

**UNIVERSITY COMMITTEE ON RESEARCH IN THE HUMANITIES AND SOCIAL SCIENCES: REQUEST FOR RESEARCH ASSISTANCE**



For consideration please complete sections A through F in their entirety. Upon completion, this form must be submitted to your department chair, who must complete the recommendation section and forward the form to the Secretary of the Committee, Office of the Dean of the Faculty, 9 Nassau Hall.

Date: \_\_\_\_\_ University ID#: \_\_\_\_\_  
Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Dept.: \_\_\_\_\_ Academic Rank: \_\_\_\_\_  
Period of Use (dates): From: \_\_\_\_\_ To: \_\_\_\_\_ Amount of Request: \$ \_\_\_\_\_  
(Not to exceed 6 months) (Please round to nearest dollar)  
Title of Project \_\_\_\_\_

All proposals will be considered for funding from the University Research Fund. Your proposal may also be considered for funding from the special funds listed below and administered by the University Committee on Research. Please check the box below for consideration from these funds in addition to the University Research Fund:

- William Hallam Tuck '12 Memorial Fund** – Request for support from the Tuck Fund must outline how your work abroad will be incorporated into your instructional activities. The fund can be used to fund “faculty members who desire to travel abroad to enhance their knowledge of their teaching capabilities. Consideration is also given to those members working in the study of developing countries and applying their skills to helping those countries.”
- Anonymous, Undergraduate Research Assistants in Humanities and Social Sciences Fund** – Request for support from this fund is restricted for support of undergraduate research assistants only. The proposal and award must meet the following criteria:  
*A student holding a research assistantship supported by the Anonymous Fund may be paid for doing as many as, but no more than, 320 hours of research assistance in an academic year and for as many as, but not more than, 520 hours of research during the summer. The hourly rate for research assistance must be finalized with Student Employment through their hiring system called JobX prior to submitting a request to the Committee. Eligibility for an assistantship supported by the Fund shall normally be limited to students who are candidates for the degree of Bachelor of Arts at Princeton.*

All applications for grants from the University Committee on Research in the Humanities and Social Sciences should be as fully detailed and supported as for a grant application to an outside funding agency. Lower priority generally will be assigned to repeated requests for support of what is essentially the same phase of the same research project. At the same time, however, the Committee recognizes the complex needs of long-term projects. The scope of such projects should be outlined in the initial request for support so that the Committee can gauge the extent of support it may be able to provide over time. By the same token, requests for additional support of the project must include a detailed statement that outlines what was accomplished during the earlier grant and how the work now proposed differs from it.

**A. TITLE AND DESCRIPTION OF THE PROJECT.** Please attach a description of the project on a separate page, specifying its purpose, the methods to be employed, and, as appropriate, the results expected. Request for support from the Tuck Fund must outline how your work abroad will be incorporated into your instruction. Please limit the proposal to 4 - 6 pages.

**B. RESULTS OF PREVIOUS GRANTS.** Please attach a list of publications that have resulted from research supported by previous grants from the Committee.

**C. THE FOLLOWING ITEMS MUST BE ADDRESSED IN YOUR PROPOSAL:**

1. Present state of the project.
2. Probable duration of the project in its current phase.
3. Describe how you are utilizing your discretionary research fund for the current year.
4. The amount of your discretionary research fund that may be available to support the proposal.

Please review the UCRH&SS Guidelines for Applying for proposal restrictions and guidelines. They may be found on the Dean of the Faculty website, <http://dof.princeton.edu/>.

**D. RECOMMENDATION BY DEPARTMENT CHAIR:** *(This recommendation is required by the Committee prior to their review.)  
Please provide a short paragraph describing your support of the application.*

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SIGNATURE OF DEPARTMENT CHAIR

Date

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**E. OTHER SOURCES OF SUPPORT:** Members of the faculty are expected to fully explore other sources of support, both inside and outside the University, before requesting a grant from the Committee. The Committee looks favorably on applications with support from other sources and is favorably disposed to match departmental support. Grants to complement other support will be made whenever possible.

Please indicate if you have applied for support for this project from any of the following sources. Application processes for the programs listed are separate from the UCRH&SS application process and may have different deadlines.

- Yes  No      250th Anniversary Fund for Innovation in Undergraduate Education (Dean of the College)
- Yes  No      Barr Ferree Foundation Publication Fund (Art & Archaeology)
- Yes  No      Global Collaborative Networks Fund (Council on International Teaching and Research)
- Yes  No      PIIRS Research Communities (Princeton Institute for International and Regional Studies)
- Yes  No      Stanley J. Seeger Fellowships for Research in Greece (Program in Hellenic Studies)

Please list other sources of funding to which you have applied, both inside and outside the University. Include the amounts requested or already received in support of the proposal.

**F. PROPOSED BUDGET (Requests for less than \$150 will not be considered)**

The application may include a request for funding from any combination of the resources available from the UCR. Awards are made at the discretion of the Committee and dependent upon available resources.

**ANONYMOUS**

**UNDERGRADUATE RESEARCH ASSISTANCE**

(complete for requests to the Anonymous, Undergraduate Research Assistants in the Humanities and Social Sciences Fund ONLY)

**Academic Year:**

\_\_\_\_\_ hours at \$ \_\_\_\_\_ per hour (maximum 320 hours) \$ \_\_\_\_\_

**Summer:**

\_\_\_\_\_ hours at \$ \_\_\_\_\_ per hour (maximum 520 hours) \$ \_\_\_\_\_

**Funds may only be used to support UNDERGRADUATE research assistants and must meet the following criteria:** You may request support for as many as, but no more than, 320 hours of research assistance in an academic year and for as many as, but not more than, 520 hours of research during the summer. The hourly rate for research assistance must be finalized with Student Employment through their hiring system called JobX prior to submitting a request to the Committee. Eligibility for an assistantship supported by the Fund shall normally be limited to students who are candidates for the degree of Bachelor of Arts at Princeton.

