.

Faculty must hire their students through JobX prior to the student beginning any work and approve their timesheets on a regular biweekly basis. Please note that students must submit the required employment documentation to Payroll before they can be hired.⁶

Faculty are responsible for ensuring that they do not exceed their awarded budget. If a faculty member overspends their awarded grant budget, they are responsible for covering the deficit via other appropriate College funding sources or personal funds as necessary.

⁶ Direct all questions on JobX or hiring policies to the Student Employment Office, x2530.

F. EMERITI GRANTS

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

Emeriti are eligible for up to **\$1,500** in funding in FY19 (July 1, 2018 – June 30, 2019); they must apply in advance prior to expenses being incurred, and funding is not guaranteed.

Emeriti with extant research funds or external grants are ineligible for CFCD funding until such resources are expended. CFCD emeriti funding may not be carried forward into subsequent fiscal years, be 'borrowed against' in advance, or combined with funding from any other fiscal year.

Submit applications via email to Saari Greylock (sgreylock@smith.edu), describing the activity to be funded, when it will occur, and the anticipated budget. Applications will be considered on an ongoing basis.

Eligible expenses include:

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

Ineligible expenses include:

- Equipment
- Professional memberships
- Books or periodical / journal subscriptions
- Office supplies
- Expenses for non-Smith faculty or staff
- On-campus photocopying
- Telephone bills or purchases

Reimbursement requests should be submitted within 30 days of the expense being incurred.

Send original receipts and the appropriate reimbursement form to Saari Greylock:⁷

College reimbursement forms: <https://www.smith.edu/about-smith/controller/forms-policies>

- 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)

⁷ 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.

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 due to the terms of their starter grants retain eligibility for Connections Fund grants in order to support their pre-tenure scholarly development and integration in the College community.

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.

Uses:

Connections Funds may not be used to support the Smith faculty member's 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.

Do not pay for the visitors' lodging or travel expenses; those expenses should be reimbursed directly to the visitor along with the honorarium (if applicable) with an [Accounts Payable Voucher](#) and a completed [W-9](#) (for U.S. persons; non-U.S. persons must submit a [W-8BEN](#) instead). Expenses may then be submitted to the Provost's Office to be paid directly from the Connections Grant, or may be paid out of the department budget and a transfer requested to reimburse the department.

To Apply:

The junior faculty member should complete the Connections Fund application form (<https://form.jotform.com/82345430351954>; also linked from the [Provost's Office website](#)), preferably at least one full month prior to the proposed visit.

II. FELLOWSHIPS & GRANTS FOR RESEARCH

Special fellowships and grants for research are available on a competitive basis to members of the undergraduate tenured and tenure-track faculty and to core and senior lecturers at Smith College:

- A. American Academy in Rome Fellowships for faculty members in all fields to study in Rome
- B. Bradley Grants for faculty members from the French or German Departments
- C. Harnish Fellowships and Grants for faculty members in the fine and performing arts
- D. Picker Fellowships for junior tenure-track faculty members in all fields

In addition, the following is available on a competitive basis to untenured, tenure-track members of the faculty of the School for Social Work only:

- E. School for Social Work Pre-Tenure Research Fellowship

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 on or before the dates given below. Further information is available from Bill Peterson and Saari Greylock.

Awards will be made by the associate provost and Committee on Faculty Compensation and Development. All applications should be written in language accessible to educated non-specialists.

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 2019-20 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 an appointment as a tenured or tenure-track faculty member or core or senior lecturer at Smith College. Preference is given to those who have not previously been an Affiliated Fellow.

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. A single room is guaranteed; double rooms may be requested but are subject to availability and are not guaranteed. Residencies are scheduled by the Academy and specific housing dates are subject to availability. 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: Submit 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 preferred month of residence in your application. Please direct applications to CFCD, c/o Saari Greylock, sgreylock@smith.edu.

For this award cycle, the residency would take place between **September 2019** and **July 2020**.

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 15, 2019

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. Preference is given to those who have not previously received funding.

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: Submit a 2-3 page proposal and detailed budget, including the following: description of the project and work/research to be undertaken, methodologies to be employed, specific activities to be supported, estimated duration of the project, other resources to be drawn upon, and scholarly and curricular impact. Please direct applications to CFCD, c/o Saari Greylock, sgreylock@smith.edu.

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 15, 2019

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 an appointment as a tenured or tenure-track faculty member or core or senior lecturer in the fine or performing arts, 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 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 when 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.

Funding for any one Fellowship may not exceed \$10,000 *or* one course release.

