

Smith College

Funding for Faculty Research, Teaching, & Professional Development

Moneybook 2024-2025

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SECTION 1: CFCD Funding

I. CFCD FUNDS FOR RESEARCH, TEACHING, PROFESSIONAL DEVELOPMENT

A. PURPOSE OF FUNDING

The Committee on Faculty Compensation and Development (CFCD) offers funding to support faculty members in their scholarly research, pedagogical and curricular development, professional development, and other professional activities.

The Associate Provost, Denise McKahn, serves as the Chair of CFCD. Elected members are listed at <https://www.smith.edu/about-smith/provost/governance-committees>.

For questions relating to CFCD funding, please contact Josh Parad, Senior Academic Budget Manager, at jparad@smith.edu or x3007, or Susanne Kiley, Grants Specialist, at skiley@smith.edu or x5541.

B. ELIGIBILITY FOR CFCD FUNDING

Eligible:

Persons with faculty appointments at Smith College of .5 FTE or greater in that year[1]

Ineligible:

Persons with faculty appointments of less than .5 FTE in that year

Staff members, pro rata instructors, and course support staff[2]

Persons who are not employees of Smith College

Currently appointed faculty remain fully eligible while on sabbatical, leave without pay, or released time for administrative duties.

Members of the faculty of the School for Social Work are eligible for School for Social Work Pre-Tenure Research Fellowships (pg. 24) but not for other CFCD funding programs.

Emeriti faculty are eligible for emeriti grants (pg. 15) but not for other CFCD funding programs.

All eligibility is calculated based on appointment by fiscal / academic year: July 1 – June 30.

C. ALLOCATION FUNDING

1. Description of Allocation

CFCD will provide an automatic annual allocation of research, pedagogical, and professional development funding to eligible faculty.

The 2024-25 allocation for a tenured/tenure-track or full-time non-tenure-track faculty member is **\$3,600**. Eligible non-tenure-track faculty members' allocations will be prorated to their appointment in that year (e.g. 0.75 FTE = **\$2,700** and 0.5 FTE = **\$1,800**).

Each eligible faculty member has a CFCD grant (code **SD-60xxx**, entitled "CFCD – [surname, given name[3]]") into which their allocation will be placed at the beginning of the fiscal year, and upon which they may draw throughout the year. To find this grant in Workday, look under 'Grants Manager' and the 'Internal Grants' tab.

Faculty do not need to apply in advance in order to draw upon their allocation for eligible expenses. Please see the next sections on accessing funds and on eligible and ineligible expenses.

At the end of each fiscal year, any remaining balance will revert to the Committee. Balances may not be carried forward into subsequent fiscal years, nor may allocations be 'borrowed against' in advance or combined with allocations from any other fiscal year. All expenditures against a given fiscal year must be submitted by June 30.[4]

If a faculty member overspends their allocation, they are responsible for covering the deficit via other appropriate College funding sources or personal funds as necessary.

2. Eligible CFCD Allocation Expenses

- Scholarly travel, broadly defined
 - e.g. conferences, field / archival research, lectures, performances, workshops, etc.
 - Travel, lodging, meals, registration fees, visa fees for international travel if required.

College Travel Policies: It is the College's expectation that traveling faculty make a concerted effort to keep lodging, meal, and transportation expenses at a reasonable and cost-efficient level. We include the General Services

Administration (GSA) maximum per diem rates for both lodging and meals by American geographical region, as a reference point for permissible travel expenses.

Ø Lodging: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Ø Meals: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Ø Travel: includes economy/coach airfare; mileage for personal vehicles or rental fees and gas for rented vehicles; parking; tolls; buses, trains, etc.

Note that travel and meals in the Five College area are not reimbursable.

- Registration fees for remote conferences, workshops, etc.
- Membership fees for professional organizations (up to \$300/fiscal year).
- Research supplies and materials, and related shipping costs where applicable.
- Off-campus photocopying, poster or Special Collections printing
 - Give your CFCD grant number to the Special Collections staff; they will charge it directly. Other off campus photocopying or printing needs will require an expense reimbursement.
- Publication-related expenses, such as subventions to publishers, image permissions, journal page fees, submission fees, etc
 - Service fees to contractors/organizations must be paid via invoice, rather than as a personal reimbursement for out-of-pocket expenses.
- Participant fees / incentives
 - Faculty in disciplines where survey/interview participant incentives are standard and expected practice may potentially be approved to purchase gift

cards or be reimbursed for cash gifts, but must contact Josh Parad for more information prior to purchase.

○ [Note that gift cards for any other purpose, or without prior approval, are prohibited]

· Computer / computer-related / technological equipment hardware and software

○ Maximum \$900 per year allowable

§ No distinction between software purchases or licenses

§ Includes peripherals and accessories

○ All computer-related purchases must be purchased through the Smith College Computer Store in order to allow the equipment to be asset tagged as college property. See "Access – Computer Store", pg. 10, for more detail.

All materials, including computer hardware and software, purchased with college funding are wholly the property of Smith College, and must be returned if/when the faculty member is no longer employed by the college.

Faculty are responsible for following all applicable college policies both while conducting research or development activities and when submitting reimbursement or payment requests.

IRB:

Faculty whose research includes any direct interaction with human subjects must contact the Institutional Review Board **prior** to conducting their research to determine whether a formal approval process is required.

CFCD emphasizes that the IRB process applies to scholars in all disciplines, including social sciences, humanities, and performing and studio arts, and that if the appropriate review and approval is not ensured prior to the research taking place, the College may need to deny or retract funding for noncompliant research.

Please review the full policy at <https://www.smith.edu/academics/institutional-review-board>.

3. Ineligible CFCD Allocation Expenses

CFCD allocation funding may not be spent on the following:

- Capital equipment
 - Defined as any piece of equipment with a total purchase price of over \$5,000
- Gift cards (prohibited under College policy[5])
- Books
- Periodical / journal / magazine subscriptions
- Office supplies (provided through department)
- Office furniture or furnishings
- Costs for preparation of routine coursework
- Regular on-campus or at-home printing / photocopying
- Telephone/cellphone or internet bills / purchases / costs (including related equipment)
- Course releases or supplemental salary
- Hiring research assistants (undergraduate or graduate) or temporary workers
- Expenses for other Smith faculty members or staff
- Expenses for students (e.g. conference travel)
- Expenses for non-Smith persons (including travel, meals, honoraria)
- Expenses related to job interviews

- Entertainment costs, including any meal/food costs in the Five College area
- Academic regalia
- Childcare, dependent care, travel for family, etc.
- Immigration / green card expenses (outside of visa expenses required in order to travel for work related purposes)
- Any expense prohibited by [overall college policy](#)

The Committee reserves at all times the right to award or deny in a fair and consistent manner reimbursements or payments for expenses not addressed under these guidelines.

Some expenses ineligible for CFCD funding may be covered through discretionary or starter grants: see pages 30-34 and the Appendix for more details.

4. Access / Reimbursements / Payments:

All expenses must follow Smith College policies for reimbursements and payments as set by the Controller's Office (<https://www.smith.edu/about-smith/controller/forms-policies>) and in accordance with applicable state and federal laws (e.g. IRS requirements). The following instructions apply to expenses from all funding sources, with some additional limits imposed by CFCD.

Faculty members can find their grant numbers and view their funding, expenditures, and balances in Smith College's ERP system, [Workday](#). Documentation on doing so is posted on the [Grants & Internal Grants Managers Financial Dashboard job aid](#) on the [Workday Help site](#). Contact Josh Parad or Susanne Kiley if you cannot see your grant(s) in the system.

-- Reimbursement

The primary form of access to funds is via reimbursement, applying mainly to travel costs, research supplies, conference fees, etc.: the faculty member incurs an expense and submits to the Provost's Office for reimbursement within 30 days, and the approved amount is direct-deposited to the bank account they have on record with the college. This process

typically takes 1-2 weeks depending on time of year, volume of requests, etc., but may take longer in some situations.

All reimbursements must be submitted through Workday. Documentation on [how to submit reimbursements](#) is posted on the [Workday Help site](#), and we strongly encourage all faculty to review it carefully; there are also periodic [training opportunities](#) to learn the system and ask questions.

Tips and reminders on submitting reimbursements:

- Obtain and keep copies of receipts for all expenses, as they are required for all reimbursements except those for mileage.
 - You will upload the receipts into Workday as part of the process. Multiple file formats are acceptable, including .jpgs and other image files.
- Faculty internal grants are categorized as **Smith Designated** accounting codes.
 - When completing a reimbursement, search for your name in the Smith Designated box, and your CFCD grant (and any other internal grants you have) will pop up.
 - Select the correct grant; the rest of the worktags will auto-fill (e.g. cost center, business unit, etc.) - **please don't change the defaults.**
- To split a single expense across more than one funding source, you **itemize** the expense by clicking the "Add" button under "Itemization." Full instructions are [posted here](#).
 - If you are coding the entire expense to a single funding source, do not itemize: the system will allow you to, but it is easier and more straightforward to code the funding source directly on the main page of the report.
- When submitting multiple individual but related expenses (e.g. all costs related to a conference), please submit them together in a single report with multiple expense lines, rather than singly with each report having only one expense. This will help make our review and approval of your reimbursement as efficient as possible.
- Expenses paid for with gift cards, reward points, store credit, etc. are not reimbursable.

As noted above, faculty do not need advance approval for eligible expenses. However, please note that if you submit an expense that is ineligible, you will not be reimbursed; if you do not have sufficient funding, you will be reimbursed only the amount that you have available from all applicable funding sources.

-- Deadlines for Reimbursement

Reimbursements / payment requests should normally be submitted in Workday for approval within 30 days of the expense being incurred or the work being done.

For conferences or other travel where multiple expenditures occur over a span of time, receipts may either be submitted at the time of expenditure (i.e. airfare purchased ahead of time) or all together in a single reimbursement immediately after the fact. However, no expense should be submitted more than 150 days after date of expenditure. The Controller's Office may decline to reimburse any expense submitted after that time.

