



Default Question Block

Knox College Request for Funds to Support Faculty Research and Creative Work 2024-2025 Fiscal Year

Please use this form for requests to support faculty research and creative work with funds administered by the Provost of the College or the Committee on Faculty Resources. Requests for support for participation in scholarly conferences and professional meetings should use the "Conference Travel Allocation Request Form" available on the Faculty Affairs website (<https://www.knox.edu/offices/faculty-affairs>). Requests for support of faculty research and creative work should be made well in advance of incurring any expenses related to your work.

Deadlines

The Committee on Faculty Resources welcomes funding requests far in advance and has the following deadlines for funding requests:

September 27th, 2024 (last call for funding for projects that will happen in Fall Term or December 2024)

October 18th, 2024 (last call for funding for projects that will happen in Winter Term 2025)

January 24th, 2025 (first opportunity to apply for Summer 2025; last call for funding for project that will happen in Spring Term 2025)

April 18th, 2025 (last call for funding for projects that will happen in Summer 2025)

Form Information

This online form permits you to go backward and forward to edit your responses. Nevertheless, you may find it easier to use word processing software outside of this form to craft your responses to the major questions about project description and rationale. For your information and planning, a PDF version of this form is available on the Faculty Affairs website. [Please do not file that PDF form.](#) Use this online form to submit your request.

First name

Last Name

Email Address

Department

Current faculty rank

- Professor
- Associate Professor
- Assistant Professor
- Instructor
- Visiting full-time
- Part-time / adjunct
- Other (please explain)

Funding sources

This portal is used to collect information about funding requests for a variety of offices. In the box below, please list all sources that you think may be relevant to your proposal. Possible sources include:

- Committee for Faculty Resources (CoFR)
- Start-up Funds
- Dean's Discretionary Funds
- Re-Kindle Funds
- Way / Geer Funds
- Stellyes Center (for anything related to global studies or global education)
- Departmental Endowed Accounts (e.g., Burkhardt Fund, Johnson Fund)
- List any others that you think may apply

Project Description Block

Project Title

Please be aware that these titles are used as part of the Faculty Achievement Report each year, so please include a title that accurately and professionally represents the work that you intend to do.

Expected dates of proposed activity (please use "mm/dd/yyyy-mm/dd/yyyy" format).

Is this proposal related to a Rekindle activity? (If yes, please address the relationship in your project description below.)

Describe your project and its expected outcomes (e.g., submission to a journal or exhibition, acceptance of new course by Curriculum Committee, etc.) If you have multiple paragraphs, it would help to put them in separate fields below--Qualtrics mashes your careful paragraphs into a massive block of text that is very hard for the committee to read. The application is designed to be simple. Don't feel that you have to fill every box or provide an extensive literature review. Remember, this application is aimed at a non-specialist and friendly audience.

If you have **completed publications or presentations** related to this project already, please discuss them here, as well.

Description, paragraph 1:

Description, paragraph 2:

Description, paragraph 3:

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Description, paragraph 4:

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Description, paragraph 5:

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Description, paragraph 6:

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Unless you've already done so above, describe the **planned timeline** for the stages of this project, including (where possible) timing for the expected outcomes listed above.

Please provide a justification for major expenses (in particular, if you're traveling, why this destination, at this point in time, for this length of time?)

Will the proposed activity involve collaboration with any of the following?

- scholars/researchers/artists on the Knox faculty?
- scholars/researchers/artists outside of Knox?
- Knox students?

Please indicate name(s) and the nature of the collaboration.

If collaborating with scholars/researchers/artists either at or outside of Knox, please comment on any sources of funding they have received or expect to receive.
If collaborating with students, please explain the role that the student(s) will play in this project and indicate whether the student(s) would be eligible for Richter support.

Will the proposed activity require the purchase of equipment?

- Yes
- No

Describe the equipment to be purchased. What is its expected lifespan? What are its expected maintenance needs/costs? If the equipment will be useful in teaching and/or research (either yours or others'), beyond the project currently proposed, please explain how and for whom.

Is this project in the sciences or mathematics?

- Yes
- No

Do you feel that this equipment purchase is more appropriately funded by the Geer Fund (up to ~4 K) or the Way Fund (up to ~18 K)?

- Geer
- Way
- Not sure.

Context Block

Do you have **access to other Knox funds** to supplement CoFR support for this project (e.g. departmental research funds, Knight Fund, start-up funds, etc.)? If so, in what amounts?

Note: The existence of other sources of support does not disqualify you from receiving Faculty Research / Creative Work Funding, but it is important that you list other possible sources of funding.

Have you **applied for external funding** for this project and/or consulted with Fallon Allison (Director of College Grants; fnallison@knox.edu) about doing so? Please describe any such efforts you've made, successful or not.

