UCLA Academic Senate
Council on Research

RESEARCH ENABLING GRANTS POLICY

Allocation of funds are governed by the Council on Research/Faculty Research Grants Program.

Eligibility

1. Persons on Active Duty
   Any member of the Academic Senate Los Angeles Division, including emeriti professors are eligible to apply.

2. Persons on Leave
   Any member of the Academic Senate Los Angeles Division Individuals on sabbatical or other UC-paid leave, are eligible to apply. For a full list of eligible members, please click HERE.

Application Guidelines

1. Application Process
   a. Applications are available on the Academic Senate Faculty Grants Program page or by clicking HERE.
   b. Once you complete all fields, submit your application via email to researchgrants@senate.ucla.edu as a PDF attachment. Indicate your name and the type of grant (Research Enabling Grant) on the subject line.
   c. No more than one proposal per Academic Senate member may be submitted in a fiscal year.

2. Timeline
   a. The call for proposals will be released at the end of the fall quarter. Specific dates will be posted on the Faculty Research Grants web page.
   b. Proposals will be reviewed in the Winter and Spring quarters applicants will receive notices of grant decisions by the end of May.
   c. Funds will be transferred to the department in July when the new fiscal year begins.

3. Review Process
   a. Proposals are reviewed by the Faculty Grants Program Committee, which includes Senate faculty members across campus and represents a wide variety of disciplines.
   b. In general, the proposal should be specific, well-defined, written with clarity, and should be understandable to a non-expert reader.
   c. Funding is competitive on the basis of scholarly excellence based on the following priorities:
      i. The quality of the proposal.
      ii. Justification of the requested budget.
      iii. The investigator’s prior record of scholarly productivity

4. Grant Terms
   a. The grant period is from July 1 to June 30. Funds may be expended at any time during the fiscal year subject to local accounting rules.
b. Unused funds can be carried forward for one year, subject to the approval of the Council. If an applicant is unable to use the funds, early notification to the Council may allow reallocation to meet other needs.

c. The applicant’s department is responsible for timely submission of all vouchers, recharges, purchase requisitions, etc. covered by the award.

Strong preference will be given in the award process to applicants whose total research support does not exceed $50,000 for the 2017-2018 academic year (this includes funding from external agencies only).

**Allowable and Unallowable Expenses**

**Budget:** Applicants may request a total budget of up to $2,000.

**Allowed Expenses**

a. **EXPENDABLE SUPPLIES** – Research related equipment/items, except generic office supplies. The research-related nature of these items must be itemized and justified. Title to non-inventorial equipment/items, regardless of cost, is held by UCLA [UC Regents].

b. **RESEARCH ASSISTANT** – Preferably Graduate or Undergraduate students, whose services are used to aid the research of the principal investigator. REG funds may not be used to support the student’s dissertation research.

c. **FIELD EXPENSES (Research Travel)** – Only travel taken for the purpose of gathering research. REG grants may not be used for attending conferences. Destination and purpose of travel must be described clearly.

d. **REPROGRAPHIC SERVICES** – Research related copying charges and costs of imagery reproduction and permission (justification required).

e. **COMMUNICATION EXPENSES** (e.g., Fax, Telephone and Mail) – The portion of these charges that is directly related to the research project may be requested. The research-related nature of these charges must be itemized and justified. **Note:** Does not support lease/purchase of equipment or service contracts.

f. **OTHER EXPENSES** (including Patient Care/Subject Costs) – This category is intended to designate research-related expenses not covered in preceding categories.

**Unallowable Expenses**

a. Basic cost of departmental infrastructure (teaching/instruction & administration), repairs or maintenance of equipment.

b. Purchase of non-research specific equipment, e.g., telephones, FAX machines, cellular telephones.

c. Purchase of books, reprints, periodicals, office furniture.

d. Purchase of basic office supplies.

e. Publication costs or subventions to publishers; preparation of textbooks.

f. Any costs associated with teaching or instruction; membership fees.

g. Conference travel. ([Apply to COR’s Conference Travel Program.](#))