Any reimbursable expense made in June must be submitted by June 30. This means **all expenses should be reimbursed against the fiscal year (FY) in which the expense took place**: e.g. conference travel that takes place in June should be submitted by the fiscal year-end deadlines and should not be submitted in July for reimbursement from the next fiscal year. For travel that spans fiscal years, this may require submitting two reimbursements, one for June expenses and one for July expenses.

The Controller's Office has final authority over the year in which an expense will be booked. CFCD will not carry forward or advance allocation funds between fiscal years to cover expenses if a faculty member has insufficient funding to cover their reimbursement from the proper fiscal year.

-- Payment of Invoices to External Vendors

In cases where an individual or business is to be paid for a service and will provide an invoice for payment (e.g. a copyeditor, page charges to a journal), payment must be issued directly from the College, rather than being reimbursed to the faculty member. This means that the faculty member is not out-of-pocket, and that the College can properly record and report the payment to that vendor to the IRS.[6] Failure to do so may have tax implications.

If you are not certain whether you should pay an expense yourself and be reimbursed, or have it invoiced and paid directly to the vendor, please contact Josh Parad (jparad@smith.edu).

[Full instructions on submitting invoices](#) are available on the Workday Help site, although when paying an invoice against an internal grant the only steps for which faculty are responsible are submitting the invoice and any necessary accompanying documentation; the Provost's Office and Accounts Payable staff will manage the remainder of the process.

To submit an invoice for payment:

- Email the invoice (and tax form, if applicable) to invoices@smith.edu
- The invoice filename should be as follows: Supplier Name_Invoice number_Funding source_Your surname
 - e.g. "Great Copyeditors Inc_12345_SD-60123_Smith"
- The email subject line should be the same as the invoice filename

If Smith College has not issued payment to this vendor before / recently, we will need a completed [W-9](#) (if they are a US person or entity for tax purposes) or [W-8BEN](#) (if they are a foreign person) / [W-8BEN-E](#) (if they are a foreign company) in addition to the invoice. You can check to see if the vendor is already set up in our system through the "Find Active Suppliers" report in Workday.[7]

If submitting the W-9 / W-8BEN for a new vendor, please attach it to the same email as the invoice and add "and W-9/W-8BEN" to the subject line as applicable. Please note that payments to new vendors typically take an additional 2-4 weeks to issue due to the vendor setup process and government reporting requirements.

Payment normally will be issued to all U.S. entities via hardcopy check; payments to foreign entities may be issued as a check or as a wire transfer. In cases where a wire transfer is necessary (e.g. payment must be issued in a foreign currency), please have the vendor complete the [wire transfer form](#) (posted on the [Controller's Office website](#)) with their

banking information, and submit the form along with the invoice as above. We recommend adding "WIRE TRANSFER" to the email subject line to alert the Accounts Payable staff that the invoice will need to be processed as such. Please note that an additional \$25 fee will apply and will be charged to the same funding source as the invoice.

-- Campus Computer Store

Faculty who purchase eligible computer/technological equipment, hardware, software, or accessories must do so through the Computer Store by charging their CFCD allocation (or other internal grant) directly. Faculty should give their grant number (SD-6xxxx) to the Computer Store staff, and the staff will charge the grant directly and email a copy of the receipt to the faculty member and the Provost's Office.

- Purchase through the Computer Store is to allow ITS to asset tag the purchase as college property, to ensure that the purchase meets college security and functionality requirements, and to enable ITS to provide support for the purchase thereafter.
 - As it is a college purchase, no sales tax will be levied.
- Faculty who have specific hardware/software needs should work with the Computer Store staff to order those items under the auspices of Smith College.
 - If the Computer Store is unable to order an item, but confirms that ITS will support it and authorizes the faculty member to purchase it elsewhere, it is allowable; please include a copy of the authorization from the Computer Store / ITS staff when submitting for reimbursement.
 - Please note that the Computer Store offers far more products than are visible on its website, and can special-order most items on request. Please contact the Computer Store staff directly (cstore@smith.edu) to discuss needs and availability.
- If a purchase is over the \$900 limit for CFCD, the remainder must be charged to another College funding source (e.g. discretionary or starter grant, department budget, etc.); it cannot be paid for personally by the faculty member, due to ownership/property right issues.

Faculty are responsible for ensuring that they do not exceed the annual \$900 maximum *or* their total available allocation balance when placing orders with the Computer Store.

-- Stockrooms

Faculty who purchase supplies through the [Science Center stockrooms](#) should give their internal grant number (SD-6xxxx) to the stockroom staff and charge their allocation directly. Faculty are responsible for ensuring that purchases are charged to the correct grant and that they do not exceed their available balance. Please remember to account for shipping charges.

-- Special Collections

Faculty who purchase scans of materials in the Special Collections may give their CFCD grant number to the Special Collections staff, who will submit the charges against the grant directly.

-- Campus Bookstore

Faculty who purchase materials to support their research or teaching at the campus bookstore must pay and submit for reimbursement, but should tell the bookstore staff at the time of purchase that it will be covered by a college funding source, and not to charge tax. Some items may also be eligible for an employee discount.

-- Procurement Cards

At this time, faculty may not use procards, departmental or otherwise, for CFCD expenses. Expenses that are made on a procard will not be approved to charge to CFCD.

D. CFCD EXCEPTIONAL SUPPLEMENTAL GRANTS

Faculty who expend their full allocation but have further funding needs for exceptional or critical research / teaching opportunities in that year may apply to CFCD for supplemental grant funding, prior to the relevant expense being incurred.

Faculty may apply for up to \$3,600 in supplemental funding each year (prorated to their normal maximum in that year if applicable). Funding is not guaranteed. Faculty should normally not expect to receive more than \$3,600 in supplemental funding during any 2-year period. Priority will be given to faculty who do not have other available research funding.

All parameters regarding eligible/ineligible expenses, maximum reimbursement limits (e.g. computer equipment), IRB review, and other relevant College policies as applicable to regular allocation funding apply also to supplemental funding.

The faculty member should already have expended or clearly committed (e.g. an imminent international conference) their allocation for the year prior to submitting an application. Faculty are expected to draw on and exhaust other available resources (e.g. through their department, other units, other discretionary grants) before seeking supplemental funding.

Submit applications online at <https://form.jotform.com/62343851256961>. Contact Josh Parad or Susanne Kiley with any questions.

E. CFCD STUDENT RESEARCH ASSISTANCE GRANTS AND FELLOWSHIPS

Eligible faculty may apply for Student Research Assistance Grants and Fellowships to fund meaningful research collaboration with Smith students during the academic year or summer. This funding is separate from and in addition to allocation funding.

Eligibility is determined by the same criteria as eligibility for CFCD allocation funding (see page 3), with the exception that junior tenure-track faculty with starter grants who are ineligible for allocation funding are eligible for student research assistance grants and fellowships.

The Committee will consider applications for the fall semester, spring semester, and summer. Apply online at <https://www.smith.edu/about-smith/provost/grants-funding>. Funding is not guaranteed.

Fall semester assistance grants (Sept-Dec): **6 September 2024**

Interterm/Spring semester assistance grants (Jan-May^[8]): **18 November 2024**

Summer assistance grants (June-Aug): **14 March 2025**

Summer undergraduate research fellowships (June-Aug): **21 February 2025**

Requirements:

- The faculty member must be eligible for CFCD research assistance grants and fellowships
- The faculty member must apply and be awarded funding
- The student(s) must be a currently enrolled Smith undergraduate^[9] who is on-campus at the time of work^[10]
- The student must be eligible to work in the U.S. and must submit all required employment documentation to Payroll
- The student must be on-campus: remote work is not permitted

- The project should engage the student in meaningful and substantive research with the faculty member. Teaching assistance, routine course preparation work, etc. are ineligible and should be requested through the department student worker budget.
- The summer undergraduate research fellowships are being piloted as a new category for AY 25. These student fellowship opportunities are intended to support faculty scholarship when the student independently collaborates with the faculty member on an approved research agenda to advance the student or faculty members research outcomes. These fellowships must be 6 or 8 weeks long during the summer months. Faculty of any discipline may request this student fellowship opportunity.

Budgets:

Faculty may choose to apply for funding during any or all of the above-mentioned cycles. The total student assistance and fellowship funding available for a faculty member to request in a single academic year is \$6,710.

For research assistance:

Upon receiving an award notification, faculty may hire one or more students at a time up to full-time work (10 hours/week during the academic term; 40 hours/week during J-term, spring recess, and the summer), subject to the total dollar amount of their award. Hourly wages are set by the Controller's Office in accordance with state and federal law:

Fall 2024 Rate	J-term/Spring 2025 Rate	Summer 2025 Rate
\$15.25/ hr	\$15.25 / hr	\$15.25 + 10% benefits

For summer research fellowships:

Summer undergraduate research fellowships must take place in either a 6 week or 8 week time period, on campus, during the summer. The pay rate used is the same as that used for research assistance, currently \$15.25/hr. As a result, a summer fellowship request will be made at a budgeted cost of either \$3,660 (6 weeks) or \$4,880 (8 weeks).

For Budget Tracking:

We ask faculty to pay close attention to their total budget and expenses before requesting additional research assistance or fellowships. For example, at each application round, the maximum budget eligibility for a faculty applicant is calculated as follows:

Fall grants – up to full annual maximum

Spring grants – up to full annual maximum, less any amount awarded for the fall

Summer grants and fellowships – up to full annual maximum, less any amount spent in the fall + any amount awarded for the spring

Please note that these are the maximum amounts, not the amounts which applicants will automatically be awarded; funding at any level is not guaranteed. Further, unspent funds may not be carried forward into the immediate subsequent round. Faculty are encouraged to be realistic in their estimates so as to conserve funding eligibility for future applications in that year and for consideration of support to other faculty.

Each faculty recipient will have a distinct CFCD Student grant (code **SD-62xxx**) set up for them, separate from their regular CFCD allocation grant, into which their award funding will be placed and to which all student positions should be charged. Once set up, faculty will retain the same grant number for CFCD student research assistance grants across years.

Hiring:

For research assistants: Faculty must hire their students through Workday prior to the student beginning any work and approve their timesheets on a regular weekly or biweekly basis. Please note that students must submit the required employment documentation to Payroll before they can be hired.[12]

For research fellows: Students will receive summer fellowship awards from the CFCD Student grant SD-62xxx fund established for each faculty member.

