

## **SArD Faculty Research Funding**

### Rules & Procedures

Reviewed by URC  
Approved by SARD Faculty

29/05/2012  
21/06/2012

Approved by the Council of Deans  
Amendments Approved by SAC & CD

28/03/2013  
[03/07/2014](#)

## **Table of Contents**

Introduction: Faculty Research Funding Policy

1. Travel Funding [For Tenured/Tenure Track Faculty]
  - 1.1. Conferences
  - 1.2. Exhibitions
  - 1.3. Research Abroad Grant
  - 1.4. General Conditions for Travel Funding
  
2. Research Funding
  - 2.1. Publication Support
  - 2.2. Art/ Design Competitions
  - 2.3. Experimental Research
  - 2.4. General Conditions for Research Funding
  
3. Faculty Development Funding
  - 3.1. Workshops
  - 3.2. Academic Events
  - 3.3. General Conditions for Faculty Development Funding
  
4. Application Process & Criteria
  - 4.1. Application Process
  - 4.2. Funding Limits
  - 4.3. Funding Decisions

## **Faculty Research Funding Rules & Procedures**

The School of Architecture & Design supports its full-time faculty by funding activities that promote the faculty's research and academic development, in line with the criteria that govern the promotion of faculty in professorial tracks within the School, as well as the development of faculty in the professional tracks.

Under the School Bylaws, it is the prerogative of the Faculty Affairs Committee [FAC] to make recommendations to the Dean regarding all applications for funding that fall under one of the following categories:

1. Travel Funding
2. Research Funding
3. Faculty Development

### **1. Travel Funding [For Tenured/Tenure Track Faculty]**

Travel funding applies only to tenured full time faculty or faculty on tenure track.

Applications for travel funding are reviewed by the FAC, which makes its recommendation regarding funding support for travel to conferences or exhibitions, or to conduct research abroad. In deciding on the submitted proposals, it is the prerogative of the FAC to evaluate the relevance of such proposals, as well as their contribution to the academic development of the faculty and to the promotion of the School.

#### **1.1. Conferences**

Travel to peer-reviewed conferences and symposia are normally funded upon review and evaluation of the organizing body, the venue, acceptance rate and other criteria of relevance.

Funding approval will be based on the evaluation of the following criteria:

- The conference is organized by an academic institution or reputed organization
- The conference has a good academic reputation and is considered a reference in its field, or alternatively has a good track-record in terms of proceedings or journals.
- The conference is peer-reviewed and has a reasonable acceptance rate.

Based on the departmental chair input, and the evaluation of the criteria above, the FAC would recommend one of the following:

- Full funding for cases where there is a majority approval on the value of the conference
- 50% funding for cases where the conference does not meet all of the criteria, as in newly established events, no acceptance rates given, but is nevertheless of sufficient academic importance
- No funding for cases where the conference does not meet the minimum standards in the field.

The following restriction applies to travel funding to conferences:

- A maximum of 50% funding can be granted for applications where the faculty is presenting work done prior to joining the University

#### **1.2. Exhibitions**

Travel to attend exhibitions in which the faculty work has been selected for presentation are normally funded upon review and evaluation of the organizing body, the venue, and other criteria of relevance, provided that such work is not presented at such venue for commercial profit, has

been selected through a peer-review or jury process, and requires an active intervention by the faculty in the form of public presentation of work, participation in a debate, or academic lecture.

Funding approval will be based on the evaluation of the following criteria:

- " The exhibition is organized by an academic institution or reputed organization
- " The costs of attending this event are not covered by the host institution
- " The faculty's teaching and/or creative activity would benefit from such event

Based on the departmental chair input, and the exhibition's relevance, the FAC would recommend one of the following:

- " Full funding for cases where there is a majority approval on the value of the exhibition
- " 50% funding for cases where the exhibition does not meet all of the criteria but is nevertheless of sufficient academic importance
- " No funding for cases where the exhibition does not meet the minimum standards in the field.

The following restriction applies to travel funding to exhibitions:

- " Faculty can't apply more than once every 3 years for this type of activity funding, in case the event is organized by the same institution.

### **1.3. Research Abroad Grant**

The Research Abroad Grant provides faculty an opportunity to engage in scholarly research or creative activity for a period of 4 to 8 weeks, and to broaden the scope of their scholarship/research/creative interests, as well as create opportunities for future collaborations.

