**Faculty Affairs Committee**

** Kenyon College Grant Guidelines, FAC**

**COVID-19 Guidance for FAC Grants (April 6, 2020)**

**For FAC Awards made in the 2019-2020 Academic year:**

Awardees have an extra year to expend the funds and an extra year to file the report (but receipts are still due within 60 days of expenditures)

Contact the chair of FAC if you will not be able to expend awarded funds by June 1, 2022, because unexpended funds will be lost at that time.

The nature and details of your project cannot change. To change the location you intended to travel, the conference you planned to attend, etc. would change the basis on which the funding decision was made, so unless you can do the same project at a different location, you must reapply for funding. If you have questions about what changes might be acceptable without submitting a new proposal, consult the chair of FAC.

**This is a notification of an internal procedure of FAC, not legislation.**

**Deadlines 2020-21**

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| --- | --- |
| **Grants** | **Due Date for Grant Proposal** |
| NEH Summer Stipend Nomination | August 17 2020 |
| Newton Chun Award | October 6, 2020 |
| Faculty Research Grants/Round One | October 20, 2020 |
| Faculty Teaching Grants | TBA |
| Labalme Faculty Research Grants for International Travel | TBA |
| Faculty Research Grants/Round Two | TBA |

**Please** make FAC grant applications through the FAC [Cover Sheet Form](http://documents.kenyon.edu/provost/grantcover.docx) **except for the Midwest** **Faculty Seminar**. Use a **NEW FORM** each time you make an application, and **complete all** **sections** of the form. **See specific instructions in this guide for each award.**

**Please do not change the cover sheet into a .pdf**. All other application documents may be in either MS Word or .pdf format. **LENGTH:** **Project statements for the FTG, Labalme, and FRG proposals should not exceed 3 pages. The Newton Chun Award proposal may be 10 pages; NEH follows the** [**NEH guidelines**](http://www.neh.gov/grants/research/summer-stipends) **and the Midwest application is one page.**

Applications will be accepted only by email and must be received by **Wendy Busenburg** [busenburgw@kenyon.edu](mailto:busenburgw@kenyon.edu) by **4:00 p.m. on the day of the deadline.** If you are having trouble making the application, please contact Wendy Busenburg by email or call 1.740.427.5551. She will send you notifications of receipt usually within 48 hours. (Mon-Fri).

**Final Reports:** All recipients of grants awarded by the Faculty Affairs Committee, including co-sponsors of joint projects, must submit written reports to the Office of the Provost on the work accomplished with faculty development funds. Reports should be sent to **Wendy Busenburg** [busenburgw@kenyon.edu](mailto:busenburgw@kenyon.edu). 1.740.427.5342.

[**FAC Scoring of Proposals**](http://documents.kenyon.edu/provost/FACproposal.scoring.pdf) This document guides the committee on evaluating the submitted proposals.

**NEH Summer Stipends**

Each year the Faculty Affairs Committee may select two faculty members to be the College's nominees for the $6000 National Endowment for the Humanities Summer Stipend.

NEH Summer Stipends support individuals pursuing advanced research that contributes to scholarly knowledge or to the public’s understanding of the humanities. Recipients usually produce scholarly articles, monographs on specialized subjects, books on broad topics, site reports, translations, editions, or other scholarly tools.

The Summer Stipends program provides $6,000 to support continuous full-time work on a humanities project for a period of performance of two consecutive months. Projects may begin as early as May 1. Recipients must work full-time on their projects for these two months and may hold other research grants supporting the same project during this time. Summer stipends normally support work carried out during the summer months, but arrangements can be made for other times of the year.

These two nominees must then make an application directly to NEH.

For details on the NEH Summer Stipend, please refer to the [NEH](http://www.neh.gov/grants/guidelines/stipends.html) web site: <https://www.neh.gov/grants/research/summer-stipends>.