Faculty are responsible for ensuring that they do not exceed their awarded budget. Please note that if a student works multiple jobs in the summer, they may go into overtime, which is paid at time-and-a-half; please work with your students to ensure this does not happen. If a faculty member overspends their awarded grant budget, they are responsible for covering the deficit via other appropriate College funding sources or personal funds as necessary.

F. EMERITI GRANTS

Retired emeriti faculty are not eligible for CFCD allocation, supplemental, student research assistance, or endowed grant/fellowship programs, but may apply for funding to support substantive research work through the emeriti grant program. Eligibility policies are the same as for the CFCD allocation (see pages 5-7), except that student research assistance may also be requested.

Emeriti are eligible for up to **\$1,800** in CFCD funding in each fiscal year; they must apply in advance prior to expenses being incurred, and funding is not guaranteed. CFCD emeriti funding may not be carried forward into subsequent fiscal years, be 'borrowed against' in advance, or combined with funding from any other fiscal year. Emeriti with extant discretionary funds (see Section 2) are ineligible for CFCD funding until such resources are expended.

Submit applications via email to Josh Parad (jparad@smith.edu) and Susanne Kiley (skiley@smith.edu), describing the activity to be funded, when it will occur, and the total anticipated budget. Applications will be considered on an ongoing basis.

Eligible expenses include:

- Scholarly travel (broadly defined)
- Required publication fees, permissions, etc.
- Research supplies
- Smith student research assistance (not fellowships)

Ineligible expenses include:

- Equipment
- Professional memberships
- Books; periodical / journal subscriptions
- Office furniture, office supplies
- Expenses for persons other than the applicant

Telephone or internet-related bills or purchases

Reimbursement requests should be submitted within 30 days of the expense being incurred, or by June 30 if at the end of the fiscal year.

All reimbursement and payment requests are now submitted electronically through Workday; hardcopy or emailed payment requests will not be accepted. Please see pages 8-11 for instructions and links on how to submit reimbursement requests or invoices to be paid.

Please contact Josh Parad (jparad@smith.edu) or Susanne Kiley (skiley@smith.edu) with questions.

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G. CONNECTIONS FUND GRANTS

The Connections Fund Grants provide support for untenured, tenure-track faculty members and teaching postdoctoral fellows[13] to bring established scholars in their field to campus.

This fund is designed to advance the scholarly work of new faculty members and to increase familiarity in the campus community with the kind of research done by newer Smith faculty members. Eligible faculty members are therefore encouraged to apply early in their untenured years.

Please note that tenure-track faculty members who are temporarily ineligible for allocation funding due to the terms of their starter grants retain eligibility for Connections Fund grants in order to support their pre-tenure scholarly development and integration in the College community.

Eligible junior faculty may apply for up to \$2,500 in funding during the whole of their probationary period to invite established scholars working in their field to Smith for the purpose of a guest lecture, panel discussion, or other appropriate intellectual exchange.

Uses:

Connections Funds may not be used to support the Smith faculty member's travel to other locations.

Funding may normally be used for modest honoraria for visiting scholars, for the visitors' travel, lodging, or meals, or for event publicity or related expenses.

Expenses may be submitted to the Provost's Office to be paid directly from the Connections Grant, or may be paid out of the department budget and a transfer requested to reimburse the department.

To Apply:

The junior faculty member should complete the Connections Fund application form (<https://form.jotform.com/82345430351954>; also linked from the [Provost's Office website](#)), preferably at least one full month prior to the proposed visit.

Contact Josh Parad with any questions.

II. FACULTY FELLOWSHIPS FOR RESEARCH

Special endowed faculty fellowships for research are available on a competitive basis to members of the undergraduate tenured and tenure-track faculty and to renewable lecturers and senior lecturers at Smith College:

- A.** American Academy in Rome Fellowships for faculty members in all fields to study in Rome
- B.** Bradley Fellowships for faculty members from the French or German Departments
- C.** Harnish Fellowships and Grants for faculty members in the fine and performing arts
- D.** Mid-Career Fellowships for associate professors 8 or more years in rank in all fields
- E.** Picker Fellowships for junior tenure-track faculty members in all fields

See also **III.B: Dorius/Spofford Fellowships** and **III.C: Fine Fellowships**, which may be used for curricular development *or* to support research.

In addition, the following is available on a competitive basis to untenured, tenure-track members of the faculty of the School for Social Work only:

- F.** School for Social Work Pre-Tenure Research Fellowship

The application guidelines for these fellowship programs are set out below, along with any special criteria that may apply. Completed applications are due to the Provost's Office on or before the dates given below. Further information is available from Denise McKahn and Josh Parad.

Awards will be made by the associate provost and the Committee on Faculty Compensation and Development. All applications should be written in language accessible to educated non-specialists.

Tenure-track faculty members who are temporarily ineligible for CFCD allocation funding as part of their appointment agreements retain full eligibility for Fellowships in this section in order to support their pre-tenure scholarly and pedagogical development.

Fellowships applied for in one year are awarded for the following year. The deadlines listed below are for applications for Fellowships to be held during the **2025-26 academic year**.

A. AMERICAN ACADEMY IN ROME FELLOWSHIPS

The mission of the American Academy in Rome, founded in 1894, is to foster the pursuit of advanced research and independent study in the fine arts and humanities. The Academy supports research and creative work in the following areas, among others: Ancient Studies, Archaeology, Architecture and Design, Art History, Historic Preservation, Italian Studies, Landscape Architecture and Botanic Gardens, Literature, Medieval Studies, Music Composition, Renaissance and Early Modern Studies, and Studio Art. See <http://www.aarome.org/>. As an institutional member of the American Academy in Rome, Smith College is entitled to name an Affiliated Fellow annually to a four-week residency at the Academy.

Purpose: The Affiliated Fellowship allows a Smith faculty member to spend four weeks at the Academy in Rome to pursue research, writing, or creative work with full access to the Academy's resources.

Eligibility: Applicants should hold a tenure-track, tenured, or core appointment at Smith College (any discipline). Preference is given to those who have not previously been an Affiliated Fellow.

Activities Supported: The Fellow will have access to all Academy trips and tours, concerts, conferences, exhibitions, lectures, readings, and symposia, as well as all scholarly resources such as the library, photographic archive, antiquities collection, and archaeology room. Smith College will cover the expenses of the Affiliated Fellow's housing and meal plan at the Academy. A single room is provided; at this time, the Academy cannot accommodate spouses or additional guests. Residencies are scheduled by the Academy and specific housing dates are subject to availability. The Fellow is responsible for airfare and any additional expenses related to the planned scholarly or creative work, but they may draw on allocation funding if desired.

Application Procedure: Submit a 2-3 page proposal outlining the proposed work and discussing the specific benefits to the recipient and the proposed work that would be provided by a residency at the Academy in Rome. Please also include a one-sentence abstract of the proposal for use in correspondence, formal records, etc. Please direct applications to CFCD, c/o Josh Parad, jparad@smith.edu.

For this award cycle, the residency would take place between **September 2025** and **July 2026**, pending availability of housing at the Academy; please indicate the preferred month(s) of residence in your application.

Report on Work: Fellowship recipients must submit a brief written report to CFCD (c/o Josh Parad) at the conclusion of the residency on all work undertaken.

Deadline: December 2, 2024

B. RUTH BAKER BRADLEY FELLOWSHIPS

Faculty members from the Departments of French or German may apply for funds to support research or curriculum development. The Committee makes every effort to ensure that the two departments benefit from the endowment in proportions which reflect their relative size.

Purpose: To support the scholarly and professional growth of faculty members in French and German Studies and support curricular development in those departments.

Eligibility: Applicants should hold a tenure-track, tenured, or core appointment in either the Smith College Department of French Studies or the Department of German Studies. Preference is given to those who have not previously received funding.

Activities Supported: Fellowships may be awarded for curriculum development or research-related expenses including but not limited to travel, student research assistance, supplies, publication support, etc. Where appropriate, an award may be split among several applicants.

Application Procedure: Submit a 2-3 page proposal and detailed budget, including the following: description of the project and work/research to be undertaken, methodologies to be employed, specific activities to be supported, estimated duration of the project, other resources to be drawn upon, and scholarly and curricular impact. Please also include a one-sentence abstract of the proposal for use in correspondence, formal records, etc. If the proposal involves course development, an endorsement from the department chair should be submitted. Please direct applications to CFCD, c/o Josh Parad, jparad@smith.edu.

Report on Work: Fellowship recipients must submit a brief written report to CFCD (c/o Josh Parad) at the conclusion of the grant on all work undertaken.

Deadline: December 2, 2024

C. HARNISH FELLOWSHIPS

Harnish Fellowships and Grants were established in 1983 through the generosity of Jerene Appleby Harnish, '16. Mrs. Harnish was a great friend of the fine and performing arts. It is fitting that she be remembered in a way that will long ensure the critical role of those arts at Smith College.

Purpose: To support the scholarly and professional growth and development of faculty members in the fine and performing arts.

Eligibility: Applicants should hold a tenure-track, tenured, or core appointment in the fine or performing arts at Smith and should have completed at least one full year at the College before submitting an application. A faculty member will not be permitted to hold a Harnish Fellowship more than twice in any five-year period.

Activities Supported: A wide variety of major projects in the fine and performing arts, including but not limited to expenses related to research (e.g. travel, student assistance, reproduction or license fees, publication support), art exhibitions, musical performances and theatrical productions. If the project involves the production of a CD, video, or other electronic storage medium, any expenses related to the reproduction and distribution of these media must also be included in the original proposal.

Harnish Fellowships may be awarded to support collaborative projects.

The Fellowships may be used to support a lighter teaching load for untenured faculty by providing release time from the teaching of one course during the academic year of the award where this is feasible from the standpoint of the Fellow's department. The department is guaranteed course replacement if a course release is awarded. Only one such course release may be obtained during the probationary period of any untenured faculty member. Harnish Fellowships may not be used to reduce a faculty member's teaching load to zero courses in any semester.

Funding for any one Fellowship may not exceed \$10,000 *or* one course release.

