

## **The Valentini Brady Faculty Research Fund Grant Program**

### **Background**

The Valentini Brady Faculty Research Fund was created to facilitate research development in the Department of Modern and Classical Languages. Originally founded through donations from faculty members, the Valentini Brady Faculty Research Fund is meant to be used to support the research of all members of the department (tenured/tenure-track as well as non-tenure-track faculty, including instructional faculty, lecturing faculty, visiting faculty, and adjunct faculty).

For our purposes we define research as activities

1. whereby faculty members present ideas in a scholarly setting (professional or academic conferences);
2. that are expected to lead to an improvement in pedagogical methods; or
3. that are expected to lead to a form of publication (scholarly or translated).

### **Fund Program**

Valentini Brady Faculty Research Fund grants are designed to support short-term research needs, including, but not limited to, the following:

- Travel to research libraries and archives;
- Travel to and/or fees associated with presenting at workshops or conferences;
- Reduction of teaching load for research or program development (when feasible depending on needs of MCL programs and on availability of sufficient moneys in the Valentini Brady Faculty Research Fund; only available to tenure-track and promotion-eligible non-tenure-track faculty).

### **Eligibility**

All members of the department (tenured/tenure-track as well as non-tenure-track faculty, including instructional faculty, lecturers, and visiting faculty with a contract of one academic year or more) are eligible to apply. However, preference will be given to those who have

- No other source of funding available for the project in question;
- Not recently (in the past two years) received a Valentini Brady Faculty Research Fund grant.

Applications should list all other internal and external grants received in the past two years as the committee will take into consideration other support received by the applicant.

### **Administration of the Valentini Brady Faculty Research Fund**

The Valentini Brady Faculty Research Fund will be administered on behalf of MCL by a three-person committee, one of whom will be the Communications Officer or point of contact. The three members will be elected from the faculty for a two-year term, on a staggered basis, in

accordance with normal departmental procedures. Committee members will be eligible for re-election. Only tenure-track and promotion-eligible non-tenure-track faculty are eligible to run for election to the committee and have the right to vote in the election of committee members. Members of the committee will not be eligible to receive a Valentini Brady Faculty Research Fund grant during their term on the Committee. The Communications Officer will be chosen by the three committee members by mutual agreement for a period of one or two academic years.

### **Responsibilities of the committee**

The committee will administer the Valentini Brady Faculty Research Fund awards: through the Communications Officer, notify the department of the award deadlines; review applications and any requests for reconsideration; grant faculty awards; and notify the department of the award recipients. Requests for reconsideration of the committee's decision should be made in writing to the Communications Officer; requests should provide a rationale for reconsideration. The committee will periodically review the guidelines and procedures of the Valentini Brady Faculty Research Fund and submit any proposed changes for faculty approval. All deliberations of the committee are confidential.

The Chair of the department will request the committee to convene. In the Fall semester of the academic year, the Chair will inform the committee of the funding available for the budgetary year. The Communications Officer will then announce to the department by email 1) the amount of money available; and 2) the deadlines for the applications (one deadline in the fall, another in the spring, pending availability of funds).

### **Application and Award Procedures**

Applications for Valentini Brady Faculty Research Fund grants must be made by filling out the application forms available on the MCL website.

All published work deriving from grant-supported research will acknowledge the assistance of the Valentini Brady Faculty Research Fund. Award recipients will provide a copy of any such publication to the department chair, who will retain a copy for the committee's file.