



**POLICY STATEMENT**

**NO. 2 07.05**

**COORDINATED BY:** Office of Academic Affairs

**ORIGINAL EFFECTIVE DATE:** April 1, 1984

**REVISED:** March 1, 2007 **PAGE:** 1 of 4

**SUBJECT:** FACULTY RESEARCH AND DEVELOPMENT GRANTS

This policy statement outlines procedures for dispensing certain funds intended to recognize and encourage faculty with outstanding performance with Faculty Research Grants and the development of faculty members in professional areas with Faculty Development Grants.

**I. PURPOSE**

The Faculty Research Grant allows faculty members to conduct new or continuing research projects that advance knowledge in their discipline. The Faculty Development Grant is intended to foster the professional growth and expertise of the Faculty, to encourage participation in professional programs, to promote instructional development and innovation, and to provide equipment and other resources that facilitate professional development. The Faculty Research and Development Grants are to be given in support of those requests for which University funding is not sufficiently available.

**II. APPLICATIONS: ELIGIBILITY AND PROCEDURE**

- A. All full-time faculty are eligible for the Faculty Research and Development Grants.
- B. Faculty may submit individual or cooperative applications for this grant. The submission will include the original and five copies to the Faculty Research and Development Committee.
- C. The Faculty Research and Development Committee will routinely review applications and select recipients in Spring (Research Grants) and Fall (Development Grants).
- D. Research and Development Grant applications will list the University funds which were previously granted.
- E. In certain cases, the applicant may be asked to discuss his/her request with the Faculty Research and Development Committee.

**III. EVALUATION OF APPLICATION: COMMITTEE AND PROCEDURE**

- A. The Faculty Research and Development Committee will be appointed by the Faculty Senate. Members will meet upon receipt of applications for research and development grants, in Fall and Spring to make selections. They serve

until replaced by successors as outlined in the Faculty Senate By-Laws.

- B. The Faculty Research and Development Committee will establish procedures for selection of recipients of Research and Development Grants.

IV. ALLOCATION OF FUNDS

- A. The Faculty Research and Development Committee will follow University guidelines in determining amounts to be awarded for travel, equipment purchases, and other expenses from annual appropriations for Faculty Research and Development Grants.
- B. Title to any equipment or other assets will belong to the University. Regular University procedures will be followed in control of such assets.
- C. Funds must be spent within the fiscal year that they are appropriated.

V. REPORTING PROCEDURES

- A. Each recipient will file with the Office of Academic Affairs an annual report of expenditures. These reports will be made available upon request to the LSUS Foundation and to the faculty.
- B. Each year the Faculty Research and Development Committee will present a report to the faculty.

AUTHORIZED Stuart E. Mills 2/23/07  
Stuart E. Mills Date  
Provost and Vice Chancellor  
for Academic Affairs

APPROVED Vincent J. Marsala 2/26/07  
Vincent J. Marsala Date  
Chancellor

**FACULTY RESEARCH GRANT APPLICATION**

Title of Project:

Amount Requested:

College of Project Director:

Name of Project Director:

Rank:

Department:

**Signature:** \_\_\_\_\_

Name of Additional Director:

Rank:

Department:

**Signature:** \_\_\_\_\_

Name of Additional Director:

Rank:

Department:

**Signature:** \_\_\_\_\_

**APPROVAL SIGNATURES:**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE FILLED IN BY REVIEW COMMITTEE:**

Date: \_\_\_\_\_

Status: *Funded* \_\_\_\_\_ *Amount \$* \_\_\_\_\_

*Not funded* \_\_\_\_\_ *Reason* \_\_\_\_\_

Account Number (to be filled in by Business Affairs): \_\_\_\_\_

**FACULTY DEVELOPMENT GRANT APPLICATION**

Title of Project:

Amount Requested:

College of Project Director:

Name of Project Director:

Rank:

Department:

**Signature:** \_\_\_\_\_

Name of Additional Director:

Rank:

Department:

**Signature:** \_\_\_\_\_

Name of Additional Director:

Rank:

Department:

**Signature:** \_\_\_\_\_

**APPROVAL SIGNATURES:**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE FILLED IN BY REVIEW COMMITTEE:**

Date: \_\_\_\_\_

Status: *Funded* \_\_\_\_\_ *Amount \$* \_\_\_\_\_

*Not funded* \_\_\_\_\_ *Reason* \_\_\_\_\_

Account Number (to be filled in by Business Affairs): \_\_\_\_\_