**CoTA Faculty Research Grant Guidelines**

1. All purchases should be made through the individual Unit and follow the normal purchasing procedures as established by the College. Please confer with your Unit’s Director and Office Manager on purchasing procedures. Purchases should not be made until grant monies are transferred to the recipient’s initiative. Receipts must be kept for reimbursement. Reimbursements are permitted for equipment, supplies, and services (excluding payroll). Cash awards will not be allocated.

2. Applicant must be a full or part-time tenured or tenure-earning faculty member. Non tenure-earning faculty are eligible for these awards only if their position description includes independent research as a major component of their assignment. Preference will be granted to applications by tenure-earning faculty.

3. Equipment purchased is the property of the university and, if purchased with these funds, is checked out through the Unit to the faculty member. Equipment and materials purchased with faculty research funds should be dedicated to the specific research needs of the faculty member. Fund resources should not be used to purchase equipment and supplies (i.e. an office computer) that would normally be provided and maintained by the Unit.

4. The United States General Services Administration (GSA) *per diem* and mileage rates is used by USF for the reimbursement of expenses incurred while traveling on USF business within the contiguous United States. See following link for GSA reimbursement rates:

<http://www.gsa.gov/portal/category/100000>

United States Department of Defense *per diem* rates will apply for travel to non-contiguous United States locations. United States Department of State *per diem* rates will continue to apply for foreign travel.

In order to allow an equitable a distribution of funds, the CoTA Research Committee will not fund more than 20% of a total grant for *per diem* expenses ***(limited to food expenses only)****.*

5. Summer salaries will not be funded. Applicants may, however, “buy out time”—that is, apply for funds directed to reducing course-load during the fall or spring semester.

6. Application requirements must be followed closely to receive funding. **Applications which do not adhere to the required page limitations and word counts (must use Microsoft Word count, word count will not include references), will not be considered.** The grant application form provided must be used and must include a **detailed** budget. ***Please attach documentation of estimates for all items listed in the budget, such documentation may be provided by a vendor, computer screen shots, registration forms, etc.***

7. Applications submitted after the announced deadline will not be considered.

8. Applications must be submitted as Microsoft Word (.doc or .docx) files.

9. Faculty members are required to indicate all previous funding sources and amounts received within the past two years on the application form. Outside funding is encouraged and will enhance the researcher’s application. Preference will be given to those applicants who demonstrate actual, not potential need.

10. Submission of a summary report is required at the completion of your funded research or by the end of the funding cycle. When making application for an additional award before the completion of one in progress, you must submit a brief status report of your current research project with the new application. A final summary report is due no later than the conclusion of the designated funding cycle. Submit these reports to the CoTA Associate Dean’s office.

11. Grant applications will be evaluated by the membership of the CoTA Research Committee.

12. Once awarded, the applicant is ineligible to apply in the following funding cycle (fall or spring as applicable).

13. Only **one** project may be submitted per application and only one application per individual is permitted.

14. Requests for international travel support that meet the appropriate criteria should also be made through the Division of Research, Internal Awards program, or other internal/external sources.

15. Applicants are encouraged to seek additional external funding, if available.