

THE CLARK FUND

The original terms of Joseph H. Clark's bequest provide for a permanent fund, "the income of which shall be devoted to the encouragement and advancement of original research in such manner as the President and Fellows of such College shall deem best." The Committee on Faculty Research Support administers these funds.

These funds are to be used for faculty research purposes, such as paying undergraduate and graduate students for research assistance, obtaining or duplicating documents or other research materials, traveling to research sites, or acquiring a computer or other equipment needed to carry out research tasks.

The Committee will review requests for funds based on the Budget submitted and in accordance with the following guidelines:

1. The maximum award is \$6,000 over any three-year period. Both junior and senior faculties are encouraged to apply.
2. Applications for travel or a computer should explain why the travel or computer is necessary for the research project.
3. The Committee strongly encourages requests for matching funds and grants that make use of the Faculty Aide program, student work-study program, and graduate students, rather than more costly alternatives.
4. During any four year period, individuals may request funds to purchase only one computer from either the Clark or Tozier Fund.
5. The Committee is ordinarily unable to provide support for faculty salaries.
6. The Committee does not provide support for conference travel.
7. Applications to both the Clark and Tozier Fund for the same research project, will only be eligible for one grant.
8. Applications to both the Clark and Tozier Fund for different research projects, will be considered based on available resources and the nature of the projects.

Please answer each question on the application and include a detailed budget explaining how each request relates to the current research. In accordance with standard University practice, nonexpendable materials purchased with grant funds revert to the appropriate division of the University upon completion of the work for which a grant is made or when the faculty member leaves the University. Computers and other forms of equipment should remain with the department. Microfilms, photocopies, or any books purchased, because they were not available in our libraries, should be deposited with the appropriate division of the University Library.

ELIGIBILITY:	Voting members of the Faculty of Arts and Sciences and FAS Emeriti Faculty Members.
WHEN TO APPLY:	Applications must be <u>received</u> in the Financial Office by Wednesday, October 10, 2007 for January 1, 2008 awards.
WHERE TO APPLY:	Completed applications should be submitted to Sue Rose, 1414 Massachusetts Avenue, Room 477.
AWARD LEVELS:	Up to \$6,000 over three years. Grants awarded remain available for two years.

**APPLICATION FOR ASSIGNMENT OF FUNDS
BY THE
COMMITTEE ON FACULTY RESEARCH SUPPORT**

Application for:

The Clark Fund

Submit application to Sue Rose, 1414 Massachusetts Avenue, Room 477.

Name: _____ **Harvard ID#:** _____

Title: _____

Department: _____

University Address: _____

Telephone Number: _____

Title of Project:

Detailed Description of Project:

Detailed Budget (see attached "Sample Budget" and please be specific about how each line item relates to the research project):

Previous Receipt of Funds:

<u>Title of Fund</u>	<u>Year Awarded</u>	<u>Amount</u>
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Would the grant, if awarded be sufficient to complete the project?

Is this a new project, or continuation of an ongoing project?

If it is a continuation:

- a) **How was it supported in the past?**

- b) **In what amounts?**

- c) **Reasons, if known, for discontinuation of support.**

Is any other application pending for support of this same work? If so, to what source?

Do you have a plan for publishing the results of your investigation? If yes, how do you propose to meet publication costs?

It is understood that nonexpendable materials purchased with funds assigned through this process revert to the appropriate division of the University when you have completed the work for which a grant is made. Microfilms, photocopies, or any books purchased because they were not available in our libraries should be deposited with the appropriate division of the University Library. Computers and other equipment should remain in the department.

Signature

Date

SAMPLE BUDGET

<u>COMPUTER BUDGET</u>	<u>AMOUNT</u>
Computer - Make/Model/Memory	\$\$\$
Monitor - Make/Model (if priced separately)	\$\$\$
Keyboard (if priced separately)	\$\$\$
Accessories such as (if priced separately):	
CD-ROM	\$\$\$
Modem	\$\$\$
Zip Drive	\$\$\$
Cables	\$\$\$
Warranty Information	\$\$\$
Printer - Make/Model	\$\$\$
Software (Please use Harvard Site Licenses Agreements whenever possible.)	\$\$\$
Total Requested	\$\$\$

<u>TRAVEL BUDGET</u>	<u>AMOUNT</u>
Airfare (i.e. Boston to Chicago R/T and dates of travel)	\$\$\$
Hotel – number of nights x rate	\$\$\$
Per Diem	\$\$\$
Ground Transportation	\$\$\$
Miscellaneous Charges, (i.e. photocopies, faxes, telephone chgs, gasoline, visa fees.) (Please break out these estimated miscellaneous charges as individual line items.)	\$\$\$
Total Requested	\$\$\$

RESEARCH ASSISTANT

Research Assistant: \$ ___/hr., X ___/total hrs. (\$10 per hr X 200 hrs = \$2,000)	\$\$\$
Miscellaneous Charges, (i.e. photocopies, faxes, telephone chgs, postage, supplies.) (Please break out these estimated miscellaneous charges as individual line items.)	\$\$\$
Total Requested	\$\$\$

***** Please be as detailed as possible when completing your budget and explain how each line item relates to your research.**

These sample budget formats are for example only.

If you have any questions when completing any portion of the application, please contact Sue Rose at 495-9729 or s_rose@harvard.edu.