Application Procedure: The Harnish Fellowships are awarded on a competitive basis. Submit a 3-5 page project proposal and detailed budget, including the following: description of the project and work/research to be undertaken, methodologies to be employed, specific activities to be supported, estimated duration of the project, other resources to be drawn upon, and scholarly and curricular impact. Please also include a one-sentence abstract of the proposal for use in correspondence, formal records, etc. If a course release is requested, written approval of the department chair must accompany the application. Please direct applications to CFCD, c/o Josh Parad, jparad@smith.edu.

Duration of Awards: Harnish Fellowships are awarded for periods of up to one year, beginning in the summer following the application deadline and lasting until June of the following year.

Report on Work: All Harnish Fellows must submit a brief written report to CFCD (c/o Josh Parad) at the conclusion of the tenure of the fellowship on all work undertaken as a result of the fellowship.

Deadline: December 2, 2024

HARNISH GRANTS

Purpose: To support the purchase of supplies and equipment. Unlike Harnish Fellowships, which are awarded for specific projects, Harnish Grants (of up to \$1,500) are awarded for continuing or general needs, to get a potential project underway, or to complete a project in progress.

Eligibility: Applicants should hold a tenure-track, tenured, or renewable appointment in the fine and performing arts at Smith. Faculty holding Harnish Fellowships are not eligible for support from the Harnish grant program until the expiration of their fellowship. Preference is given to those who have not previously received funding.

Application Procedure: Applicants should submit a detailed budget and a one-page justification for the proposed expenditure to CFCD, c/o Josh Parad, jparad@smith.edu. Please also include a one-sentence abstract of the proposal for use in correspondence, formal records, etc.

Report on Work: Grant recipients must submit a brief written report to CFCD (c/o Josh Parad) at the conclusion of the grant on all work undertaken as a result of the equipment purchase.

Deadline: February 3, 2025

D. MID-CAREER FELLOWSHIPS

The Mid-Career Fellowships provide support for associate professors who have done exceptional and meritorious service for their department or the College at the cost of their scholarly productivity.

Purpose: To provide a course release for associate professors who have been in rank for eight or more years due to extraordinary service demands, particularly in the form of chairing departments or programs where senior faculty have not been available to share the service burden and where there has been no course release granted for chairing.

Eligibility: Applicants must be associate professors with tenure at Smith and have been in rank for 8 or more years at the time of application.

Activities Supported: A course release, with replacement, to enable significant progress on a major scholarly work that will support the candidate's promotion dossier. Where possible, the applicant's department will provide or contribute to funding for the Fellowship from endowed or current-use gifts; the Provost's Office will provide funding if the department has no such gifts.

Application Procedures: The Mid-Career Fellowships are awarded on a competitive basis, with normally 1 grant per year. Candidates must demonstrate convincingly that they have faced unusually high service expectations that have benefited the college in substantive ways and, furthermore, they must demonstrate that a course release will allow them to make substantive progress on a major scholarly work.

Submit a 2-3 page proposal including the following: details of the service they have performed since tenure, including any compensation received for that service, and a description of how their service to the college demanded time that could not be spent on research; a description of the scholarly project they plan to pursue during the semester of the course release; the anticipated timeframe for submitting their dossier for promotion to full professor; a current CV; and a statement of support from their department chair(s). Please also include a one-sentence abstract of the proposal for use in correspondence, formal records, etc.

Duration: Mid-Career Fellowships are awarded nominally for one academic year, for a single course release to take place in a semester prior to the deadline for finalized promotion dossiers, at latest.

Report on Work: All Fellowship recipients must submit a brief written report to CFCD (c/o Josh Parad) at the conclusion of the fellowship on all work undertaken as a result of the fellowship, including any completed products, and including an updated timeframe for when they expect to submit their dossier for promotion.

Deadline: December 2, 2024

E. JEAN PICKER FELLOWSHIPS

Jean Picker Fellowships were established in 1981 through the generosity of Jean and Harvey Picker. Jean Picker (Jean Sovatkin '42) was a long-time servant of the College as a dedicated and insightful friend and Trustee; she gave years of outstanding service to the United Nations and to the cause of world peace. It is fitting that she should be remembered in a way that is of critical importance to the development of the faculty and the curriculum.

Purpose: To support the research and professional development of tenure-track faculty in any field.

Eligibility: Applicants must be untenured and hold a tenure-track appointment at Smith, and should have completed at least one full year at the College prior to submitting an application. Faculty may hold Picker Fellowships up to twice, only one of which may be for a course release.

Activities Supported: A broad range of projects and expenditures can be supported. These include but are not limited to research (research assistance, travel, library fees, laboratory supplies, reproduction of materials, etc.), writing, study, the preparation of new courses, artistic projects and productions, and other forms of professional and scholarly development.

The Fellowships may be used to support a lighter teaching load for untenured faculty by providing release time from the teaching of one course during the academic year of the award, where this is feasible from the standpoint of the Fellow's department. The department is guaranteed course replacement if a course release is awarded. Only one such course release may be obtained during the probationary period of any untenured faculty member. Picker Fellowships may not be used to reduce their teaching load to zero courses in any semester.

Funding for any one Fellowship may not exceed \$10,000 *or* one course release.

Application Procedures: The Picker Fellowships are awarded on a competitive basis. Submit a 2-3 page proposal and detailed budget, including: a description of the project and work/research to be undertaken, methodologies to be employed, specific activities to be supported, estimated duration of the project, other resources to be drawn upon, and scholarly and curricular impact. Please also include a one-sentence abstract of the proposal for use in correspondence, formal records, etc. If a course release is requested, written approval of the department chair must accompany the application. Please direct applications to CFCD, c/o Josh Parad, jparad@smith.edu.

Duration: Picker Fellowships are awarded for periods of up to one year, beginning in the summer following the application deadline and lasting until June of the following year.

Report on Work: All Picker Fellows must submit a brief written report to CFCD (c/o Josh Parad) at the conclusion of the fellowship on all work undertaken during the fellowship.

Deadline: December 2, 2024

F. SCHOOL FOR SOCIAL WORK PRE-TENURE RESEARCH FELLOWSHIPS

Purpose: To support the research and professional development of tenure-track, untenured faculty in the School for Social Work.

Eligibility: Applicants must hold a tenure-track appointment in the School for Social Work but be pre-tenure at the time that the fellowship would be held. Faculty may receive a maximum of one Fellowship during the probationary period.

Activities Supported: A broad range of projects and expenditures can be supported. These include but are not limited to research (research assistance, travel, reproduction of materials, etc.), writing, study, the preparation of new courses, and other forms of professional development.

The Fellowships also may be used to support a lighter teaching load for untenured faculty by providing release time from the teaching of one course or administrative assignments during the academic year of the award where this is feasible from the standpoint of the School. Only one such course release may be obtained during the probationary period of any untenured faculty member. The Fellowships may not be used to extend sabbatical leaves or leaves of absence from the College, or to reduce a faculty member's teaching load below workload policy minimums.

Normally, funding for any one project may not exceed \$10,000 or one course release.

Application Procedures: Fellowships are awarded on a competitive basis. No more than 1 Fellowship will normally be awarded per year. Submit a project proposal of 3-5 pages describing the purpose of the project, its scholarly significance, the methodologies to be employed, the specific activities for which support is sought, the estimated duration of the project, and the proposed budget. Please also include a one-sentence abstract of the proposal for use in correspondence, formal records, etc. Submit applications to CFCD, c/o Josh Parad, jparad@smith.edu.

Duration: Fellowships are awarded for periods of up to one year, beginning in the summer following the application deadline and lasting until June of the following year.

Report on Work: All Fellows must submit a brief written report to CFCD (c/o Josh Parad) with cc: to the Provost and to the Dean of the School for Social Work at the conclusion of the fellowship on all work undertaken as a result of the fellowship.

Deadline: February 3, 2025

III. FELLOWSHIPS FOR CURRICULAR DEVELOPMENT

Special endowed fellowships for curricular development are available on a limited basis to members of the tenured and tenure-track faculty and core and senior lecturers at Smith College:

- A.** Conway Fellowships for courses in all disciplines focusing on gender or women's experience
- B.** Dorius/Spofford Fellowships for courses or research related to civil liberties or sexual identity and expression
- C.** Fine Fellowships for courses or research related to Jewish and/or Holocaust literature or studies
- D.** Lindenauer Fellowships for curricular initiatives in theoretical and applied ethics
- E.** Rappaport Fellowships for interdisciplinary teaching in all fields

See also **II.B: Bradley Fellowships**, which may be used for curricular development *or* to support research.

The application guidelines for these fellowship programs are set out below, along with any special criteria that may apply. Further information is available from Denise McKahn and Josh Parad.

Tenure-track faculty members who are temporarily ineligible for CFCD allocation funding as part of their appointment agreements retain eligibility for Fellowships in this section in order to support their pre-tenure scholarly and pedagogical development.

Fellowships applied for in one year are awarded for the following year. The deadlines listed below are for applications for Fellowships to be held during the **2025-26 academic year**.

A. JILL KER CONWAY FELLOWSHIPS

Faculty members in any discipline may apply for funds to develop new courses that focus on gender or women's experience or to revise existing courses to include a significant component (3-4 weeks) devoted to these issues. Course goals should include exploring the significance of gender as a category of analysis and/or understanding the experience and cultural production of women in a variety of social and historical contexts. The grants are supported by the Jill Ker Conway endowed fund for teaching and research about women's experience.

Purpose: To expand the curricular offerings devoted to gender or women's experience.

Eligibility: Applicants should hold a tenure-track, tenured, or renewable appointment at Smith (any discipline). Preference is given to those who have not previously received funding.

Activities Supported: Summer course development stipends (limited to \$2,000); funds to purchase books, videos, films, or other teaching materials not already available in the College libraries, to be added to the regular collections; student research assistance; necessary research travel for the proposed course. Please include the applicable benefits charges in any budget: 25% for faculty stipends, 10% for summer student assistance (0% for term-time student assistance). Total awards may not exceed \$3,500 per proposal.

Application Procedure: Submit a 2-3 page proposal and detailed budget, including the following: description of the project and work/research to be undertaken, details of the proposed course and course outline, whether it will be a permanent or temporary course, anticipated date for CAP review, anticipated semester in which it might first/next be offered, specific ways in which the course will address gender or women's experience, and the curricular impact. Please also include a one-sentence abstract of the proposal for use in correspondence, formal records, etc.