To apply to be a Kenyon College nominee, please send the FAC [cover sheet](http://documents.kenyon.edu/provost/grantcover.docx) along with your proposal narrative and your vita (limited to 2 pages) in MS Word as an email attachment to **Wendy Busenburg** [busenburgw@kenyon.edu](mailto:busenburgw@kenyon.edu).  
   
**You must meet NEH eligibility requirements. Your narrative should respond the NEH guidelines:** <http://www.neh.gov/grants/research/summer-stipends>

Applicants teaching part-time or with appointments terminating by the summer of the current academic year may apply directly to NEH without nomination.

**Kenyon nominees must register with Grants.gov** as individuals and create a username and password. NEH strongly recommends that you complete or verify your registration **at least two weeks before the application deadline**, as it takes time for your registration to be processed.

**Midwest Faculty Seminars NOT AVAILABLE THIS YEAR**

Each year, the University of Chicago hosts four Midwest Faculty Seminars, consisting of three days of formal presentations, interspersed with small group discussions. These programs, attended by 15-25 faculty, are intended to excite intense intellectual consideration of new scholarship by both University faculty presenters and liberal arts college faculty participants. The topics are intended to encourage cross-disciplinary discussion and inspire new avenues for research, teaching, and collaboration.

The topics are announced in the fall. **Application is made by submitting a one page proposal that explains your interest in the topic and how it may relate to your teaching and/or scholarship** to **Wendy Busenburg** [busenburgw@kenyon.edu](mailto:busenburgw@kenyon.edu). These awards are competitive.

Kenyon pays the conference fees and will pay the faculty members' travel and miscellaneous expenses.

**Faculty Research Grants**

The Faculty Research Grants, awarded in two rounds over the course of the academic year, provide funds to support members of the faculty (half time or above) in scholarly or artistic activities related to their College work. These grants are primarily intended for the enhancement of the professional activities of eligible members, specifically research, artistic projects, and writing. These grants are not for teaching or course development.

Secondarily, funds may be used to supplement or fully fund attendance at conferences, workshops, or other productions that will contribute to the professional development of the applicant. FAC will consider retroactive grants when clearly justified. (IFDA funds should be exhausted or budgeted prior to applying for an FRG)

An individual Faculty Research Grant is limited to $3,000. The limit for **receipted** expenses (food and lodging) per day is $175 for travel in the U.S. and $300 for international travel. **Original receipts are required for reimbursement. Turn in a completed Travel and Expense form along with original receipts to Wendy Busenburg** [busenburgw@kenyon.edu](mailto:busenburgw@kenyon.edu) **within 30 days of the expenditures.**

The maximum an individual faculty member can receive for more than one Faculty Research Grant in a single year is $3,000. However, the Committee will not consider multiple applications from a single faculty member in a given round. Faculty Research Grants are not for developing courses or enhancing teaching methods. Funds for those purposes are available through Faculty Teaching Grants.

**All Faculty Research Grant proposals must include the following:**

1. A [**summary cover sheet**](http://documents.kenyon.edu/provost/grantcover.docx) available from [Forms for the Provost’s Office](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/forms-for-the-provosts-office/). http://www.kenyon.edu/directories/offices-services/office-of-the-provost/forms-for-the-provosts-office/  
   **Be sure to download a new form every time. DO NOT CHANGE THE FORMAT! Do answer all questions.**
2. A **statement of the project**, the expected results, and the relationship of the project to the work of the Member and the College. **Not to exceed 3 pages in length. See list of evaluation criteria below.**
3. A **timetable**. **If your project involves travel during the semester, please explain your plan to minimize the impact of your absence for your students.** (If your project will not be completed during the time of your employment at Kenyon College, include a statement explaining how your proposed work will still benefit the College.)
4. A **detailed budget** with a **budget narrative/justification** for all books, equipment, materials, travel, and other expenses. Since funds are limited, every effort to economize should be made. Applicants should utilize the least expensive facilities and resources. **The more comprehensive, complete, and thorough the budget and budget narrative are, the more credible your proposal will be.** Requests for books and equipment should not include those which are routinely purchased by the department or program, or are made available through other resources. **Requests for equipment will be entertained only if it is clear that the applicant has exhausted all other alternative sources for such funding.** Unless otherwise requested by the applicant, all equipment is the property of the College.

