

UNIVERSITY COMMITTEE ON RESEARCH IN THE HUMANITIES AND SOCIAL SCIENCES
REQUEST FOR RESEARCH ASSISTANCE ACADEMIC YEAR: 2006-2007



Complete the form in its entirety. Additional information concerning any specific item may be placed on attached sheets. Upon completion, this form should be submitted to your Departmental Chair, who must complete the recommendation section and forward the form to the Secretary of the Research Committee, Office of the Dean of the Faculty, 301 Nassau Hall.

Date: _____ Phone Extension: _____
Name: _____ E-Mail Address: _____
Dept.: _____ Academic Rank: _____
Campus Address: _____
Period of Fund Use: _____ Amount of Request: \$ _____

(Please round to nearest dollar)

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

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

SUMMARY GUIDELINES (for more information on these and other guidelines, please see Guidelines for Applying. Other restrictions apply.)

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

1. Where travel is essential for research, the Committee will consider a request for reimbursement of expenses for: the cost of round trip air transportation at the lowest applicable rate. Transportation to and from airports is not to exceed \$120. Up to \$1,400 per month toward living expenses will be paid for a period not to exceed two months (for two weeks or less, up to \$50 per day). Support may be requested for other forms of research related travel, but is not provided for conferences, learned society meetings, or for residence in Princeton. Requests for assistance for more than one major research trip in a single year will be given low priority.
2. A strong effort should be made to employ Princeton students as research assistants. If Princeton students cannot be employed, all other research assistants will be subject to the fringe benefit rate which will be charged against the total grant awarded by the Committee. You must explore the availability of work-study funds before submitting your request.
3. The Committee is favorably disposed toward subvention of the initial publication of the product of primary research. (Translation of materials previously published by the applicant will not be supported.) However, the Committee seldom can cover the total cost of publication. Applications should include a copy of the publisher's request for the subvention including the publisher's budget and a full description of how the requested subvention will be utilized.
4. Editorial and related services (such as proofreading) generally are supported only if the work is undertaken by student research assistants. Indexing services will be reimbursed at standard professional rates if contracted outside.
5. Support is provided for translating primary research materials and for proofreading manuscripts prepared by a non-native speaker for first-time publication; such support is generally through the use of student research assistance. Support is not provided for secondary publication in other languages of material originally published in English or for secondary publication in English of material originally published in other languages **when the applicant has received support for the first publication.**

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| O5M _____ | XTD _____ | GRANT ACCT # _____ | REPORT DUE _____ | REPORT RECVD _____ |
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REQUESTED USE OF FUNDS

(Requests for less than \$150 will not be considered)

1. TRAVEL: To _____ \$ _____
(airfare/round-trip costs)
Other travel expenses: _____ \$ _____
(airport transportation; ground or rail transportation within the country)

COST OF LIVING DIFFERENTIAL: (Dates) From _____ to _____. \$ _____
Reimbursement of expenses up to \$1,400 per month for no more than two months or up to \$50 per day for up to two weeks when research requires residence away from Princeton.

2. RESEARCH ASSISTANCE: (maximum 400 hrs): _____ hours at \$ _____ per hour \$ _____
Student research assistance should be paid at prevailing wage rates. For undergraduates, the normal rate is in the range of \$12.00 to \$15.00 per hour, depending on the nature of the job and the level of specialized skills that are required. For graduate students, \$15.00 to \$20.00 per hour would be appropriate for library research.

Have you checked the availability of work-study funds? _____
Describe the proposed duties of the research assistant:

3. RESEARCH MATERIAL, including microfilms & Xeroxing: \$ _____
4. SUBVENTION OF PUBLICATION: \$ _____
Applications should include a copy of the publisher's request for the subvention.
5. TRANSLATION: Number of pages _____ at \$20.00 per page \$ _____
6. OTHER (explain): \$ _____

TOTAL \$ _____
(Please round to nearest dollar)

Please answer these questions within the text of your project description:

1. Present state of the project:
2. Probable duration of the project in its current phase:
3. List of other possible sources of support, indicating whether or not they have been canvassed:
4. If your proposed research will involve the use of archives, libraries, or special collections, etc., please indicate whether you have determined that such facilities will be available to you at the time you plan to use them, barring unforeseeable circumstances.

RECOMMENDATION BY DEPARTMENTAL CHAIR: (This recommendation is required by the Committee prior to their review.)