Submit also a statement of support for the proposed work and its curricular impact from the department/program chair. If the applicant is currently serving as chair, an endorsement from a senior member of the department / chair of curriculum committee should be submitted instead. Please indicate if the course may be crosslisted with another department or program, and if so also include a statement of support from the chair of the crosslisting department.

Please direct applications to CFCD, c/o Josh Parad, jparad@smith.edu.

Priority in granting these awards will be given to those who propose courses that will become permanent courses (offered annually or in alternate years) in the department curriculum. Joint proposals by several members of the faculty are welcome.

Report on Work: Fellowship recipients must submit a brief written report to CFCD (c/o Josh Parad) at the conclusion of the grant on all work undertaken.

Deadline: February 3, 2025

B. THE DORIUS / SPOFFORD FUND FOR THE STUDY OF CIVIL LIBERTIES AND FREEDOM OF EXPRESSION

This fund honors former Smith faculty members Joel Dorius and Edward Spofford, dedicated teachers whose employment was terminated by the College in 1961, despite the protests of their colleagues at the time. The purpose of the fund is to support lectures, symposia, research, visiting professors, and other programs that examine the core concepts of civil liberties and freedom of expression, as well as the contemporary and historical forces that endanger them.

Proposals addressing the nature and definition of citizenship, the challenge of academic freedom, and the social and cultural issues associated with sexual identity and expression are particularly encouraged.

Purpose: To support engagement with the concepts of civil liberties, freedom of expression, sexual orientation, and their connections.

Eligibility: Applicants should hold a tenure-track, tenured, or renewable appointment at Smith (any discipline). Preference is given to those who have not previously received funding.

Activities Supported: Proposals may include a summer stipend for course development (limited to \$2,000), invitations to distinguished visiting faculty or lecturers, faculty development seminars, pedagogy workshops, symposia, library purchases, or other creative projects related to the general themes described above. When a proposed invitation involves joint or full responsibility for a course and therefore an appointment to the faculty, the Committee shall seek the approval of the Provost/Dean of the Faculty. Please include the applicable benefits charges in any budget: 25% for faculty stipends, 10% for summer student assistance (0% for term-time student assistance). Total awards may not exceed \$3,500 per proposal.

Application Procedures: Submit a 2-3 page proposal and detailed budget, including the following: description of the project and work/research to be undertaken, methodologies to be employed, specific activities to be supported, estimated duration of the project, other resources to be drawn upon, scholarly and curricular impact, and proposed outcomes. Please also include a one-sentence abstract of the proposal for use in correspondence, formal records, etc. If the proposal involves course development, an endorsement from the department/program chair should be submitted. Please direct applications to CFCD, c/o Josh Parad, jparad@smith.edu.

Report on Work: Fellowship recipients must submit a brief written report to CFCD (c/o Josh Parad) at the conclusion of the grant on all work undertaken.

Deadline: February 3, 2025

C. DR. ELLEN SYDNEY FINE 1961 FELLOWSHIPS FOR JEWISH AND/OR HOLOCAUST LITERATURE OR STUDIES

The Fine Fellowships for Jewish and/or Holocaust Literature or Studies were established in 2020 from an endowment created through the generosity of Dr. Ellen Sydney Fine, Class of 1961.

Purpose: To further Smith students' and faculty members' understanding, appreciation, and interdisciplinary study of Jewish and/or Holocaust literature or studies.

Eligibility: Applicants should hold a tenure-track, tenured, or core appointment at Smith (any discipline). Preference will be given to those who have not previously received funding.

Activities Supported: Proposals may include a wide range of scholarly, curricular, and programmatic purposes related to Jewish and/or Holocaust literature or studies, including but not limited to: curricular development for new courses or significant revisions to existing courses; programmatic expenses for mounting such courses (e.g. field trips, guest lecturers, course materials); scholarly research (e.g. travel, materials, student assistance); sponsorship of lectures, presentations, symposia, workshops, performances, readings, or other academic or creative gatherings.

Total awards for each proposal will not exceed \$3,500, with no more than \$2,000 allowed for summer course development stipends. Please include the applicable benefits charges in any budget: 25% for faculty stipends, 10% for summer student assistance.

Applications: Submit a 2-3 page proposal and detailed budget, including the following: description of the project and/or work to be undertaken, methodologies to be employed, specific activities to be supported, estimated duration of the project, scholarly and curricular impact, anticipated outcomes, and details of the proposed budget. Please also include a one-sentence abstract of the proposal for use in correspondence, formal records, etc.

If the proposal involves course development, please include whether the course will be crosslisted with other relevant departments, the projected dates the course will be ready for departmental and CAP review, and the semester in which it might first (or next) be offered. Submit also a statement of departmental support for the proposed course from the chair. If the applicant is currently serving as chair, submit an endorsement from a senior member of the department / chair of curriculum committee (if applicable).

Please direct applications to CFCD, c/o Josh Parad, jparad@smith.edu.

Report on Work: Fellowships recipients must submit a brief written report to CFCD (c/o Josh Parad) at the conclusion of the fellowship on all work undertaken.

Deadline: February 3, 2025

D. SUSAN BADIAN LINDENAUER '61 FELLOWSHIPS

The Susan Badian Lindenauer '61 Endowed Fund in Support of the Ethics Program at Smith College is an endowed fund created by a generous gift from Susan and Arthur Lindenauer.

Purpose: The fund will be used to encourage curricular initiatives in theoretical and applied ethics, construed as including the topic of social justice. Grants may be used either to develop a new course or to add a significant ethical dimension to an existing course. The terms of the fund also allow for faculty collaborations in developing co-taught courses in ethics, including but not limited to first year seminars.

Eligibility: Applicants should hold a tenure-track, tenured, or renewable appointment at Smith (any discipline). Preference is given to those who have not previously received funding.

Activities Supported: Permissible uses of these awards include support for course development during the summer (e.g. stipend, student research assistance, necessary materials); travel to relevant meetings of learned societies; and bringing visitors to campus as part of the course's effort to deepen students' understanding and appreciation of the relevant ethical issues.

Total awards for each proposal will not exceed \$3,500, with no more than \$2,000 allowed for summer course development stipends. Please include the applicable benefits charges in any budget: 25% for faculty stipends, 10% for summer student assistance.

Applications: Applications should include a description of the project and work to be undertaken, a course outline, a budget, the projected date the course will be ready for departmental and CAP review and the semester in which it might first (or next) be offered, and a statement of the course's specific pedagogical features and goals regarding ethics. Please also include a one-sentence abstract of the proposal for use in correspondence, formal records, etc. Further, the interdisciplinary nature of ethics should be reflected in proposals. Please indicate whether crosslisting the course with the Department of Philosophy has been discussed or will be pursued.

Submit also a statement of support for the proposed work and its curricular impact from the department/program chair. If the applicant is currently serving as chair, an

endorsement from a senior member of the department / chair of curriculum committee (if applicable) should be submitted instead.

Please direct applications to CFCD, c/o Josh Parad, jparad@smith.edu.

Report on Work: Fellowships recipients must submit a brief written report to CFCD and the Department of Philosophy (c/o Josh Parad) at the conclusion of the grant on all work undertaken.

Deadline: February 3, 2025

E. RAPPAPORT FELLOWSHIPS FOR THE DEVELOPMENT OF INTERDISCIPLINARY CURRICULUM AND COURSES

These fellowships have been endowed through the generosity of the family of Phyllis Rappaport '68.

Purpose: The Rappaport Fellowships are intended to support the development of courses, curricula, and concentrations that are interdisciplinary in nature, without restriction to any particular field. Faculty considering the development of interdisciplinary First Year Seminars may apply for Rappaport funding.

Eligibility: Applicants should hold a tenure-track, tenured, or core appointment at Smith (any discipline), and should have completed at least one full year at the College prior to submitting an application. Preference is given to those who have not previously held a Rappaport Fellowship.

Activities Supported: The Fellowships are intended for the development of interdisciplinary courses. It is expected that the course development will involve new interdisciplinary learning on the faculty member's part.

Faculty may apply for up to \$7,000 of support in the following categories: summer stipends (limited to \$2,000) for work on a new interdisciplinary course, workshop / conference / study expenses to support new learning, travel funds in connection with such a project, student research assistance, or the purchase of materials needed for the new course. Although joint applications are encouraged, the \$7,000 limit applies to the development of any one course. Please include the applicable benefits charges in any budget: 25% for faculty stipends, 10% for summer student assistance (0% for term-time student assistance). Total awards may not exceed \$3,500 per proposal.

Application Procedures: Applicants should submit a proposal of two to three pages – detailing the proposed course, the work to be undertaken, what new interdisciplinary learning will be required of the applicant and how it will be achieved – along with a detailed budget and budget justification. Please also include a one-sentence abstract of

the proposal for use in correspondence, formal records, etc. A letter of support from the department/program chair should also be included. If the course is to be crosslisted with a second department, please indicate in the application; an endorsement from the chair of the second department is also encouraged. Please direct applications to CFCD, c/o Josh Parad, jparad@smith.edu.

Duration: Rappaport Fellowships are awarded for periods of up to one year, beginning in the summer following the application deadline and lasting until June of the following year.

Report on Work: All Rappaport Fellows must submit a brief written report to CFCD (c/o Josh Parad) at the conclusion of the tenure of the fellowship on all work undertaken as a result of the fellowship.

Deadline: February 3, 2025

SECTION 2: Discretionary & Starter Grants

This section applies to the management and use of discretionary grants and starter grants.

IV. DISCRETIONARY & STARTER GRANTS

A. OVERVIEW

Broadly speaking, discretionary and starter funds support the research, teaching, and professional development of faculty.[14] Expenses should be professional in nature, not personal, and must comply with all relevant collegewide policies as designated by the [Controller's Office](#), [Budget Office](#), [Purchasing Office](#), [IRB](#), etc., and with state or federal law as applicable.

While discretionary and starter grants serve many of the same purposes as CFCD allocation funding, they may be used for a wider variety of expenses than are allowed by

CFCD, and faculty who are not eligible for CFCD funding may at times receive discretionary grant funding.

