

## MEMBERS OF THE ACADEMIC SENATE

RE: 2017-2018 Call for Small Grants in Aid of Research (\$2,000)

**DEADLINE: Friday, March 17, 2017**

**Important Notes:**

- The 19920 funding source for Academic Senate Committee on Research (COR) grants has been changed to 07427 (opportunity funds) effective July 1, 2012. This change is in response to consolidation of general fund and Indirect Cost Return (ICR) fund numbers centrally on campus.
- ***All departments will be required to supply account numbers that will accept 07427 funding for new grants awarded during the 2017-2018 academic year.***
- The application process for the small grant in aid program has changed. Please see the new instructions under **APPLICATION PROCEDURES**.

The Committee on Research is now accepting applications from Academic Senate Members for the Small Grant in Aid of Research. Applications must be submitted by **Friday, March 17, 2017**, via the online application in the Academic Senate Information System (ASIS) (see **Application Procedures** for instructions). The grant amount is a fixed \$2,000. The grant funds can be expended over the two fiscal years: 2017-2018 and 2018-2019. **In no cases will unexpended funds be carried over after June 30, 2019.**

**ELIGIBILITY** for the Small Grant: All members of the Academic Senate whose standard faculty teaching load is equivalent to 16 quarter units per year and are making normal progress in the merit cycle are eligible for this program. Please refer to [Standing Order of the Regents 105.1](#) for information on Academic Senate membership. **Faculty on leave without pay (LWOP) are not eligible.** Faculty who have start-up or other grant funding and Emeriti may receive lower priority during the review of applications.

**Note:** The Academic Senate Committee on Research will offer grants through two programs (Small Grants in Aid and the larger New Initiative/Collaborative Interdisciplinary grants). Faculty awarded a New Initiative/Collaborative Interdisciplinary grant are not eligible for the Small Grant in Aid awards.

**ALLOWABLE EXPENSES:** All expenses in the furtherance of the applicant's research, **excluding faculty salaries**, are allowable as long as they meet university rules for eligibility. All books, films, equipment, etc. purchased with grant funds are the property of the University when they have served the grant holder's purpose.

**APPLICATION PROCEDURES:**

- 1) To complete the online Application for Small Grant in Aid of Research in the Academic Senate Information System (ASIS), login to ASIS at <https://asis.ucdavis.edu>.
- 2) Click the *Proceed* button and login with your Kerberos login and passphrase. Once logged in, click on the *Research Grants* tab at the top of the screen.
- 3) Select the *Research Grants* tab at the top of the screen and click on *Apply Now* under Small Grant in Aid of Research.
- 4) The following information will be pre-populated on the application form: Name, Email and Department. Please make sure that the information is correct.
- 5) Fill out the rest of the application using the following drop-down menus: Rank, Step and Year of Last Merit or Hire.
- 6) Enter the *Research Description* in the space provided. Please note that there is an 8000 character maximum, including spaces. Please also note that the system will time out after 120 minutes, so you may wish to consider copying and pasting from another document.

- 7) Click the *Submit* button to send your application.
- 8) You will receive a confirmation message on screen and an email once your application is successfully submitted.
- 9) Feedback on grant proposals will not be provided.

Applications must be submitted by 5:00 p.m. **Friday, March 17, 2017.**

Applicants will be notified electronically whether they have been awarded funds. Please contact Theresa Costa, Academic Senate Office, with any questions, at (530) 752-3917 or [tacosta@ucdavis.edu](mailto:tacosta@ucdavis.edu).

Diana Davis  
Chair of the Committee on Research