



**BOB SCHIEFFER**  
COLLEGE of COMMUNICATION

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**OFFICE OF THE DEAN**

**DEAN'S RESEARCH GRANTS**

**Applications due by 2 p.m. April 12, 2019**

**Recipients notified by May 1, 2019**

**Funds available for expenses incurred between June 1, 2019, and May 25, 2020**

Dean's Research Grants are provided by a generous donor to the Bob Schieffer College of Communication. They are especially intended to support the scholarly agendas of assistant and associate professors as they work toward tenure and/or promotion to associate or full professor, and they are available to support the scholarship of any full-time faculty member in the college.

In the April 2019 round of granting for fiscal year 2020, at least five grants of up to \$1,500 each in reimbursement of research expenses will be available. The grants are intended for reimbursing expenses incurred in conducting, rather than presenting, research. That may include, but will not be not limited to, these sorts of expenses: travel (airfare, hotel, mileage, food, etc.) required to conduct research away from campus; travel and/or registration to conferences or workshops attended for the purpose of learning new research methods or skills; or purchase of supplies or services required to conduct research, such as software, or printing or mailing costs.

The grants may not be used for the following: salary support for the faculty awardee; payment of stipends or honoraria to graduate students, research subjects, consultants or other personnel; or purchase of permanent equipment or supplies (such as video cameras or photocopies) that should ordinarily be provided by an academic department.

Dean's Research Grant applicants must provide the application materials outlined on the next page, submitting them in an electronic format to [j.stayton@tcu.edu](mailto:j.stayton@tcu.edu) by no later than 2 p.m. April 12, 2019. Paper applications may not be submitted. Applications for Dean's Research Grants will be reviewed by members of the Dean's Council, which will provide feedback to the Dean, who will make the awards.

Dean's Research Grants are offered on an annual basis. It is expected at least five grants will be made per fiscal year (June 1 through May 31). In any given granting application cycle, preference will be given to assistant and associate professors who are seeking tenure and/or promotion in rank. Preference also will be given to faculty members who have not previously been awarded a Dean's Research Grant and who do not have access to other sources of support for teaching improvement.



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Applications must be submitted electronically to [j.stayton@tcu.edu](mailto:j.stayton@tcu.edu). Paper applications may not be submitted. Applications must contain the following information:

- Faculty member's name, department, rank and date of appointment.
- Title of proposed project.
- Abstract of the project (minimum 100 words; maximum 150 words) written for an audience outside the discipline.
- Narrative of the project (maximum of two double-spaced pages of 12-point text with 1-inch margins) that explains the context and goals for the work to be conducted with these funds, and addresses how the work furthers the applicant's role as a teacher-scholar at TCU.
- Itemized budget and justification (list up to \$1,500 of expenses to be reimbursed, the sources upon which these estimates are based, and the reason they are necessary to the conduct of the research).
- List of any other Dean's Grants (Research, Teaching Enhancement or "What's Next?") received.

Applicants must also indicate their agreement with each of the following parameters, should they be awarded a Dean's Research Grant:

- The faculty member will seek IRB approval, as appropriate for the work.
- The faculty member will seek pre-approval from the assistant to the dean (Jean Stayton) for expenses before they are incurred, to insure they are reimbursable expenses.
- The faculty member will submit all expenses for reimbursement by 2 p.m. May 25, 2020, so they may be processed before the close of the fiscal year on May 31.
- The faculty member will acknowledge that if more than \$1,500 in reimbursable expenses are incurred, he or she will be responsible for those expenses.
- The faculty member will submit to [j.stayton@tcu.edu](mailto:j.stayton@tcu.edu) a one-page narrative summary of the work accomplished by 2 p.m. June 29, 2020.
- The faculty member will participate in a gathering of college members at which each Dean's Research Grant awardee will briefly describe his or her work.

Applicants should also attach an electronic copy of their c.v. in standard TCU format.