Additionally, unexpended balances carry forward across fiscal years and may be spent at any time during the faculty member's employment at the college. Grants may be charged directly for some expenses (e.g. purchases through the Computer Store or the science stockrooms). Finally, internal grant funding is not taxed, unlike supplemental pay (stipends).

Please see the Appendix for a listing of common eligible and ineligible expenses encountered by faculty. See also the Controller's Office's [Reimbursable & Non-Reimbursable Quick Reference Guide](#) and [Travel & Entertainment Policy](#).

All internal grants are categorized as **Smith Designated** accounting codes, indicated by **SD-6xxxx**. Discretionary grants are typically SD-63xxx, while starter grants are SD-65xxx.

Funds are typically associated with a single faculty member; the grants and funding are informally referred to as "belonging" to that faculty member, but ownership is solely reserved for Smith College, and funds are overseen and administered by the [Provost's Office](#). All funding is college funding and is subject to all relevant college policies and guidelines. All equipment, supplies, or materials purchased with college funding is college property.

For any research or teaching that involves human subjects, faculty **must obtain [IRB approval](#)** (or formal determination that approval is not necessary) **before conducting the work**. Failure to do so may result in funding being withheld or other sanctions as appropriate. Please note this applies to scholars in all disciplines, including social sciences, humanities, and performing and studio arts.

Contacts:

Josh Parad, Senior Academic Budget Manager: jparad@smith.edu, x3007

For all inquiries or questions, but particularly if you are unsure if an expense is eligible, if you have an unusual situation, or to discuss broader policies and principles.

Susanne Kiley, Grants Specialist: skiley@smith.edu, x5541

For inquiries about reimbursements, reimbursement status, current grant balances, whether a vendor is in the system, general policies and requirements.

Denise McKahn, Associate Provost: dmckahn@smith.edu, x3000

For discussion of policies and principles regarding discretionary & starter grant funding and usage.

B. DEFINITIONS & PARAMETERS

1. Discretionary Grants:

An internally-funded grant, usually distinct to a specific faculty member. Previously referred to as "research grants," these grants provide broad support for faculty research, teaching, and professional development. Faculty members may receive discretionary funding from a variety of sources (e.g. PI indirects from an external grant; serving as a chair or director; participating in a Kahn project^[15] or other special initiatives), but once transferred into the discretionary fund, all funding is subject to the same guidelines regardless of initial funding source. Unexpended balances carry forward across fiscal years.

Availability of discretionary grants does not affect standard eligibility for CFCD allocation funding, although availability of discretionary grants may affect CFCD's decision to award supplemental or application-based funding.

At this time, discretionary funding belonging to faculty members who retire and are granted emeriti status will be allowed to carry forward, and the emeriti may continue to draw on those funds for eligible professional expenses via reimbursement until expended. Emeriti with discretionary grant funding are ineligible to apply for additional funding from CFCD (pg. 15) until their discretionary funding is fully expended.

Unexpended discretionary/starter funding for faculty members whose employment ends for reasons other than retirement will revert to the Provost's Office on the employment end date to support other faculty research needs. Remaining balances may not be transferred to other faculty.

An exception to this policy will be made in the case of non-tenure-track faculty with recurring appointments to teach for at least one semester in each academic year. In such cases, the Provost's Office will not roll up remaining discretionary grant balances at the end of each semester's employment, but will allow the grants to carry forward to the following academic year. Faculty members may only access grant funding during the periods in which they are employees of the College (i.e. during the semester in which they teach). Should a faculty member not be appointed to teach for either semester in a given academic year, any unexpended grant funding will revert to the Provost's Office per standard policy.

2. Starter or Startup Grants:

An internally funded grant, distinct to a specific faculty member, awarded to tenure-track faculty at time of hire. These grants are meant to provide substantive funding during the faculty member's probationary period to enable them to hit the ground running and advance their scholarship, teaching, and professional development during their early years at Smith. Funds are made available the first day of employment. Large startup grants are typically spread over multiple years, with a certain amount made available each year. There is no time limit or expiration date on the use of funds, and unexpended balances carry forward across fiscal years.

Faculty with starter grant funding are not eligible for core CFCD research & teaching funding (currently an annual allocation) until they have exhausted their starter grants. For this reason, starter grant funding is kept separate from all other funding sources. Faculty remain fully eligible to apply for student research assistance grants, Connections Fund grants, and all endowed research and curricular fellowships overseen by CFCD. They are also fully eligible for any departmentally-funded grants for research, teaching, and professional development. Once their starter is spent, faculty become immediately and fully eligible for a CFCD allocation.

C. ACCESS / REIMBURSEMENTS / PAYMENTS

Anything purchased with college funding is the property of the college and must be returned to the college if the faculty member's employment ends. This is particularly applicable to purchases of equipment and technology, but applies to all purchases made with starter or discretionary funding.

The associate provost and their designees are the sole authorized signatories for starter and discretionary grants; department chairs are not authorized to approve expenses, and while faculty may initiate payment requests (e.g. an equipment purchase from an outside vendor), the Provost's Office must ultimately approve all expenses.

Please see the Appendix for a listing of common eligible and ineligible expenses. Eligible expenses include anything which is eligible for CFCD allocation funding (see the Appendix and p. 5-11), as well as additional expenses such as professional memberships, books, the full cost of computer equipment (hardware and software), and academic regalia.

Approval for eligible expenses is not needed in advance, but if you are uncertain as to whether an expense is eligible, please contact Josh Parad or Susanne Kiley.

Faculty members can find their grant numbers and view their funding, expenditures, and balances in Smith College's ERP system, [Workday](#). Documentation on doing so is posted on the [Grants & Internal Grants Managers Financial Dashboard job aid](#) on the [Workday Help site](#). Contact Josh Parad or Susanne Kiley if you cannot see your grant(s) in the system.

1. Reimbursement

Funds are available primarily on a reimbursement basis: the faculty member incurs an expense and submits to the Provost's Office for reimbursement, and the approved amount is direct-deposited to the bank account they have on record with the college. This process typically takes 1-2 weeks depending on time of year, volume of requests, etc., but may take longer in some situations.

Please note, however, that if you submit an expense that is ineligible, you will not be reimbursed; if you do not have sufficient funding, you will be reimbursed only the amount that you have available from all applicable funding sources. If you are not certain whether an expense is eligible, consult the Appendix or contact Josh Parad or Susanne Kiley. If you are not certain whether you have sufficient funds to cover the expense, or have questions about the data you see in the Workday Grants Manager dashboard, contact Josh or Susanne.

All reimbursements must be submitted through Workday. Documentation on [how to submit reimbursements](#) is posted on the Workday Help site, and we strongly encourage all faculty to review it carefully; there are also periodic [training opportunities](#) to learn the system and ask questions. Please see pages 8-9 for additional "tips and reminders" on submitting reimbursements.

-- Deadlines for Reimbursement

Reimbursements should normally be submitted **within 30 days of the expense being incurred**.

For conferences or other travel where multiple expenditures occur over a span of time, receipts may either be submitted at the time of expenditure (i.e. airfare purchased ahead of time) or all together in a single reimbursement immediately after the fact. However, no expense should be submitted more than 150 days after date of expenditure. The Controller's Office may decline to reimburse any expense submitted after that time.

Any reimbursable expenses made in June must be submitted by June 30 (superseding the 30-day rule), or by the first week of July at latest.

Please note that **all expenses should be reimbursed against the fiscal year in which the expense took place**: e.g. conference travel that takes place in June 2025 should be submitted by the fiscal year-end deadlines to be reimbursed from FY25 funds, and should not be submitted in July for reimbursement from FY26. For travel that spans fiscal years, this may require submitting two reimbursements, one for June expenses and one for July expenses.

2. Computers / Technology

Purchases of all technological / computer equipment and accessories / peripherals **MUST** be made through the [Computer Store](#) to ensure compatibility with campus system/software requirements and to enable the purchase to be asset-tagged. The staff will charge the purchase directly to the faculty member's internal grant (no out-of-pocket costs; no tax charged; no reimbursement needed).

Please note that the Computer Store offers far more products than are visible on its website, and can special-order most items on request. Please contact the Computer Store staff directly (cstore@smith.edu) to discuss needs and availability. If the Store is unable to order an item, but authorizes the faculty member to purchase it elsewhere, it is allowable; please include a copy of the authorization from the Store / ITS staff when submitting for reimbursement.

The full cost of any purchase must be covered by college funding (although it can be split among multiple funding sources if necessary); no portion can be paid for personally by the faculty member, due to ownership / property right issues.

3. Stockrooms

Faculty who purchase supplies or equipment through the [Science Center stockrooms](#) may give their grant number (SD-6xxxx) to the stockroom staff and charge their grants directly, but are responsible for ensuring that they do not exceed their available balance. Please account for shipping charges.

4. Payments to Outside Vendors

In cases where an individual or business is to be paid for a service and will provide an invoice for payment (e.g. a copyeditor, page charges to a journal), payment must be issued directly from the College, rather than being reimbursed to the faculty member. This means that the faculty member is not out-of-pocket, and that the College can properly record and report the payment to that vendor to the IRS.[16] Failure to do so may have tax implications. If you are not certain whether you should pay an expense yourself and be reimbursed, or have it invoiced and paid directly to the vendor, please contact Josh Parad (jparad@smith.edu).

[Full instructions on submitting invoices](#) are available on the Workday Help site, although when paying an invoice against an internal grant the only steps for which faculty are responsible are submitting the invoice and any necessary accompanying documentation; the Provost's Office and Accounts Payable staff will manage the remainder of the process. Please see pages 9-10 for additional instructions and tips on submitting invoices / paying external vendors.

D. DEPARTMENTALLY-FUNDED GRANTS

Some departments/programs have gifts (typically endowments) that provide additional support for faculty research, teaching, professional development, and/or faculty-student collaboration.

In most cases, the funds are disbursed directly from the endowment, but in a few cases departments set up faculty-specific grants into which they transfer funding (SD-5xxxx).

