# CAHSS Dean’s Research Fund - CDRF

UMBC’s College of Arts, Humanities, and Social Sciences (CAHSS) is pleased to announce the next round of the CAHSS Dean’s Research Fund (CDRF). Funds supporting this initiative are provided by the Office of the Dean of CAHSS. This competitive funding opportunity is **open twice per academic year** and provides up to **$5,000** to support the research and creative achievement endeavors of **CAHSS tenured and tenure-track faculty and lecturers**. Faculty on visiting or short-term appointments are not eligible to apply.

Funds will support developing or established scholarly and creative projects. Awarded funds will be available through the end of the following fiscal year (i.e. funds awarded in Academic Year 2023-2024 must be used no later than June 2025).

**Items that are eligible for CDRF funding include**: books, editing services, equipment, journal page costs, materials and supplies, publication subventions, research participant costs, travel, UMBC undergraduate or graduate student support, and other items necessary for research endeavors. CDRF funds may also be used as payment to reviewers or consultants, who are specialists in your field, for their substantive feedback on your book manuscript or your grant/fellowship proposal to external sponsors. No faculty salary support or course releases may be funded through this initiative.

**Expected of recipients:**

Following completion of the grant term, awardees will be required to provide evidence of work produced and a short report (sent to Tammy Brown [tbrown@umbc.edu](mailto:tbrown@umbc.edu)) describing how funds were spent and how any equipment purchased has been designated for continued College use.

**Application Guidelines:**

* **Cover sheet**: Chair’s signature and Applicant signature are required. (Scroll down for a copy of the Cover Sheet).
* **Narrative**: A narrative of up to 3 pages, written in non-technical language, providing a clear and concise statement of the aims and significance of the project, timeline, methods, and proposed outcome. Narratives should also indicate the current stage/phase of the research project. Texts exceeding the limit will not be considered.
* **Budget**: A one-page budget and a budget justification explaining how/why the requested funds would be spent. If the total need is greater than the amount requested, please explain the total expenses and whether and from what sources other funds have been or will be obtained. If funds will be used to hire student assistants, those students must be UMBC undergraduate or graduate students.
* Incomplete applications will not be considered. Limit one application per faculty member per funding cycle. Faculty may reapply in the fifth semester after receiving an earlier award. For example, if the grant is approved in Fall 2023, recipients may not reapply until Spring 2026. Proof of IRB approval, when appropriate, is required prior to funding.

**Evaluation Criteria:**

Applications will be reviewed by the CAHSS Research Advisory Committee, which will make recommendations to the Dean. Proposals will be judged on:

* Quality of the proposed project
* Feasibility of the work
* How the project will benefit from CDRF assistance.

**Deadline:**

Fall semester: **October 15**

Spring semester: **March 1**

Completed proposals and supporting documents must be uploaded as **one pdf document** directly to the Box folder specified here: [CDRF\_\_\_.rdiuxv0zh9tm4k4r@u.box.com](mailto:CDRF___.rdiuxv0zh9tm4k4r@u.box.com)

**Questions:**All questions should be directed to Associate Dean Preminda Jacob ([pjacob2@umbc.edu](mailto:pjacob2@umbc.edu))

*Last updated September 08, 2023.*

# CAHSS DEAN’S RESEARCH FUND APPLICATION: COVER SHEET

APPLICANT NAME:

DEPARTMENT/PROGRAM:

ACADEMIC RANK:

E MAIL: PHONE:

PROJECT TITLE: \_

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| CURRENT EXTERNAL OR INTERNAL (including sabbatical) RESEARCH SUPPORT (NOTE THE PRECISE START AND END DATES FOR CURRENT RESEARCH): |
| PREVIOUS 5 YEARS EXTERNAL OR INTERNAL RESEARCH SUPPORT (INCLUDE DATES AND AMOUNTS): |
| OTHER CONCURRENT OR PENDING APPLICATIONS?  Yes No |
| If yes, please specify source (select all that apply):  UMBC START UMBC SFF UMBC CIRCA/CAHSS SFRF  DRESHER/CAHSS SFRF IRC/CAHSS SFRF MIPAR/CAHSS SFRF  CAHSS Research Fellowship \_\_CAHSS Pedagogy & Teaching Award  \_\_ CAHSS Student Research Assistance |
| Other: |

***I have read and accept the conditions of the CDRF program:***

APPLICANT'S SIGNATURE: DATE

CHAIR'S SIGNATURE: DATE