Estimates of travel costs should be obtained from the airlines’ website or an online travel company. In order to secure the best price, successful applicants are encouraged to purchase their tickets promptly. Faculty members eligible for IFDAs are reminded that IFDA funds may be used without committee review for attendance at professional meetings and other types of faculty development. There is a required section on the cover sheet for applicants to explain why IFDA funds are not sufficient to cover the expenses in their budget. see "General Policies and Practices for Kenyon Grants and Stipends" below.

1. **If applicable**, a statement as to whether **outside funding** was sought.
2. **If applicable**, briefly summarize the results of **previous FAC grants for this project** and, importantly, **specific additional results expected from the current grant**.
3. A **current vita.**  **Not to exceed 2 pages in length.**
4. **All information must be in electronic format**. E-mail to **Wendy Busenburg** [busenburgw@kenyon.edu](mailto:busenburgw@kenyon.edu) as attachments.

For the application to be considered complete, the applicant must have submitted a written report on all previously awarded FAC Grants.

**The principal criteria used in evaluating FRG proposals are:**

1. The proposal's academic, artistic, and scholarly merit and the value of the project to the College and to the member's work.
2. The qualifications of the member.
3. The ability of the member to successfully carry out the project.
4. The feasibility of the plan and the timetable.
5. The availability of resources and research facilities.
6. The demonstrated need for funding to pursue the project.

**These criteria must be clearly addressed in the member's proposal.**

For the application to be considered complete, the applicant must have submitted a written report on all previously awarded Faculty Research Grants.  **Labalme Faculty Research Grant**

**Labalme Faculty Research Grants** **to Support Research that Involves International Travel** will be granted by the Faculty Affairs Committee in much the same way as Faculty Research Grants (FRG's), except they will be used to support research that involves international travel.

Because of the high-cost of international travel, the maximum amount of an award for a Labalme Grant will be **$5,000**, instead of the **$3,000** maximum for Faculty Research Grants. The limit of receipted expenses is $5,000 for the Labalme. **Up to two Labalme Grants will be awarded each year.** **Original receipts are required for reimbursement.**

The grant application is identical to that for FRG except that a statement about the necessity of international travel should be included in the statement about the project.

**Those faculty members who are awarded Labalme Grants should contact the Admissions Office to discuss the possibility of contacting international students in the country they visit, if it seems feasible.**

The Labalme Faculty Research Grants are made possible by the generosity of George E. Labalme Jr., '50.   
  
**A Labalme Faculty Research Grant proposal must include the following:**

1. A [**summary cover sheet**](http://documents.kenyon.edu/provost/grantcover.docx) available from [Forms for the Provost’s Office](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/forms-for-the-provosts-office/). <http://www.kenyon.edu/directories/offices-services/office-of-the-provost/forms-for-the-provosts-office/>. **Be sure to download a new form every time. DO NOT CHANGE THE FORMAT! Do answer all questions.**
2. A **statement of the project**, the expected results, and the relationship of the project to the work of the Member and the College. **Not to exceed 3 pages in length. See list of evaluation criteria below.**
3. A **timetable**. If your project involves travel during the semester, please explain your plan to minimize the impact of your absence for your students. (If your project will not be completed during the time of your employment at Kenyon College, include a statement explaining how your proposed work will benefit the College.)
4. A **detailed budget** with a **budget narrative/justification** for all books, equipment, materials, travel, and other expenses. Since funds are limited, every effort to economize should be made. Applicants should utilize the least expensive facilities and resources. **The more comprehensive, complete, and thorough the budget and budget narrative are, the more credible your proposal will be.** Requests for books and equipment should not include those which are routinely purchased by the department or program, or are made available through other resources. **Requests for equipment will be entertained only if it is clear that the applicant has exhausted all other alternative sources for such funding.** Unless otherwise requested by the applicant, all equipment is the property of the College. .