- The department/program chair is the authorized signer for all expenditures.
 - *Exception:* In cases where the chair is the grant-holder, reimbursements through Workday should be routed to the Provost's Office for signature.
- All expenditures must adhere to overarching college policies where applicable (e.g. the Travel & Entertainment Policy) but may have more restricted parameters.
- **Contact:** Your department chair or academic assistant.

SECTION 3: Other Funding

The Provost's Office encourages faculty to take advantage of other funding opportunities available on campus and provides this list as a courtesy to faculty. Further information on each program is available from the department or individual listed.

V. Funding Offered by the Office of the Provost & Dean of the Faculty

- A. Chair development workshops
- B. Departmental research colloquia
- C. Faculty retirement celebrations
- D. National Center for Faculty Development & Diversity
- E. Salary Supplement Program for Fellowships while on LWOP

VI. Other On-Campus Funding

- A. Botanic Garden Grants for courses in all disciplines utilizing the Botanic Gardens
- B. CEEDS Grants for courses utilizing CEEDS or similar collaborations
- C. Committee on Educational Technology (CET) grants
- D. Jandon Center Grants for Community-Based Learning or Research
- E. Kahn Institute Grants
- F. Lecture Committee
- G. Presidential Award for Mentoring
- H. Sams Fund for Middle East Studies
- I. Sherrerd Center Grants for workshops and pedagogy

VI. Sponsored Research: Help in Obtaining Outside Grant Funding

V. OFFICE OF THE PROVOST & DEAN OF FACULTY FUNDING

A. Chair Development Workshops

The Provost's Office offers funding for current/incoming chairs who take a workshop or attend other learning sessions related specifically to the role of serving as department chair. Such sessions should typically be offered by a scholarly professional organization or in conjunction with an academic conference. Normal conference attendance costs should still be charged to a faculty member's CFCD allocation, but additional costs incurred for the workshop (e.g. additional registration fees or hotel nights) may be funded.

Submit requests in advance to the associate provost with details of the workshop and anticipated budget; if approved, contact Josh Parad (jparad@smith.edu) for reimbursement information.

B. Departmental Research Colloquia

The Provost's Office has established a program to encourage faculty discussions about research within departments and programs. The fund supports previously approved dinners for participating departmental colleagues following the presentation of a substantial colloquium on research in progress by a faculty member. A "substantial colloquium" would, for example, begin with a 5:00 p.m. presentation of 30-45 minutes followed by Q&A and dinner at a local restaurant or catered by Dining Services. Active, full-time faculty members of the Smith faculty are encouraged to present their work; all members of the department are encouraged to attend, and up to two Smith faculty members from other departments whose research intersects with the presenter's may be invited.

At most one such dinner per department will be approved each semester. The College limit of \$65/person applies, but we ask faculty to be more economical in order to preserve funding for their colleagues. Please send requests in advance to the associate provost and reimbursement requests after the event to Josh Parad (jparad@smith.edu).

C. Faculty Retirement Celebrations

The Provost's Office will contribute up to \$1,500 towards the cost of a party or commemorative event for a retiring faculty member. Please keep the \$65/person maximum in mind for such events. Requests should be sent to Josh Parad (jparad@smith.edu).

D. National Center for Faculty Development & Diversity

Smith College has an institutional membership with the National Center for Faculty Development & Diversity (NCFDD). The NCFDD (www.FacultyDiversity.org) provides an

external mentoring community designed to help graduate students, post-docs, and faculty members increase research and writing productivity and improve work-life balance. All Smith post-docs and faculty members may create membership sub-accounts to take advantage of much of the NCFDD's programming (e.g. mentor matches, writing challenges, webinars, and core curriculum materials).

In addition, the Provost's Office offers grants for tenure-track faculty who wish to participate in the [Faculty Success Program](#) (FSP), which is offered in the fall, spring, and summer. Previous Smith participants have found it extremely valuable. The Provost's Office will sponsor 2-3 faculty per session, with grants covering the full workshop tuition cost. Contact the associate provost directly (bpeterso@smith.edu) to request sponsorship for an FSP session.

At this time, sponsorship will be awarded on a first come / first served basis, with an emphasis on those who have not yet used the program. Approximate program timelines are as follows:

Fall Session (August-November): priority registration ends late June

Spring Session (January-April): priority registration ends late October

Summer Session (May-August): priority registration ends mid-March

Open registration periods extend beyond the priority deadlines, but we encourage interested faculty to contact the associate provost to apply for funding well ahead of registration periods.

E. Supplemental Salary for Faculty on Outside Grants

The Provost & Dean of the Faculty will consider requests for salary supplements for faculty members who have received major competitive grants or fellowships from external agencies during leaves without pay, but where the fellowship/grant does not replace the faculty member's full usual salary. If awarded, supplements may be up to a maximum of \$30,000 for an entire year on leave without pay, or up to \$15,000 for a leave without pay of one semester (but with no award to bring total compensation above the faculty member's usual pay rate for that time period).

Requests should be submitted in writing directly to the Provost & Dean of Faculty for consideration. Awards are dependent on available funds and the size and nature of the grant or fellowship.

VI. OTHER ON-CAMPUS FUNDING

A. Botanic Garden Curricular Enhancement Program

The intent of the Curricular Enhancement Program is to assist faculty in making meaningful connections between their courses and the many resources of the Botanic Garden. Faculty (and teams of faculty) in any discipline are invited to submit proposals for the development of new courses or the significant modification of existing courses.

The Curricular Enhancement Program provides course development stipends and supplemental course funds for this purpose. Applications are normally accepted in early November and late March each year for courses to run in any of the three semesters following the application. Faculty are invited to meet with Sarah Loomis (sloomis@smith.edu), Manager of Education, prior to submitting an application, to obtain more information and to discuss preliminary ideas. For details, please see <https://garden.smith.edu/education/educators/smith-faculty>.

B. CEEDS Curricular Enhancement Program

The Center for the Environment, Ecological Design and Sustainability (CEEDS) invites proposals from faculty and teams of faculty for modification and enhancement of existing courses or development of new courses that will support our mission and our programmatic outcomes (see <https://www.smith.edu/about-smith/sustainable-smith/ceeds> for more detail and an application).

The intent of this program is to support faculty who wish to develop a new course or modify, revise or enhance an existing course. The program supports activities like new course development, new lectures or discussion topics, design of new assignments and projects, and incorporation of field trips and experiences. CEEDS can provide expertise, infrastructure, supplemental course funds, and summer stipend in support of these efforts. CEEDS can also coordinate access to equipment, instrumentation, and transportation. Supplements course funds can be used for the purchase of books, materials, supplies and field trip expenses.

We are particularly interested in proposals that explore aspects of sustainable communities in policy and practice, support our environmental concentration, that make use of the MacLeish Field Station or connect to the college's current strategic initiatives.

Grant applications are accepted annually in late February. We invite you to contact Joanne Benkley (jbenkley@smith.edu, x3951) to discuss your ideas and questions.

C. Committee On Educational Technology Grants

The Committee on Educational Technology offers grants for Curricular Initiatives in Educational Technology to support early stage and exploratory uses of technology in learning at Smith. For more information, please visit <https://sophia.smith.edu/cet/grants-overview-and-criteria/>.

D. Jandon Center Grants for Community-Based Learning or Research

In some academic years, the Jandon Center for Community Engagement offers grants to support Community-Based Learning (CBL) courses and Community-Based Participatory Research (CBPR) projects. For more information about this year's opportunities visit their website or contact the Director of the Jandon Center.

E. Kahn Institute Grants

The Kahn Institute's projects are designed to foster communities of scholars in which faculty, students, and invited guest scholars and artists can participate as equals and explore diverse areas of research in a collaborative and interdisciplinary setting. Participants, who are appointed as Fellows for the duration of a project, engage in its research program and also attend its meetings and special events. For more information, please visit <http://www.smith.edu/kahninstitute/>.

F. Lecture Committee

The Lecture Committee offers funding for public lectures, seminars, performances, exhibitions, series and special one-time events. Faculty are encouraged to think broadly and creatively about events that both appeal to the Smith community and fall under our funding mandate. For more information, visit <https://www.smith.edu/about-smith/provost/grants-funding>.

G. Presidential Award for Mentoring

The Presidential Award for Mentoring is intended to recognize and reward the work of faculty who have engaged in extraordinary outreach activities to underrepresented groups, particularly with respect to exceptional mentoring, advising, and support for students from underrepresented groups.

Colleagues or departments/programs may nominate, or faculty may self-nominate, by [submitting the nomination form](#). Nominations should specify the candidate's mentoring efforts. The provost will bring nominations to the president.

Awardees chosen by the president will then be asked to detail to CFCD how they might use the award's funding. The award may be used to support a course release, to supplement sabbatical funding, to fund student research assistants, or to support the development of innovative curricula related to underrepresented groups.

Deadline: February 3, 2025

H. Sams Fund (Middle East Studies)

The Sams Fund is a restricted fund established by Betty Hamady Sams '57 and James F. Sams to support the study of Arab history, culture, politics, religion, and art at Smith College. The intent of the Sams Fund is to foster greater understanding among Americans and people of Arab countries.

Sams Fund awards are offered on a competitive basis by the Program in Middle East Studies. Tenured and tenure-track faculty, lecturers, post-doctoral fellows and currently-enrolled students of Smith College are eligible to apply for support. Eligible activities include the following: scholarship, faculty-student collaborations, curricular development, and co-curricular activities. For more information and application deadlines, visit <https://www.smith.edu/mes/sams-fund.php>.

I. Sherrerd Center for Teaching and Learning

Faculty interested in attending a conference focused on teaching and learning are encouraged to apply to the Sherrerd Center for funding. For more information, please contact Patricia DiBartolo, Director of the Sherrerd Center (pdibarto@smith.edu) or visit www.smith.edu/sherrerdcenter/.

VII. GRANTS & SPONSORED PROGRAMS:

HELP IN OBTAINING EXTERNAL FUNDING

[Grants and Sponsored Programs](#) at Smith College facilitates the efforts of faculty and staff to develop and achieve their goals in research, instructional, creative, and service activities through successful competition for external funding. We promote research integrity and oversee external funds.

