Scholarly and Creative Activities Grants Program
Annual Funding Guidelines 2018-2019
(These guidelines are in addition to the continuing specifications of the program in the General Guidelines)

1. Funding may be requested for expenditures incurred between July 1, 2018 and August 31, 2019.

2. The overall funding maximum is $5,500 for combined research support from the college (SCAGP and/or Travel Support). The committee will determine the amount of funding for each proposal.

3. Only continuing faculty are eligible for funding through this program.

4. Applicants are encouraged to pursue matching funds. These matches may include expenditures by the applicant on non-covered items, but preference will be given to applications that include a significant contribution from other sources within the university or outside funding agencies. The committee considers the benchmark standard for a “significant contribution” to be 20% of the total budget.

5. In addition to the funding limitations specified in the SCAGP General Guidelines, the following annual guidelines will guide allocations:

   • $900 maximum for domestic intercity air/rail/auto travel expenses.
   • $1,250 maximum for international air/rail/auto travel expenses.
   • Normally, hotel expenses will be limited to $125 per night. Travel requests in excess of the stipulated maximum will require additional justification.

6. The deadlines for grant proposals for the academic year 2018-2019 are 7 September, 18 January, and 5 April. In a normal funding year, no more than one-third of the annual budget can be allocated at the September meeting; no more than a cumulative total of 80% of the annual budget can be obligated by the end of the January allocations. The Committee may, if it chooses, carry over applications it did not fund to subsequent meetings and make retroactive awards for that fiscal year. Proposals for expenses that will be incurred during the summer may be submitted for consideration at any of the three meetings.