**TOTAL** (Please round to the nearest whole dollar) \$ \_\_\_\_\_

**UCR AND TUCK FUND**

**TRAVEL:**

To \_\_\_\_\_ \$ \_\_\_\_\_  
(airfare/round-trip costs)

Other travel expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(airport transportation; ground or rail transportation within the country)

**TOTAL TRAVEL REQUESTED:** \$ \_\_\_\_\_

**COST OF LIVING DIFFERENTIAL**

From \_\_\_\_\_ to \_\_\_\_\_ (dates) \$ \_\_\_\_\_

Reimbursement of expenses up to \$2,800 per month for no more than two months or up to \$100 per day for up to two weeks when research requires residence away from home.

**GRADUATE (OR OTHER) RESEARCH ASSISTANCE**

\_\_\_\_\_ hours at \$ \_\_\_\_\_ per hour (maximum 400 hrs) \$ \_\_\_\_\_

Student research assistance should be paid at prevailing wage rates. For graduate students, \$15.00 to \$22.50 per hour would be appropriate for library research.

**RESEARCH MATERIAL**

Material purchased with funds granted by the Research Committee reverts ultimately to the University. The applicant must refer all material to the Associate Librarian for Reference and Collection Development to determine whether the University wishes ultimate possession.

\$ \_\_\_\_\_

**SUBVENTION OF PUBLICATION**

(Applications should include a copy of the publisher's request for the subvention)

\$ \_\_\_\_\_

**INDEXING**

\$ \_\_\_\_\_

**TRANSLATION** Number of pages \_\_\_\_\_ at \$20.00 per page

\$ \_\_\_\_\_

**OTHER**

Please attach a detailed explanation of the use of 'other' funds if additional space is needed

\$ \_\_\_\_\_

**TOTAL** (Please round to the nearest whole dollar) \$ \_\_\_\_\_

## SUMMARY GUIDELINES

(for more information on these and other guidelines, please see Guidelines for Applying:  
<http://dof.princeton.edu/> and search for 'UCRHSS')

**COURSE DEVELOPMENT:** The Committee does not consider requests for assistance with course development other than those that fall under the guidelines of the Tuck Fund. Faculty should submit requests for support from the Dean of the College 250<sup>th</sup> Anniversary Fund for Innovation in Undergraduate Education.

**COST OF LIVING DIFFERENTIAL:** Up to \$2,800 per month toward daily living expenses may be requested for a period not to exceed two months (for two weeks or less, up to \$100 per day). For periods greater than two weeks and less than one month, the maximum will be calculated on the fraction of the month in which the travel takes place rounded up to the nearest multiple of \$100. The cost of living differential is not the equivalent of a per diem. The COL differential is intended to support a portion of the applicant's daily living expenses however in many cases may not cover those expenses in full.

**INDEXING:** Indexing services contracted outside the University must adhere to Finance and Treasury policies and procedures for onboarding domestic and foreign suppliers and/or engaging with independent contractors.

**RESEARCH ASSISTANTS:** A strong effort should be made to employ Princeton students as research assistants. If Princeton students cannot be employed, all other research assistants will be subject to the fringe benefit rate which will be charged against the total grant awarded by the Committee. You must explore the availability of work-study funds before submitting your request. In your request for research assistance, please distinguish between the research assistant's duties as mechanical, perfunctory, scholarly, etc. as opposed to the primary work of the author. The Committee stresses the need for a very detailed explanation of the research assistant's duties. The Committee looks favorably on original archival research conducted directly by the applicant.

**RESEARCH MATERIALS:** Material purchased with funds granted by the Committee reverts ultimately to the University. The applicant must refer all materials to the Associate Librarian for Reference and Collection Development to determine whether the University wishes ultimate possession. Requests for funds to purchase equipment of any kind will not be considered.

**SUBVENTION:** The Committee will consider support for subvention of the initial publication of the product of primary research. (Translation of materials previously published by the applicant will not be supported.) However, the Committee seldom can cover the total cost of publication. Applications must include a copy of the publisher's request for the subvention along with a detailed budget. Applications without the publisher's budget information will not be considered.

**TRAVEL:** Where travel is essential for research, the Committee will consider a request for reimbursement of expenses for: the cost of round trip air transportation at the lowest applicable rate. Support may be requested for other forms of research related travel, but is not provided for conferences, learned society meetings, or for residence in or near the applicant's home. Requests for assistance for more than one major research trip in a single year will be given low priority.

**TRANSLATION:** Support is provided for translating primary research materials and for proofreading manuscripts prepared by a non-native speaker for first-time publication; such support is generally through the use of student research assistance. Support is not provided for secondary publication in other languages of material originally published in English nor for secondary publication in English of material originally published in other languages when the applicant has received support from the Committee for the first publication.

**The Committee will not consider:**

- A new application when the applicant has not submitted the reports on previously completed grants.
- An application from a member who will not continue to serve as a full-time, regular faculty member in the following academic year.
- More than one research project per faculty member per meeting.
- Any research project that is part of a doctoral dissertation prior to the completion of the degree.
- An application without a full statement of support from the chair.
- Requests for research assistance that result in a commercial product such as a textbook.
- Requests for travel assistance for anyone other than the applicant except in the case of a finalizing meeting with a collaborator which may be permitted for one trip on a case-by-case basis.
- Requests for assistance to fund Festschriften.
- Requests to purchase equipment of any kind.
- Requests for travel to attend conferences, learned society meetings or for residence in or near the applicant's home.