Funding Opportunities and Grant Resources

The [Office of Corporate and Foundation Relations](#) offers a range of materials, services and grant resources from foundations, corporations and government agencies to assist faculty in obtaining funding for research projects. The college needs to coordinate its funding efforts for both institutional and individual projects, so we request that faculty inform us about any plans they may have to contact an outside funding agency.

Applying for Grants

[Sponsored Research](#) is defined as all research and programs supported by external funding and received by Smith College on behalf of members of the college community, and for which the college is accountable. This does not include gifts or bequests to the college, student financial aid, or support for student projects unless the college is required to submit an application on a student's behalf and administer the award(s). **All external grant proposals must be reviewed and approved through the Sponsored Research Office prior to submission, allowing for ample lead time to review and revise as needed.**

Grants Administration

[Grants administration](#), an area within the finance office at Smith College, is responsible for the post-award administration, from award to close-out, of all externally sponsored research grants, contracts, and awards. This includes: working with sponsors and principal investigators (PIs) to negotiate contract and award terms, monitoring project budget activity to ensure compliance with college and sponsor policies and guidelines, reviewing and approving sponsored research expenditures, preparing financial reports, and preparing

various post-award requests to sponsors (e.g., no-cost extension requests, re-budget requests).

STAFF

Lisa Stoffer

Director of Sponsored Research and Grants Administration
 lstoffer@smith.edu / 413-585-2679

Kate Wallen

Asst. Director of Grants
 kwallen@smith.edu / 413-585-2218

Patti Thornton

Asst. Director of Corporate and Foundation Relations Research
 pthornton@smith.edu / 413-585-2670

Aubri Drake

Asst. Director of Sponsored
 adrake@smith.edu / 413-585-3010

APPENDIX: Eligible / Ineligible Expenses for CFCD / Discretionary & Starter Grants

Expense	CFCD Allocation	Discretionary / Starter
Professional travel: includes conferences, research, lectures, performances, workshops[17]	YES	YES
Conference/workshop registration fees	YES	YES
Meals while traveling outside the Five College area on business (conferences, research, etc.)	YES	YES
Lodging while traveling outside the Five College area on business (conferences, research, etc.)	YES	YES

Publication-related costs such as journal page fees, publication subventions, journal submission fees	YES	YES
Permission / copyright fees, image fees	YES	YES
Professional services: editing, copyediting, indexing, website creation, etc.[18]	YES	YES
Photocopying or specialty printing (e.g. materials at an archive; conference posters)	YES	YES
Research supplies or materials (including for student work)	YES	YES
Shipping costs related to research/teaching	YES	YES
Survey participant incentives[19]	YES	YES
Equipment for research or teaching	if <\$5K	YES
Computer or technology equipment, hardware, software[20]	\$900 max	YES
Travel / flight insurance	YES	YES
Professional memberships	\$300 max	YES
Books	no	YES
Subscriptions to professional/scholarly journals, periodicals, etc.	no	YES

Academic Regalia	no	YES (<i>once only</i>)
Guest expenses (travel, lodging, meals, honoraria) (<i>for coming to Smith only: not for external travel/expenses</i>)	no	YES
Student research expenses other than supplies or travel (e.g. occasional cohort meals/snacks, etc.)	no	YES
Student research/conference travel (<i>see footnote</i>) [21]	no	YES (<i>see note</i>)
Student research assistance (wages)	no	YES
Professional / non-student research assistance[22]	no	YES
Campus office furniture, including ergonomic[23]	no	YES
Office supplies[24]	no	YES
Salary / compensation to yourself or other Smith employees[25]	no	no
Childcare [considered by IRS to be compensation]	no	no
Business / first-class airfare (<i>see footnote 17</i>)	no	no
Travel expenses for spouses or dependents	no	no
Gift cards (<i>see footnote 20</i>)	no	no
Gifts for students, other employees	no	no

Any expense paid for with gift cards, reward points, store credit	no	no
Tuition, related costs for courses at other colleges/universities[26]	no	no
Regular commuting costs, parking permits or fees, etc.	no	no
Moving expenses (see Moving Allowance Request Form)	no	no
Cell phones, cell service, data plans, etc.	no	no
Internet services or equipment (while traveling or at home)	no	no
Donations, contributions, sponsorships (see Gift Policy)	no	no
Meals or travel costs while traveling in the Five College area	no	no
Personal items (clothing, luggage, consumables, personal accessories, medications, etc.)	no	no
Home office furniture, supplies; home utility costs	no	no
Fines, late fees, traffic/parking tickets, etc.	no	no
Immigration / green card-related expenses, fees, etc.	no	no

Job interview expenses	no	no
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This is not a complete list of all possible eligible or ineligible expenses. If you have a question about the eligibility of any expense that is not addressed above, please contact Josh Parad to discuss.

The Provost's Office, in conjunction with CFCD, the Finance Office, and other relevant college entities, reserves at all times the right to award or deny in a fair and consistent manner reimbursements or payments in order to comply with Smith College policies and principles, and with state and federal law.

[1] Junior tenure-track faculty whose appointments specify starter grant funding in lieu of CFCD funding are ineligible for CFCD allocation funding until their starters are expended, but are eligible for student research assistance grants, Connections grants, and endowed fellowships/grants (sections II and III). Visiting Professors in Residence are not eligible for CFCD funding.

[2] Lab instructors appointed as faculty and teaching postdoctoral fellows are eligible for CFCD.

[3] All efforts are made to enter names correctly. Please contact Josh Parad if there are any changes that need to be made to your name on any internal grants (e.g. missing accent marks or other characters; legal name changes; including or omitting names; preferred abbreviations or nicknames; etc.).

[4] Payments will normally be accepted the first week of July as well, at the discretion of the Controller's Office.

[5] For survey/interview participant incentives, see instructions under "Eligible Expenses," pg. 5

[6] Please note that if hiring a person to do any work that occurs on campus additional insurance and liability processes may apply: contact the Purchasing Office to inquire.

[7] Note that vendors are set up under their legal names; for vendors with multiple names, abbreviations, or variations on their name, you may want to search multiple variations to confirm whether they are set up or not.

[8] Spring semester grants end on [the last day of exams](#) in May and may not be extended.

[9] Note that students from other institutions who are currently enrolled in a Smith course are not "Smith undergraduates." Students currently on leave from the College are not "currently enrolled" and are not eligible. Graduate students are not eligible. Recently graduated alumnae are not eligible. Graduating seniors are eligible until Commencement but not after. Ada Comstock Scholars are, of course, Smith undergraduates and may be hired.

[10] College policy prohibits students on study abroad from holding campus-related jobs. With regards to other forms of remote work due to the COVID-19 pandemic: at this time, CFCD expects that all student work will be required to be on-campus, per standard policy. CFCD will notify faculty if this policy changes.

[11] The fringe benefits charge covers employment taxes, employer Social Security contributions, etc. It does not apply to term-time student assistance, only to summer student assistance.

[12] Direct all questions on hiring policies or processes to the Student Employment Office, studemp@smith.edu.

[13] Postdoctoral fellows with teaching appointments are eligible; research-only postdoctoral fellows are not eligible for CFCD, including Connections Fund grants.

[14] In certain cases, discretionary grants are occasionally awarded to staff members. For simplicity's sake, this document will refer to "faculty" only but will apply to all college employees who receive internally-funded discretionary funding. Staff members with funding who have questions about eligible expenses or other ways in which this policy applies to them are encouraged to contact Josh Parad. Staff members are not eligible for CFCD and do not receive starter grants.

[15] As of 2019-20, Kahn Institute grants to faculty who participate in Kahn projects are transferred directly to the faculty member's regular discretionary grant and overseen by the Provost's Office, rather than held in Kahn-specific grants.

[16] Please note that if hiring a person to do any work that occurs on campus additional insurance and liability processes may apply: contact the Purchasing Office to inquire.

[17] Economy/coach-class airfare only. Faculty who wish to upgrade may pay for the difference out-of-pocket. Note that travel and meals in the Five College area are not reimbursable. Visa expenses required for international research travel are reimbursable.

[18] Must be paid directly to the provider: do not pay out-of-pocket and submit for reimbursement.

[19] In most circumstances, gift cards or cash gifts are not allowable and may not be purchased with college funding. In the case of **IRB-approved** research or teaching studies in disciplines where paying study participants with modest gift cards or cash gifts is the professional norm, and where the situation warrants it, such purchases may be allowed. Proof of IRB approval and certain documentation must be submitted: contact Josh Parad for more information.

[20] All equipment/accessories **MUST** be purchased through the Computer Store. Includes upgrades of FCAP-provided machines. Contact cstore@smith.edu to discuss available inventory or special orders. Consult with [Educational Technology](#) before purchasing software / subscriptions, as campus-wide licenses or institutional discounts may already be available.

[21] There may be tax implications for funding travel for students, especially international students: consult the Accounts Payable Office for details. Do not pay for students' travel, registration fees, etc. on their behalf. Consult your departmental academic assistant for alternate possible arrangements.

[22] Depending on the situation, may be through a temp agency, hired as a casual worker, or paid as an independent contractor: contact Josh Parad to discuss in advance. Must be paid directly: do not pay out-of-pocket and submit for reimbursement.

[23] The Provost's Office provides certain standard furniture for all faculty offices. Faculty may purchase modest additional furniture for on-campus offices from starters/discretionary grants if needed. WB Mason is the college's preferred vendor: contact your department academic assistant for details. Please note that this applies only to furniture for campus offices: furniture and furnishings for home offices, including for approved remote/hybrid work, are considered personal expenses and are not reimbursable.

Ergonomic Furniture: The Provost's Office may provide some funding for ergonomic furniture/equipment for on-campus offices once a [formal ergonomic assessment](#) has been conducted by HR. Funding must be approved by the Provost's Office in advance.

[24] Departments / academic administrative support offices provide standard office supplies for on-campus work. If there are reasonable needs beyond that, faculty may purchase them from starters/discretionary grants. WB Mason is the college's preferred vendor: contact your department academic assistant for details.

[25] Exceptions may occasionally be granted for cost-shares for grant-funded graduate student or postdoctoral fellow appointments: for starters/discretionary grants only, and must be approved by the associate provost in writing at the point of grant application.

[26] See the [Tuition Assistance benefit](#) offered to eligible employees, including faculty, through HR