

February 4, 2009

TO: Full-Service Faculty  
FROM: Peter J. Kasvinsky, Dean of Graduate Studies and Research  
RE: Call for University Research Council Grant Requests

The **DEADLINE** for University Research Council grant requests in excess of \$500 is Wednesday, March 4, 2009. ALL requests (> \$500) for the 2009-2010 fiscal year will be considered at that time. The URC has indicated that its grant funds should be considered "seed" funding when external resources may be sought by applying faculty. For this reason, *the Leveraging Plan in the narrative section should be treated very seriously in your application*. In addition, the URC will not entertain requests for greater than \$5,000 in funds to support a faculty member's application/proposal.

The application form is available in iPDF and Word formats on the School of Graduate Studies and Research website. Additional copies are available in the School of Graduate Studies and Research in Tod Hall, Room 359, x3093. Requests for funds **must** be submitted on this form. If you have any questions about the URC and/or application procedures, please call the School of Graduate Studies and Research at x3093. Eligible applicants are full-service faculty at YSU. Eligible projects are those focused on research, scholarship and/or creativity.

URC funds **ARE** available for:

- 1) travel for the purpose of data collection;
- 2) postage, printing, supplies, and equipment; and
- 3) personnel (i.e., student assistance or other non-faculty).

Funds **ARE NOT** available for:

- 1) travel for the purpose of presenting or disseminating research results;
- 2) travel for training and/or faculty development;
- 3) instructional or institutional projects;
- 4) support for a project which is part of an advanced degree program of the applicant;
- 5) faculty salaries;
- 6) membership fees for professional organizations in which membership is held in the applicant's name;
- 7) salary support for clerical (non-research) personnel;
- 8) publication charges of completed scholarship/research; and
- 9) food and/or meals even if travel is partially supported by the URC.

Keep in mind that the application requires the signatures of your department chair and college dean. Please allow sufficient time for proposal review prior to the deadline of March 4, 2009. You should assume that your dean needs to receive the materials by February 27, 2009.

cc: Department Chairs  
Academic Deans