Application Procedure: The Harnish Fellowships are awarded on a competitive basis. Submit a 3-5 page project proposal and detailed budget, including the following: description of the project and work/research to be undertaken, methodologies to be employed, specific activities to be supported, estimated duration of the project, other resources to be drawn upon, and scholarly and curricular impact. If a course release is requested, written approval of the department chair must accompany the application. Please direct applications to CFCD, c/o Saari Greylock, sgreylock@smith.edu.

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 15, 2019

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 and core and senior lecturers 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. Preference is given to those who have not previously received funding.

Application Procedure: Applicants should submit a detailed budget and a one-page justification for the proposed expenditure to CFCD, c/o Saari Greylock, sgreylock@smith.edu.

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 15, 2019

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 when 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.

Funding for any one Fellowship may not exceed \$10,000 *or* one course release.

Application Procedures: The Picker Fellowships are awarded on a competitive basis. Submit a 2-3 page proposal and detailed budget, including the following: description of the project and work/research to be undertaken, methodologies to be employed, specific activities to be supported, estimated duration of the project, other resources to be drawn upon, and scholarly and curricular impact. If a course release is requested, written approval of the department chair must accompany the application. Please direct applications to CFCD, c/o Saari Greylock, sgreylock@smith.edu.

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 15, 2019

E. SCHOOL FOR SOCIAL WORK PRE-TENURE RESEARCH FELLOWSHIPS

Purpose: To support the research and professional development of tenure-track, untenured faculty in the School for Social Work.

Eligibility: Applicants must hold a tenure-track appointment in the School for Social Work but be pre-tenure at the time that the fellowship would be held. Faculty may receive a maximum of one Fellowship during the probationary period.

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

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

The 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 below workload policy minimums.

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

Application Procedures: Fellowships are awarded on a competitive basis. No more than 1 Fellowship will normally be awarded per year. Submit 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. Submit applications to CFCD, c/o Saari Greylock, sgreylock@smith.edu.

Duration: 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 Fellows must submit a brief written report to CFCD (c/o Saari Greylock) with cc to the Provost and to the Dean of the School for Social Work at the conclusion of the fellowship on all work undertaken as a result of the fellowship.

Deadline: February 15, 2019

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 and core and senior lecturers at Smith College:

- 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 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.

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 2019-20 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 all disciplines. Preference is given to those who have not previously received funding.

Activities Supported: Summer course development stipends (limited to \$2,000); funds to purchase books, videos, films, or other teaching materials not already available in the College libraries, to be added to the regular collections; student research assistance. Please include the applicable benefits charges in any budget: 25% for faculty stipends, 10% for summer student assistance (0% for term-time student assistance). Total awards may not exceed \$2,500 per proposal.

Application Procedure: Submit a 2-3 page proposal and detailed budget, including the following: description of the project and work/research to be undertaken, details of the proposed course and course outline, whether it will be a permanent or temporary course, anticipated date for departmental/CAP review, anticipated semester in which it might first/next be offered, specific ways in which the course will address gender or women's experience, and the curricular impact. Please indicate if the course may be crosslisted with another department/program, and if so include a statement of support from the chair of the crosslisting department.

Submit also a statement of support for the proposed work and its curricular impact from the department chair/program director. If the applicant is currently serving as chair/director, an endorsement from a senior member of the department / chair of curriculum committee (if applicable) should be submitted instead.

Please direct applications to CFCD, c/o Saari Greylock, sgreylock@smith.edu.

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 15, 2019

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 all disciplines. Preference is given to those who have not previously received funding.

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. If the proposal involves course development, an endorsement from the department chair/program director should be submitted.

Application Procedures: Submit a 2-3 page proposal and detailed budget, including the following: description of the project and work/research to be undertaken, methodologies to be employed, specific activities to be supported, estimated duration of the project, other resources to be drawn upon, scholarly and curricular impact, and proposed outcomes. Please direct applications to CFCD, c/o Saari Greylock, sgreylock@smith.edu.

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 15, 2019

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. Preference is given to those who have not previously received funding.

Activities Supported: Permissible uses of these awards include support for course development during the summer (e.g. stipend, student research assistance, necessary materials); 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 allowed for summer course development stipends.

Applications: Applications should include a description of the project and work to be undertaken, a course outline, a budget, the projected date the course will be ready for departmental and CAP review and the semester in which it might first (or next) be offered, and a statement of the course's specific pedagogical features and goals regarding ethics. Further, the interdisciplinary nature of ethics should be reflected in proposals. Please indicate whether crosslisting the proposed course with the Department of Philosophy has been discussed or will be pursued. Please direct applications to CFCD, c/o Saari Greylock, sgreylock@smith.edu.

