



Office of the Dean

SUBJECT: College of Human Sciences Supplemental Funding Requests

DATE: August 2021

PURPOSE: The purpose of this Operating Policy/Procedure is to describe the process related to requesting funds for one-time needs.

REVIEW: This OP will be reviewed when changes are necessitated by new college policies.

The College of Human Sciences provides annual allocations or avenues to request funding for departments, centers, and programs, upon funding availability, to fund common expenses as follows: Graduate recruitment (scholarships, fellowship & operational), accreditation/graduate program review, faculty moving reimbursement, faculty recruitment, faculty/graduate student research projects and travel, and faculty-led study abroad.

Faculty members are provided with modest allowances at the department level on an annual basis. In addition, a number of fellowship and/or grant competitions provide opportunities for more substantial awards, and some departments and programs have funds to support faculty scholarship. Faculty members are also encouraged to seek outside funding in support of their research.

We know that other one-time funding needs can arise. Before applying for one-time funding, please note the following:

- Requests should be for one-time needs; recurring needs should be discussed with department/center/program leadership.
- Requests are considered in the context of available resources, which vary from year to year.
- Recipients may be offered partial allocations rather than their full funding request.

Resource requests must be submitted by completing the attached form sent via email to the following primary contact(s):

RESEARCH

Please send completed form to Dr. Malinda Colwell, Associate Dean for Research at malinda.colwell@ttu.edu

FACUTLY DEVELOPMENT

Please send form via email to Dr. Dottie Durband, Associate Dean for Academics & Faculty at dottie.durband@ttu.edu

SPONSORSHIPS, TECHNOLOGY, or OTHER

Please send form via email to Dr. Tim Dodd, Dean at tim.dodd@ttu.edu

College of Human Sciences
SUPPLEMENTAL FUNDING REQUEST FORM

Date: _____ Name of Requestor: _____

Amount of Request: _____ Home Department: _____

Briefly describe this resource request, include dates needed and length of project (*attach proposal if preferred*):

Briefly describe the total budget need and how the resources will be used (*attach budget if preferred*):

Department contribution: \$ _____
(*IF APPLICABLE*)

Faculty contribution: \$ _____
(*IF APPLICABLE – EXAMPLE: F&A return, startup, or other supplemental funding available to the faculty member*)

Has this effort been funded in the past? YES NO

Signature of Requestor

Date

Signature of Department Chair/School Director

Date