GUIDELINES FOR FACULTY GRANT PROPOSALS

1. The applicant must be a Newcomb Fellow and a member of the Tulane University.

2. Grants must promote the mission of the Newcomb College Institute, contributing in a significant way to the education of women.

3. Grants must contribute to faculty/student interaction and collaboration and have academic merit. A grant should benefit as many women students as possible.

4. The main purpose of the grants is to benefit undergraduate education. Funds are not available for graduate students and others not enrolled in the Newcomb-Tulane Undergraduate College.

5. The Newcomb College Institute Fellowship Review Committee is especially receptive to new initiatives for which the Newcomb Fellows grant can serve as “seed money” for longer term projects. Grants are not intended to be the recurrent sole support of a research program.

6. No faculty salaries will be paid as part of a grant.

7. If a grant includes a public appearance by a guest speaker, it must also provide an opportunity for the speaker to meet informally with students. A schedule for the visit should be included with the proposal.

8. If the grant is connected to a student group (e.g. Women in Science), there should be consultation with that organization.

9. The grant (and its funding) ends with the end of the semester of its stated length. A grant may be prolonged only if the faculty member requests an extension in writing. The Director may grant this at her discretion.

10. A grant report is due at the conclusion of the funding period. Future grant funding will take into consideration the completion and quality of research as reflected in this report.

11. All grant proposals are due either November 1 or March 1.

Grant Expenses

1. Per Diem expense for a guest speaker (artist, etc.), including lodging and meals, is limited to $200, (U.S. dollars.). We cannot reimburse expenses for alcoholic beverages.

2. We will consider funding for a general function which would encourage guest/faculty/student interaction. This includes a reasonable amount budgeted for refreshments at such a function, up to $100. In addition to the speaker’s per diem, a group of faculty may host a dinner for the speaker, not to exceed $100. We do encourage grant recipients you to be creative in using the funding they receive, to seek the lowest available airfares, etc.

3. Students working for Newcomb Fellows may be paid a stipend (not to exceed $6.50 per hour).

4. Funds for equipment are not allowed. Exception: If the equipment can serve a general purpose and be used for future grants, it can be purchased to become the property of the Newcomb Foundation.
5. Requests for reimbursement of expenses are to be submitted to the Newcomb College Institute Director’s office. The request must include your social security number.

6. Reimbursements may not exceed the grant award; if costs run over, the grantee is responsible for covering the excess.

Signature______________________________________________________________

GUIDELINES FOR STUDENT GRANT PROPOSALS

1. The applicant must be a Newcomb-Tulane Undergraduate College female student.

2. Grants must promote the mission of Newcomb College Institute, contributing in a significant way to the education of women.

3. Grants must contribute to faculty/student interaction and collaboration and have academic merit.

4. The main purpose of the grants is to benefit undergraduate education. Funds are not available for graduate students and others not enrolled in Newcomb-Tulane Undergraduate College.

5. Successful grants distinguish the work the student will perform from the faculty member’s larger project. In other words, the grant should not pay for a student simply to assist a faculty member. The grant should support a student’s work in its own right, even when a part of a larger project.

6. If the grant is connected to a student group (e.g., Women in Science), there should be consultation with that organization.

7. The grant (and its funding) ends with the end of the semester of its stated length. A grant may be prolonged only if the faculty member requests an extension in writing. The Director may grant this at her discretion.

8. A grant report is due at the conclusion of the funding period. Future grant funding will take into consideration the completion and quality of research as reflected in this report.

9. Proposals are due November 1 or March 1. Grants for summer projects may fall under either deadline.

10. All grants involving international travel must be cleared from the United States Department of State Travel Warning List. That is, countries listed on the State Department Warning List are off limits to grant recipients; see “Policy Regarding Tulane Sponsored Undergraduate Travel Abroad” for a complete discussion of Tulane policies and the restrictions on travel.

Grant Expenses

1. Students working for Newcomb Fellows through a Foundation Grant may be paid a stipend (not to exceed $6.50 per hour).

2. Funds for equipment are not allowed. Exception: If the equipment can serve a general purpose and be used for future grants, it may be purchased to become the property of the Newcomb Foundation.
3. Support for supplies will be limited.

4. Requests for reimbursement of expenses must be submitted to the Newcomb College Institute Director’s office with the student’s social security number. Reimbursements may not exceed the grant award; if costs run over, the grantee is responsible for covering the excess.

5. All grant proposals must include a detailed budget listing expenses.

6. Per diem expenses for lodging and meals is limited to $200 a day (U.S. dollars.) Recipients will not be reimbursed for additional charges.

7. Reimbursement will not be made for any type of alcoholic beverage.

Signature________________________________________________________________