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 15, 2019

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, tenure-track, core, or senior lecturer 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. 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 \$2,000) for work on a new interdisciplinary course, workshop / conference / study expenses to support new learning, travel funds in connection with such a project, student research assistance, or the purchase of materials needed for the new course. Although joint applications are encouraged, the \$7,000 limit applies to the development of any one course.

Application Procedures: Applicants should submit a proposal of two to three pages – detailing the proposed course, the work to be undertaken, what new interdisciplinary learning will be required of the applicant and how it will be achieved – along with a detailed budget and budget justification. A letter of support from the department chair or program director should also be included. If the course is to be crosslisted with a second department, please indicate in the application; an endorsement from the chair of the second department is also encouraged. Please direct applications to CFCD, c/o Saari Greylock, sgreylock@smith.edu.

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 15, 2019

Section 2: Non-CFCD 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. Botanic Garden Grants for courses in all disciplines utilizing the Botanic Gardens
- B. CEEDS Grants for courses utilizing CEEDS or similar collaborations
- C. Committee on Educational Technology (CET) grants
- D. Kahn Institute Fellowships
- E. Lecture Committee
- F. Museum Grants for Curricular Integration
- G. Presidential Award for Mentoring
- H. Sams Fund for Arabic Studies
- I. Sherrerd Center Grants for workshops and pedagogy

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

Due to generous donor funding, the office of the Provost and Dean of the Faculty is piloting an open innovation fund 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 the next round of funding are due to Saari Greylock by **February 15, 2019.**

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.

F. 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. 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>. Inquiries should be addressed to Sarah Loomis at sloomis@smith.edu.

B. 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> 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 course development funding 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 Denise McKahn (dmckahn@smith.edu, x3780) or Joanne Benkley (jbenkley@smith.edu, x3951) to discuss your ideas and questions.

C. 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 visit <https://sophia.smith.edu/blog/cet/>.

D. 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/>.

E. 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/about-smith/provost/grants-funding>.

F. 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>.

G. Presidential Award for Mentoring

The Presidential Award for Mentoring is intended to recognize and reward the work of faculty who have engaged in extraordinary outreach activities to underrepresented groups, particularly with respect to exceptional mentoring, advising, and support for students from underrepresented groups.

Colleagues or departments/programs may nominate, or faculty may self-nominate, by writing directly to the provost/dean of faculty. Letters should specify the candidate's mentoring efforts. The provost will bring nominations to the president.

Awardees chosen by the president will then be asked to detail to CFCD how they might use the award's funding. The award may be used to support a one-semester course release, to supplement sabbatical funding, to fund student research assistants, or to support the development of innovative curricula related to underrepresented groups.

Deadline: February 15, 2019

H. Sams Fund (Middle East Studies)

The Sams Fund is a restricted fund established by Betty Hamady Sams '57 and James F. Sams to support the study of Arab history, culture, politics, religion, and art at Smith College. The intent of the Sams Fund is to foster greater understanding among Americans and people of Arab countries.

Sams Fund awards are offered on a competitive basis by the Program in Middle East Studies. Tenured and tenure-track faculty, lecturers, post-doctoral fellows and currently-enrolled students of Smith College are eligible to apply for support. Eligible activities include the following: scholarship, faculty-student collaborations, curricular development, and co-curricular activities.

For more information and application deadlines, visit <https://www.smith.edu/mes/sams-fund.php>.

I. 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/.

VI. SPONSORED RESEARCH: HELP IN OBTAINING EXTERNAL FUNDING

The college encourages and supports the research activity of its faculty with help in both applying for and administering external grants from government and private sources. 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) reports to the Office of the Provost/Dean of the Faculty. The SRO is located at 76 Elm Street. Bill Peterson (x3000, bpeterso@smith.edu), Associate Provost, acts as the college's Director of Sponsored Research. Emily Robinson (x3010, erobinso@smith.edu) is the Assistant Director for Sponsored Research and primary contact for the office. You may also reach the office by email at sro@smith.edu.

The SRO website (<https://www.smith.edu/about-smith/provost/sponsored-research>) 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; and budget rates and information for preparing your proposal. 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 and her team are 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 (<https://www.smith.edu/about-smith/giving/cfr>).

C. Grants Administration

Grants Administration, within the Finance Office, is responsible for the post award administration from award to closeout of all externally sponsored research grants, projects and awards. Kate Wallen, Assistant Director of Grants Administration, and Susanne Kiley, Grants and Academic Budget Assistant, are available to work with faculty on administering their external grants. This area of work is overseen by David DeSwert, Associate Vice President for Finance. For more information, call ext. 2218 or visit their website (<https://www.smith.edu/about-smith/controller/grants-administration>).