Note: The existence of other sources of support does not disqualify you from receiving Faculty Research / Creative Work Funding.

Has the proposed project been **funded by Knox College** in some way in the past?

- Yes
- No

How much funding have you already received from the College for this project, and from which sources? Please explain what was accomplished with previous funds and how this new funding will advance the project beyond what has already been accomplished.

Budget Block

Budget: Your budget should describe both:

- the total expenses for this project (including expenses covered by other funding sources) and
- the share that you hope Faculty Research / Creative Work Funding will cover.

Although Faculty Research / Creative Work Funds cannot fund all projects fully, CoFR finds it helpful to have a complete picture of a faculty member's needs for a particular activity, if for no other reason than to help make a case for additional faculty research funds. The Associate Dean for Faculty Affairs can assist faculty in identifying other sources of funds to support their work.

NOTE: Please refer to [Appendix G of the Faculty Handbook](#) for a full description of allowable research and travel expenses. In particular, Research and Creative Work funds are **not generally used to fund meals**.

Please use only numbers representing US dollars in the right hand column; no dollar signs (\$), foreign currencies symbols, or other text. If figures are based on calculations from foreign currencies, explain in the box at the end of the budget form.

PLEASE NOTE

The policies of the Business Office require that anyone traveling on College business be reimbursed at the least expensive rate for their travel. For example, for any travel to Chicago, regardless of means of transportation, you will be reimbursed at a rate of \$100 per round trip (the average rate for a round-trip train ticket). Please acknowledge your understanding of this policy below. You can read the full set of policies [here](#). If you have any questions, please reach out to the Associate Dean for Faculty Affairs.

- Yes, I have read and understood the Travel Policies of the Knox College Business Office and intend to conduct all of my college-related travel in accordance with these policies.
- No, I do not agree to abide by the Travel Policies of Knox College.

Click to write Choice 3

Travel Expenses (please itemize and provide details)

Possible expenses:

- Airfare / Train (indicate departure/destination)
- Personal Auto (@ \$0.67 / mile; note that long trips will likely be funded only up to the cost of the cheapest mass transportation alternative)
- Car rental (when essential, and for short term projects (< 1 week) only)
- Local ground transportation at destination
- Other (e.g. visa fees)--please specify

Airfare/train (from/to):	<input type="text"/>	<input type="text" value="0"/>
Personal Auto (from/to):	<input type="text"/>	<input type="text" value="0"/>
Rental Car (location, days):	<input type="text"/>	<input type="text" value="0"/>
Local ground transportation	<input type="text"/>	<input type="text" value="0"/>
Other (please specify)	<input type="text"/>	<input type="text" value="0"/>
Total		<input type="text" value="0"/>

Lodging (please itemize, e.g. 4 nights @ \$85)

Hotel	<input type="text"/>	<input type="text" value="0"/>
Other	<input type="text"/>	<input type="text" value="0"/>
Total		<input type="text" value="0"/>

Personnel

(Note: Summer student workers / researchers can only be funded for a maximum of 32 hours per week for 10 weeks or equivalent--multiple students can be funded, but the total number of hours per summer per faculty member is capped at 320. CoFR has generally not supported funds for accompanying student researchers / research assistants away from campus, except in rare and unique circumstances.)

Student workers (# of hours times \$13/hour for work up to or on 31 Dec 2023; \$14/hour for work on or after 1 Jan 2024)	<input type="text"/>	<input type="text" value="0"/>
Other. Please explain.	<input type="text"/>	<input type="text" value="0"/>

Total

0

Publication Costs (e.g. copyright costs, images/charts, indexing, subventions.) Please itemize.

Note that publication costs are generally shared 50/50 between CoFR and faculty.

1.

0

2.

0

Total

0

Other expenses (please itemize--note again that meals are generally not fundable by CoFR)

1.

0

2.

0

3.

0

4.

0

5.

0

6.

0

Total

0

TOTAL BUDGET for proposed activity: Please add the subtotals above to indicate the total amount of your budget for this activity.

AMOUNT REQUESTED from Faculty Research/Creative Work Funds:

Please provide any additional explanation of budget items. (Are there other major expenses associated with this project that are not indicated above? If major expenses are not in US dollars, indicate the currency exchange rate used in calculating your budget.)

Block 4

Please provide any additional information that might be helpful to CoFR.

Do not leave this page until you are ready to submit your request to CoFR. No further changes will be possible after you advance to the next page. You will be able to download a copy of your responses for your records on the next page.

Please note: To submit your request, please keep advancing until you see the Faculty Development logo. Your request will not be recorded until you reach the confirmation page.