Estimates of travel costs should be obtained from the airlines’ website or an online travel company. In order to secure the best price, successful applicants are encouraged to purchase their tickets promptly. Faculty members eligible for IFDAs are reminded that IFDA funds may be used without committee review for attendance at professional meetings and other types of faculty development. There is a required section on the cover sheet for applicants to explain why IFDA funds are not sufficient to cover the expenses in their budget. see "General Policies and Practices for Kenyon Grants and Stipends" below.

1. **If applicable**, a statement as to whether outside funding was sought, give details.
2. **If applicable**, briefly summarize the results of **previous FAC grants for this project** and, importantly, **specific additional results expected from the current grant**.
3. A **current vita**. **Not to exceed 2 pages in length.**
4. **All information must be in electronic format**. E-mail to **Wendy Busenburg** [busenburgw@kenyon.edu](mailto:busenburgw@kenyon.edu) as attachments.

**The principal criteria used in evaluating proposals are:**

1. The proposal's academic, artistic, and scholarly merit and the value of the project to the College and to the member's work.
2. The qualifications of the member.
3. The ability of the member to successfully carry out the project.
4. The feasibility of the plan and the timetable.
5. The availability of resources and research facilities.
6. The demonstrated need for funding to pursue the project.

**These criteria must be clearly addressed in the member's proposal.**  
  
For the application to be considered complete, the applicant must have submitted a written report on all previously awarded Faculty Research Grants.

**Dr. Newton Chun Award**

This award, endowed as a memorial to Dr. Newton Chun by his son, Jon Chun, provides faculty members of Kenyon College the opportunity to undertake the scholarship on which their continuing development as teacher-scholars depends. It will be awarded through a competition administered annually through the Provost's office and the Faculty Affairs Committee.

This award of up to $8,000 will be given to support research and artistic projects of exceptional merit and promise. It may be used for projects that take place in the summer, during one semester, or over one or more academic years. Preference will be given to projects that cannot otherwise be accomplished without financial support. **Original receipts are required for reimbursement.**Appropriate uses of the award include but are not limited to:

* Enabling a winner of an outside grant that does not match the person's salary to accept the grant and take the necessary leave of absence
* Supporting travel, research and writing during the summer or while on sabbatical
* Paying student or other research assistants
* Course release

Tenured and tenure-track members of the faculty are eligible to apply for the Dr. Newton Chun Awards. Awardees may apply for other grants administered by FAC as long as those applications are for projects substantially different from the Award project. Recipients may not reapply until the seventh year after having been awarded a Chun fellowship.

**Applications must include the following:**

1. A [**summary cover sheet**](http://documents.kenyon.edu/provost/grantcover.docx) available from [Forms for the Provost’s Office](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/forms-for-the-provosts-office/). http://www.kenyon.edu/directories/offices-services/office-of-the-provost/forms-for-the-provosts-office/  
   **Be sure to download a new form every time. DO NOT CHANGE THE FORMAT! Do answer all questions.**
2. A **detailed project statement** of **no more than ten double-spaced pages**. Applicants involved in artistic production may include a portfolio of past and current work as part of this project statement. The project statement should clearly explain:
   * The importance of the project to the Member's discipline.
   * The relationship of the project to the work of the Member and the College.
   * Discussion of the work to be undertaken during the tenure of the award along with a timetable and the expected date of completion.
   * The expected results of the project.
3. A **timetable**. **If your project involves travel during the semester, please explain your plan to minimize the impact or your absence for your students.**
4. A **detailed budge**t for all books, equipment, materials, travel, and other expenses.
5. A **current vita.**  (**Not to exceed 2 pages in length.**)
6. In particular cases the committee may request further information.
7. **All information must be in electronic format.**
8. E-mail all application materials to **Wendy Busenburg** [busenburgw@kenyon.edu](mailto:busenburgw@kenyon.edu) as attachments.

