

College of Sciences and Humanities Supplemental Funding Guidelines

Introduction

Departments¹ may apply to the CSH Dean's Supplemental Fund for funding special projects. The fund may vary in amount from Academic Year to Year, depending on the college budget status. The department chair will submit applications. The dean will select those best meeting the goals of significance and feasibility of the project, high educational impact on the college or wider campus community, connection to one or more goals of the university's Strategic Plan, and budget considerations.

Eligibility

Any CSH department can apply for up to \$500 to help fund a special project, such as a speaker, workshop, conference, retention or recruitment event, student group travel, special instructional activity, and the like. The project should be expected to have a high degree of impact on some sector of the college and/or larger campus community and should relate to one or more goals in the university's Strategic Plan. Departments that have received funds in a single Academic Year are not eligible to receive further funds that same year, whether or not the subunit of the department is different from the unit that already received that year, unless all applications deemed fundable from other departments have been funded. Faculty travel, equipment, library materials, remodeling, and the like are **not** eligible for funding.

Application

The department chair will submit a one-page application memo (with no smaller than Times New Roman 12 font), including the following:

1. Brief summary of function for which funds are being requested;
2. Brief statement of significance and feasibility;
3. Brief statement of expected educational impact on some sector of the campus community;
4. Connection to one or more goals of the university Strategic Plan;
5. Statement of financial need with brief budget, balance of department's foundation funds, and list of possible supplementary funding from other sources, as needed.

Deadlines

Fall: Review begins September 1 for Fall Semester events

Spring: Review begins January 15 for Spring Semester or Summer events

Approved February 19, 2020

¹ Here, the term "department" is meant to include the Women's and Gender Studies Program.