

*Office of the Dean*

**SUBJECT:** College of Health & Human Sciences Supplemental Funding Requests

**DATE:** August 2021

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

**REVIEW:** This OP will be reviewed when changes are necessitated by new college or university 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.
- Research funding requests should be primarily for faculty research purposes, not graduate or undergraduate student projects.

Resource requests must be submitted by completing the attached form

(<https://www.depts.ttu.edu/hs/research/docs/CHHS-Supplement-Funding-Request-Form-Fillable.pdf>)

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](mailto:malinda.colwell@ttu.edu)

**FACUTLY DEVELOPMENT**

Please send completed form via email to Dr. Dottie Durband, Associate Dean for Academics & Faculty at [dottie.durband@ttu.edu](mailto:dottie.durband@ttu.edu)

**SPONSORSHIPS, TECHNOLOGY, or OTHER**

Please send completed form via email to Dr. Tim Dodd, Dean at [tim.dodd@ttu.edu](mailto:tim.dodd@ttu.edu)

*Reviewed in July 2024*