**Within two months following completion of the award project, recipients must:**

* submit a detailed report to the Associate Provost of the work undertaken with a copy to the Director of Donor Relations.
* A summary of actual funds expended along with the original receipts for those expenditures must be included. Any funds remaining in the award that cannot be accounted for with receipts will return to the fund at that time.

Recipients who have not submitted a report for the Dr. Newton Chun Award are ineligible for all subsequent funding from the Faculty Affairs Committee until the report is delivered.

For the application to be considered complete, the applicant must have submitted a written report on all previously awarded Faculty Research Grants.

**Faculty Teaching Grants**The **Faculty Teaching Grants** program provides funds to support members of the faculty in developing new courses and for enhancing teaching methods and strategies in existing and new courses. **$5000 maximum.**

Eligible for FTGs are members of the faculty holding full-time appointments at the ranks of Instructor, Assistant Professor, Associate Professor, or Professor (this includes full-time visiting appointments and shared appointments, but does not include adjunct appointments) and all members appointed under at least a half-time contract at the time of application. **Applicants must be employed by the College at the time of application submission and during the funding period.** Joint applications are acceptable within departments and programs, as well as across departmental, program and divisional lines. Not all persons in a joint application need be eligible as individuals.

Faculty Teaching grants are intended primarily for initiatives aimed at teaching or reflection on pedagogical practices or other related applications. Consequently, proposals may be directed toward unusual expenses associated with the creation of new courses, new equipment for teaching, interdisciplinary collaborations, conferences focused on pedagogy, summer seminars on issues related to student learning (like community-based research, student-faculty collaborations, and study abroad advancement), as well as other projects of similar scope. Funds will not be awarded if the proposal focuses primarily on the research, writing, and artistic activities of faculty members.

Proposed budgets for summer seminars ONLY may include stipends, at the rate of $100 per participant per day, or $50 per participant per half day (either morning or afternoon). If you are proposing stipends, you must include FICA funds in your budget. FICA is the Social Security and Medicare taxes that must be paid on all stipends.

If the proposal involves technology that must be supported by the College, applicants should discuss their proposal with the relevant office of the College, such as LBIS. Applicants should include in their proposal an indication that such a discussion has taken place.   
 **Applications must include the following:**

1. A [**summary cover sheet**](http://documents.kenyon.edu/provost/grantcover.docx) available from [Forms for the Provost’s Office](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/forms-for-the-provosts-office/). http://www.kenyon.edu/directories/offices-services/office-of-the-provost/forms-for-the-provosts-office/  
   **Be sure to download a new form every time. DO NOT CHANGE THE FORMAT! Do answer all questions.**
2. A statement of the project, the expected results, and the relationship of the project to the teaching of the member and the curricular goals of the College. When applicable, applicants should provide a detailed discussion of the structure of the new course, its innovative features, and the materials necessary for its successful execution. (**Not to exceed 3 pages in length.) See list of evaluation criteria below.**
3. A detailed **timetable**. If your project involves travel during the semester, please explain your plan to minimize the impact or your absence for your students. (If your project will not be completed during the time of your employment at Kenyon College, include a statement explaining how your proposed work will benefit the College.)
4. A detailed budget for all books, equipment, materials, travel, and other expenses. Since funds are limited, every effort to economize should be made. **Requests for books and equipment should not include those routinely purchased by the department or program, or made available through other resources.** Requests for equipment will be entertained only if it is clear that the applicant has exhausted all other alternative sources for such funding. Unless otherwise requested by the applicant, all equipment is the property of the College.  
     
