



**Temple University**  
**College of Liberal Arts**  
**Office of the Dean**

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**CLA Research Awards (CLARA)**  
**Guidelines for Faculty Applications**

**Eligibility**

The Dean of CLA invites applications from all tenured and tenure-track faculty for CLA Research Awards (CLARA) to support their research. Preference will be given to those who have not received internal funding from any source this past academic year. These funds are available to support new or ongoing research.

**Funding**

The maximum award will be \$3,500. Most research related expenses are allowable, such as funds for supplies/equipment, research assistants, dataset purchases, interview transcription, and research-related travel (e.g., for the purposes of visiting an archive, interviewing subjects, etc.). Awards from CLARA cannot be used for faculty compensation, conference travel, or fees charged for publishing articles or books (e.g., copyright payments).

Award recipients who subsequently submit a research grant proposal based on their CLARA project to an external funding source will be considered for an additional \$1,500 in support (awarded after submission) to support further research. Approved external proposals must be submitted through the eRA@TU process within 12 months of receipt of the CLARA.

**Deadline**

A single PDF file containing all documents specified below must be submitted electronically by **October 15, 2018** to Kim Fahey, at [kimberly.fahey@temple.edu](mailto:kimberly.fahey@temple.edu). Please **do not** send paper applications, as they will not be accepted.

## **Proposal Requirements**

The following materials should be presented in this **exact** order:

1. Title Page
  - You must use the standardized form.
2. Project Abstract **written for a general audience\***
  - No more than 250 words.
3. Project Description **written for a general audience\*** (3-5 double-spaced pages numbered consecutively, including the following sections):
  - a) A concise statement of the proposed research
  - b) Scholarly importance/contribution to the field
  - c) A statement on methodology and research design
  - d) Description of the expertise the applicant brings to the project
  - e) Timeline for project completion
  - f) Expected deliverables from this research
4. Detailed Budget Form with Justification of Budget Items
  - You must use the standardized budget form.
  - Include amounts for each of the requested expenses and a description of each item.
  - The maximum award is \$3,500.
5. Current and Pending Support
  - List current and pending financial support information from internal and external sources – role, project title, funding source, dates, amount
6. CV

## **Award Terms**

Awards will be made in December and paid into the awardee's research account before start of the spring semester. Award funds are to be used within two years of receipt.

### **Reporting Requirement**

Awardees are **required** to electronically submit a one-page summary of the project status/outcome one year after notification of award receipt. Details will be included in the award letter.

### **Questions**

If you have questions or need budget preparation assistance, please contact Kim Fahey, Director of Research Administration, at [kimberly.fahey@temple.edu](mailto:kimberly.fahey@temple.edu) .

*\*Your proposal is more likely to be funded if it is written without presumption that the reader knows your discipline's terms, concepts, and theories.*