

Annual Research Grants Small Research Grants

GUIDELINES AND APPLICATIONS

I. INTRODUCTION

The Baldy Center supports individual or joint research projects conducted by UB faculty on the interdisciplinary study of law and legal institutions and/or law and social policy. Baldy research grants provide seed money to initiate larger projects or funds to facilitate or complete projects.

Grants Available:

Annual Research Grants Past grants have typically ranged between \$600 and \$6,000 (with an average of around \$2,500). Modest unanticipated changes in project costs will be considered mid-year. **Application deadline is March 13** for funding in the following fiscal year (July 1-June 30).

Small Research Grants for funds up to \$1,000 to be spent within the current fiscal year. Small Research Grants may not be used to increase funding on an Annual Research Grant, nor may applicants receive more than one Small Research Grant for the same project within the same fiscal year. **Application deadlines are June 15, September 15, and February 15** or next business day.

II. APPLICATION PROCEDURE

Eligibility: Projects must be conceived, designed, and conducted by any non-adjunct UB faculty member(s) who expects to spend significant time on the research, analysis, and writing.

Application forms: Forms are attached and available on the Baldy Web site or at the Baldy Center office. Submit completed proposals with a budget page to Anita Mazurek at amazurek@buffalo.edu or 511 O'Brian Hall.

Activities Supported: Funds may be requested for:

- fieldwork, archival research, data collection, transcription, subject fees or incentives;
- data sets;
- student research assistants to work directly on tasks related to funded research project. Graduate student RAs are paid 8.00/hr, typically for 10-15 hours/week. Explain exactly what RAs will do.
- limited travel expenses (to conduct fieldwork, gather data, or collaborate with co-authors) -- airfare or mileage (at .55 cents per mile), rental car (if justified), only 50% of lodging expenses while traveling (for a maximum of three months);
- costs involved in bringing a consultant or research collaborator to Buffalo if the visit would substantially enhance the research project (they may be expected to give a presentation to the Baldy community).

Activities Not Supported: Funds may not be used for:

- conference travel;
- office supplies and expenses such as postage, telephone, and photocopying: these are assumed to be available from the PI's department;

- purely curricula projects;
- purchase of equipment or books;
- compensation for the principal investigator, collaborators, or consultant fees;
- food or per diem while traveling.

Selection Process and Criteria: The Baldy Advisory Committee reviews all grants applications and makes the decision on funding. As funds are limited, preference will be given to projects according to:

- the relevance of the project to interdisciplinary study of law, socio-legal studies, or law and social policy;
- originality, clarity, and overall scholarly merit;
- appropriateness of budget;
- likelihood that research will lead to publication or an external grant;
- record of publication from past Baldy grants;
- evidence of outside funding (or attempts to seek it) to complement Baldy funding.

Project Requirements: Annual Research Grant recipients must provide a mid-year status report by January 31 and all grant recipients must provide a brief project summary by September 1 describing research progress, findings, and outcome (list publications, conference papers, grant proposals, and any presentations given). Grant recipients should present research results at a Baldy work-in-progress presentation, seminar, or colloquium. Recipients are also encouraged to attend other Baldy seminars.

Publications:

It is ordinarily expected that research grants and conferences will lead to publications. Such work should acknowledge the Baldy Center for Law & Social Policy. Faculty grant recipients should provide a copy of their Baldy-supported working paper or publication to the Center.

III. SPENDING AND REIMBURSEMENT PROCEDURES

General Requirements:

- All receipts and invoices submitted must be originals. Reimbursements cannot be made without original receipts.
- Tax cannot be reimbursed on purchases or hotel bills paid within New York State. A tax-exempt certificate should be presented when paying; copies available from the Baldy Center.
- All expenses must be dated before June 30 of the fiscal year for which the grant was awarded;
- Reimbursement requests (with original receipts) must be submitted by July 15 to Anita Mazurek.