   Applicants should utilize the least expensive facilities and resources. Estimates of travel costs should be obtained from the airlines’ website or an online travel company. In order to secure the best price, successful applicants are encouraged to purchase their tickets promptly. Faculty members eligible for IFDAs are reminded that these funds may be used without committee review for attendance at professional meetings and other types of faculty development.  
     
   Proposed budgets for summer seminars ONLY may include stipends, at the rate of $100 per participant per day, or $50 per participant per half day (either morning or afternoon).
5. **If relevant to the current proposal**, reference to previously obtained Kenyon Faculty Teaching Grants and, importantly, specific additional results expected from the current grant.
6. A current vita for the lead proposer only. (**Not to exceed 2 pages in length.**)
7. Applicants seeking funding to attend workshops or other productions must specify how their attendance will directly contribute to the applicant's instruction.
8. For the application to be considered complete, the applicant must have submitted written reports on previously awarded Faculty Teaching Grants. The committee will review the file on the most recently funded proposal, and may review files pertaining to earlier grants as well. An application should regard this information as available to the committee and refer to it as appropriate.

**The principal criteria used in evaluating proposals are:**

1. The academic merit and pedagogical goals of the project in relation to the mission of the department or program and the College.
2. The qualifications of the member.
3. The ability of the member to successfully carry out the project.
4. The feasibility of the plan and the timetable.
5. The availability of resources and research facilities.
6. The demonstrated need for funding to pursue the project.

**These criteria must be clearly addressed in the member's proposal.**

**Kenyon College Travel and Entertainment Expense Policy**[**https://www.kenyon.edu/directories/offices-services/accounting/accounts-payable/travel-and-entertainment-expense-policy/**](https://www.kenyon.edu/directories/offices-services/accounting/accounts-payable/travel-and-entertainment-expense-policy/)

**General Policies and Practices for Kenyon FAC Grants**

**Multiple Applications:** The Faculty Affairs Committee will not consider multiple applications from the same faculty member in the same funding category in a given round.

**Retroactive Applications:** The committee will consider retroactive applications for Faculty Research Grants and Faculty Teaching Grants when clearly justified, but ordinarily retroactive applications are given a **lower priority**.

**Equipment and Materials:** Ordinarily, books, equipment and unused materials purchased with funds granted by the Faculty Affairs Committee become the property of the College and must be turned over to the Library, or to an appropriate department of the College, at the conclusion of the project. **Grants are not awarded for instructional equipment or materials that might otherwise be obtained from department or LBIS budgets**.

**Funds for Technology:** Applications for computer hardware or software should include verification that issues of comparability and technical support have been discussed with the relevant department of the College, which in most cases will be LBIS.

**Outside Funding:** When feasible, applicants should seek outside funding. Copies of such applications should be submitted to the Committee along with the proposal.

**Previous Grants:** If an applicant has received faculty development grants previously, the Committee may review the file on those grants as well. An applicant should regard this information as available to the Committee and make reference to it as appropriate.

**Airfare:** Air travel expenses estimates included in your proposal must be from a recent online source such as an airline website or online travel agency.

**Mileage:** Automobile mileage will be allowed at the current rate announced by the College.

**Reimbursement for Travel Expenses:** The **maximum** allowance for reimbursement for food and lodging is $175 per day for travel within the continental United States. For travel outside the continental United States, the maximum reimbursement for food and lodging is $300 per day. **Receipts are required** **to document all expenses for which reimbursement is claimed**. All (FRG, Labalme, FTG, Newton Chun) receipts (original receipts) with a **completed T&E form** will be due to **Wendy Busenburg** [busenburgw@kenyon.edu](mailto:busenburgw@kenyon.edu) within **30 days** of the expenditures. **Keep copies of your receipts**. (FAC recommends filing the T&E as soon as possible once all expenditures have been made.)

* **A written report** will be due by June 30 of the academic year following the year in which the grant is awarded, but prior to application for another FAC grant in the same grant category. Send reports to **Wendy Busenburg** [busenburgw@kenyon.edu](mailto:busenburgw@kenyon.edu). (FAC recommends filing the report as soon as the project is finished.)

