



MEMORANDUM

TO: Collegiate Deans
FROM: William F. Decker, Associate Vice President for Research
RE: Discretionary Funds
DATE: February 20, 2001

The information in this memorandum has been distributed previously. However, many funds requests have been reaching our office this year without the endorsements described below. May we ask that you remind your DEOs and faculty of these required steps? This will allow us to respond in a more timely way. – Thank you.

Among the funds available in our office for the support of research and scholarship is a small discretionary fund that has been used for a variety of faculty needs that do not fit within our several specific programs (such as the Arts and Humanities Initiative, the Biosciences Initiative, CIFRE, etc.). In an effort to get funds to deserving faculty in a timely manner, we use the following mechanism for submitting occasional miscellaneous requests for financial assistance from our discretionary fund.

Any faculty with requests for discretionary funding for unexpected opportunities or small, specific needs that do not fall within the guidelines and purview of our established grant programs should forward their requests through the DEO to the dean of their college. These requests should be as succinct as possible while indicating the importance of the request to the faculty and department/program and why the request would not fit within a specific competition or program such as the CIFRE program.

If you endorse the request, you would then forward it to our office with your recommendation and indication of any matching monies your college may be able to contribute. Departmental and collegiate cost sharing is an important factor in our consideration of funding these requests.

Requests will be handled as rapidly as possible. Indeed, when requests arrive with attached endorsements or recommendations from the DEO and dean, we will strive to respond within two weeks.

Thanks in advance for your help. Please let me know if you have any questions or suggestions.

cc: Vice President David Skorton
Provost Jon Whitmore