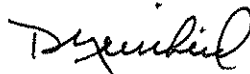




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**MEMORANDUM**

**September 19, 2006**

**TO:** All Faculty  
**FROM:** Thomas J. Meischeid   
**SUBJECT:** Faculty Research Grants

The University provides grants to support faculty research and scholarly activities which are unlikely to be externally supported by a foundation, government agency, or industrial sponsor. For fiscal year 2006-2007, grants are limited to a maximum of \$2,500. Our goal is to assist as diverse a group as possible. However, due to the limited funding available, priority is given to requests from junior faculty and those who have not previously received faculty research grant funding. Only tenure track or tenured faculty are eligible to apply.

Grant funds may be used for purposes such as: specialized books unobtainable through the library, access to off-campus research materials, lab supplies, manuscript preparation, copy charges, data analysis, etc. Travel necessary to perform research or scholarly activities (field trips, visits to off-campus libraries, etc.) may also be supported. Cost sharing is required and will be considered in the review process.

Grant funds cannot be used for: page charges, the purchase of general purpose equipment and computers, faculty salaries, visiting faculty, course development, or purchase of reprints. Travel to present a paper or attend a professional meeting is also excluded.

To apply for funding, please submit your request no later than, Friday, October 13, 2006, in writing to the ORSP or electronically to [inors@lehigh.edu](mailto:inors@lehigh.edu). **The following information MUST be provided:**

1. a concise, clear description of the proposed research and scholarly activity, stating the intended outcome, e.g., a paper, composition, proposal, or artwork;
2. an itemized budget estimate and cost sharing from your department, center, institute, college, and/or other sources is essential, and should be documented with a statement of support;
3. a written endorsement from your department chairperson or center/institute director, commenting on the significance of the project, and the amount of the cost share commitment;
4. a summary of prior FRG awards and accomplishments, if applicable, and a list of any Lehigh annual awards you may have received (e.g., Libsch Award, Hillman Award).

A long proposal is unnecessary; one or two pages are sufficient. Please keep in mind that your request will be reviewed by a faculty committee, which includes a representative from each of the colleges who may not necessarily be familiar with your specific area of interest. Therefore, it would be helpful if the technical terminology is kept to a minimum. Sample formats are available upon request.

If you have any questions or require additional information please contact me. I can be reached at extension 8-3021 or via e-mail at [tjm5](mailto:tjm5). **Note: This could be the last call for proposals for this fiscal year, depending on the number of proposals received and awards granted.**