**Receipts:** Faculty members must obtain **original receipts** for expenses covered by IFDAs, Faculty Research Grants, Labalme Faculty Development Grants, and Faculty Teaching Grants, **including for food and lodging,** and those receipts must be filed with the final report for the grant. If no receipts are filed with the final report, the College is forced by law to consider those funds as income and to withhold taxes.

**Timing:** In accordance with IRS regulations, awardees may not receive an advance of funds earlier than thirty days prior to their use and awardees are obliged to submit original receipts on the use of the grant within sixty days of receiving the advance funds.

**Final Reports:** All recipients of Kenyon Faculty Research, Teaching, and Labalme grants, including co-sponsors of joint projects, must submit written reports to the Office of the Provost on the work accomplished with faculty development funds. Send reports to **Wendy Busenburg** [busenburgw@kenyon.edu](mailto:busenburgw@kenyon.edu).

* A written report will be due by June 30 of the academic year following the year in which the grant is awarded, but prior to application for another FAC grant in the same grant category. Send reports to Wendy Busenburg. (FAC recommends filing the report as soon as the project is finished.)
* The report should include the recipient's evaluation of the project and be filed within 60 days after the completion of the project.
* For recipients of Faculty Research Grants and Faculty Teaching Grants a summary of actual funds expended. **The** [**T&E**](http://documents.kenyon.edu/finance/travel_expense_form.xlsx) **with the original receipts must be submitted.** The Faculty Affairs Committee will not consider future grant proposals in the same category from a faculty member who has not filed a report for all previous grants in that category.

**Revocation of Grants:** The Faculty Affairs Committee has the right to revoke its funding of proposals when, in its estimation, a faculty member has failed to utilize approved funds within a reasonable period of time, has not completed the project by the end of their employment, or has deviated from the original intent of the proposal including the timetable. **The FAC or the Provost may also revoke funds upon a faculty member’s resignation or dismissal from the college.**

**For additional information** on when and how to use the Travel Expense Form, Payment Order Form, policies and procedures for **Student Hiring and Payments**, and **Vendor Payments** go to the Payment Policies and Procedures Information Sheet.

**IFDA (Individual Faculty Development Accounts)**

See [Faculty Handbook on IFDAs](http://www.kenyon.edu/directories/offices-services/human-resources/employee-handbooks/faculty-handbook/49-individual-faculty-development-accounts-ifdas/)

**IFDA Reimbursement Information:** Faculty members draw on their accounts by arrangement with [Darlene Tedrow](mailto:tedrowd@kenyon.edu?subject=IFDA) [tedrowd@kenyon.edu](mailto:tedrowd@kenyon.edu) Bailey House. **All requests for reimbursement must be accompanied by proper receipts and a completed**[**Travel and Expense**](https://www.kenyon.edu/directories/offices-services/accounting/accounts-payable/travel-and-entertainment-expense-policy/) **or**[**Payment Order**](https://www.kenyon.edu/directories/offices-services/accounting/accounts-payable/payment-order/)**form.**

**Sponsored Research**

Kenyon College encourages its faculty members to be active and creative within their disciplinary and interdisciplinary fields and we encourage faculty to apply for externally funded grants and fellowships to support research, creative work, and scholarly activities. William Billiter, Executive Director of Sponsored Research will discuss proposal ideas, assist faculty in identifying possible funding sources, and will read, help edit, compile, and submit proposals for individual grants and fellowships.

The [Grants and Fellowships](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/funding-opportunities/kenyon-in-house-grants-fellowships-stipends/) web page has information on funding sources, proposal writing, and Kenyon grant guidelines. <http://www.kenyon.edu/directories/offices-services/office-of-the-provost/funding-opportunities/kenyon-in-house-grants-fellowships-stipends/>