Student Research Assistants:

Send students to the Baldy Center to sign on before you begin using them and notify Anita Mazurek (amazurek@buffalo.edu) that you authorize their employment. You should monitor the student's work, sign the bi-weekly timesheet as their supervisor, and ensure the student submits timesheets as soon as the work is completed. Graduate student RAs can be employed only during the fiscal year for which the grant was given. **Timesheets will not be accepted after the last pay period in June.**

Booking Air and Train Travel:

State procedures require that **you cannot be reimbursed for bookings you make yourself**. Use the following procedures to book travel:

- Go to the UB Travel office Web site and complete a traveler profile **at least a week before you want to book your travel**. Profiles are found online at <http://ubbusiness.buffalo.edu> –
- Call The Travel Team/Niagara Frontier Travel: for domestic travel call 1-877-332-6530 (ask for Sarah Mitchell ext. 1113); for international travel call 1-888-251-3195) to inquire about flights/trains and to make your reservation. **Specify that you are charging the Baldy Center's CTA.**
- The travel agent will e-mail the Baldy Center requesting approval for your trip after which the trip will be ticketed

ANNUAL RESEARCH GRANT APPLICATION FORM

(Complete a separate application and budget form for each faculty research project)

1. **Faculty Applicant(s), position and UB Department:
E-mail:**
2. **Name of Project:**
3. **Status of Project (New or Renewal):**
(If a renewal, describe progress and any output since previous award)
4. **Description of Project (max. 2 pages). (What is your research question? Why is it significant? Provide working hypotheses or explain what you expect to find. Place your research in context and provide a few key sources):**
5. **Research Methodology (max. 1 page). (How do you plan to do your research? If you are traveling, why those research sites or libraries? If requesting a research assistant, what specific tasks will the research assistant do?):**
6. **Relevance of Project to interdisciplinary study of law, socio-legal studies, or law and social policy:**
7. **Expertise of Faculty Applicant. (Briefly describe your prior work and/or publications in the area of your proposed research. If this is a new area of research, explain how you came to it):**
8. **Duration of Project (when it started - anticipated end date):**
9. **Anticipated Work Product(s) for this Project:**
10. **Non-Baldy Support received, applied for or anticipated (from external grants such as NSF and Ford Foundation, or from internal funding, e.g., departments, Graduate Groups):**
11. **Past Baldy Research Support and Scholarly Products:**
Describe the research output for all Baldy projects funded in the last 3 years (publications, presentations, papers, and/or external grant applications).

SMALL RESEARCH GRANT APPLICATION FORM

Maximum of 2 pages (singled-spaced)

(Complete a separate application form for each faculty research project)

- 1. Faculty Applicant(s), position, and UB Department :
E-mail:**
- 2. Name of Project:**
- 3. Status of Project (New or Renewal):**
- 4. Description of Project (What is your research question? Why is it significant? Provide working hypotheses or explain what you expect to find. Place your research in context and provide a few key sources):**
- 5. Research Methodology (How do you plan to do your research? If you are traveling, why those research sites or libraries? If requesting a research assistant, what specific tasks will the research assistant do?):**
- 6. Relevance of Project to interdisciplinary study of law, socio-legal studies, or law and social policy:**
- 7. Duration of Project (when it started - anticipated end date):**
- 8. Anticipated Work Product(s) for this Project:**

BALDY CENTER RESEARCH GRANT
(use for both Annual and Small Research Grant applications)

BUDGET FORM

\$ Requested

I. Student Employment (graduate students)

**No. of hrs _____ x no. of wks _____
= _____ total hours @ \$8.00/hour**

Justification:

**2. Materials, Supplies, and Services, such as transcription,
not available from department or school**

Justification:

3. Travel to Conduct Research

**Total travel cost (including local transportation)
(Itemize and give estimated cost)**

**Accommodation: _____ nights x _____ cost x 50%
(food not reimbursed)**

Justification:

TOTAL REQUESTED FROM BALDY

Please indicate if you have secured or applied for any funds from other sources for this project (give sources and amount).