

## FACULTY RESEARCH GRANT GUIDELINES 2025-26 - [Application](#)

1. Faculty Research Grants may be used to purchase minor equipment, research tools, and expendable materials, and to pay for project-specific travel, services (research assistants, secretarial services, etc.) and miscellaneous expenses. **Your application must provide a detailed budget, up to \$1,000.**

Faculty who received start-up funds at the time of their hire must expend those funds before applying for funds through this program.

2. Deadlines and timelines for applying for Research Grants are as follows.
  - Applications for expenses that are incurred June 1, 2025 through May 31, 2026 will open in **April 2025**.
  - For a proposal that begins June 1, 2025 through November 30, 2025 the priority deadline to ensure full consideration is **May 9, 2025**; applications received after May 9 will be considered on a rolling basis until 50% of the available funds have been allocated.
  - For a proposal that begins December 1, 2025 through May 31, 2026 faculty may apply at any time after applications open. The priority deadline to ensure full consideration for travel is **October 1, 2025**. Applications received after October 1 will be considered on a rolling basis until all available funds have been allocated.
  - Second requests will be considered beginning January 1, 2026 if funds remain.
3. Requests requiring additional justification:
  - **Books:** Give a specific justification for why purchase is necessary and why other sources of funding, such as the department's library acquisition fund, are not appropriate. Books purchased with Research Grant funds are the property of Lewis & Clark College.
  - **Computing equipment:** Justify why equipment beyond the college-issued personal computer is needed. Equipment purchased with Research Grant funds is the property of Lewis & Clark College.
  - **Subventions:** We do not typically cover subventions that journals or publishers request in order to publish work. Provide a rationale for requesting funds for these purposes that makes clear why it is necessary for the publication of your work.
  - **Travel to work with research collaborators:** Explain why travel is necessary to the collaboration (e.g., using a piece of equipment that isn't available locally) and cannot be accomplished through zoom, phone, email or other modes of communication.
  - **Hiring people to coach or edit your work:** Provide detailed information about the specific person, their qualifications, your justification for selecting them, and how you have arrived at a rate/charge (e.g., hourly rate).
4. All funded expenses must be settled via [Chrome River](#) within 60 days of purchase. Otherwise the reimbursement is treated as taxable income to you. If you need assistance with submitting your expenses, please contact your department admin, [Margaret Salstrom](#), or the Business Office.

If you fail to use all the funds you were awarded, they will be lost to both you and the grant fund because they cannot be rolled over to a new fiscal year; please notify the Associate Dean's office in a timely manner if you will not be able to use your entire grant so that the funds can be redirected to others.

### 5. **DO NOT PAY OUTSIDE CONTRACTORS OR STUDENT RESEARCH ASSISTANTS FROM YOUR OWN FUNDS.**

If you are hiring a currently enrolled student as a research assistant, please coordinate with Margaret Salstrom, who will work directly with HR to ensure your student is hired correctly in Workday. Please note the following information regarding student hires:

- Students are not authorized to begin work until you have received notification from HR.
- Students who have not previously been employed on campus will be required to complete I-9 paperwork and provide documentation to HR.

In addition, faculty are responsible for monitoring hours and work completion. It is the faculty member's responsibility to pay for hours or work that exceed the approved budgeted amount. There are additional [resources available for supervisors of student employees](#) available online.