To qualify for a Research Abroad Grant, the faculty should have a letter of invitation from an institution of higher-education or an academic/art institution, inviting them to conduct research or participate in a specific project that serves an academic purpose. The faculty should submit a complete proposal outlining the research or work intended to be done at the specified institution, the name[s] of the faculty/artists/designers at the other institute with whom the faculty member will be collaborating, and any additional information about the intended activity. The proposal must explicitly state the objectives of the project, its schedule, its academic merit and the expected outcome.

The following additional restrictions apply:

- " A faculty should have served a minimum of 2 years in a full-time position before being eligible to apply for a Research Abroad Grant.
- " The faculty is not required to teach or have administrative duties during the grant period.
- " Faculty are not eligible to have a Research Abroad Grant and a sabbatical leave within the same academic year
- " Faculty who receive a Research Abroad Grant are expected to remain as full-time faculty members for at least one additional academic year after the grant period.

### **1.4. General Conditions for Travel Funding**

- " Travel funding is only applicable to full-time faculty, tenured or on tenure track.
- Travel funding may be granted to faculty to present collaborative work, provided that the LAU faculty is a principal contributor in the work, and that he/she would be presenting it. In case where co-authors are both LAU faculty, they would share the allocated travel grant, unless only one of them is travelling.
- No funding can be awarded if the application has been submitted after the activity starting date

- No funding can be allocated to present papers that have already been published or accepted for publication nor for work for which the faculty has received prior travel funding
- Papers presented at local events can receive funding, provided they have not been presented elsewhere. The grant covers only the registration fee in this case.
- It is the duty of every grant recipient to submit the full paper in case of conferences or journal publications, or a detailed report in case of exhibitions or research abroad grants, upon the completion of the activity.
- All research funded by the School should be made available upon completion to the university community, through publication of full records or excerpts thereof, on the school website.
- Travel funding to conferences/exhibitions covers the following items, fully or partially as stated above [i.e. % of the total]:
  - Registration fees
  - Conference or Exhibition fees [covered up to specified limits]
  - Accommodation expenses for the duration of the event only
  - Airfare
  - Daily per diem [as stated by the Univ. list of fees and travel procedure]
- Funding for Research Abroad Grant covers round-trip airfare and a weekly stipend as listed in the University List of Fees. Applications must be submitted at least 8 weeks prior to the beginning of the intended residency abroad.
- Funding limits for travel are specified on <http://intranet.lau.edu.lb/administration/procedures/travelprocedure.html>.

## 2. Research Funding

Research funding applies to all full-time faculty in both tenure and non-tenure tracks, as well as to visiting faculty on a yearly contract.

Applications for research funding are reviewed by the FAC, which makes its recommendation regarding funding support for publications, participation in art/design competitions, as well as developing experimental research on new design products.

### 2.1. Publication Support

Faculty may apply for funding to partially cover the costs of publishing papers in internationally refereed journals of recognized standing. This support includes subsidizing the cost of copyrights, submission fees, and other related fees. Such funding does not apply to publishing articles or projects in non-refereed journals, magazines, or commercial publications.

Faculty may apply also for funding to partially cover the costs of publishing academic books, monographs, book translations, exhibitions catalogs, and other academic publications that promote the work of the faculty and the School. Funding for books/catalogs doesn't apply to publishing studio work or departmental exhibitions, which are normally the responsibility of the respective department.

To receive support to partially cover publication costs the faculty should have a letter of acceptance from the journal publisher for articles in refereed journals, or the invoice for other fees such as copyrights for images, etc.; or the signed contract for the book/catalog in addition to an outline detailing the scope of the publication and the budget required.

Publication subsidies are subject to University limits and updated yearly.

The current funding limits would be as follows:

- Journal Submission/Copyright Fees: \$ 500
- Book/Catalog Publication: \$ 2500

## 2.2. Art / Design competitions

Faculty may apply for funding to cover the registration fees to enter national or international art or design competitions. Funding for such activities is limited to the official registration fee only, with a maximum limit of 500\$/ competition.

A faculty may also apply for funding to cover the cost of producing the material for an exhibition, following a competition, in case their work is selected to be part of the competition final exhibition. The maximum funding for such activity is 500\$/ exhibition.

## 2.3. Experimental Research

Faculty may apply for funding to partially cover the costs of developing experimental projects in design, which includes the cost of purchasing materials, equipment, and other items that do not normally fall under departmental supplies, and which serve a specific project that falls within the faculty's teaching and/or research interests. For this, the faculty is required to develop a comprehensive proposal clearly outlining the objectives of the research, the expertise and logistics required to carry it, and its potential academic impact.

In deciding on the submitted proposals, it is the prerogative of the FAC to evaluate the validity and feasibility of such proposals, as well as their impact on the educational mission of the School, and their contribution to the academic development of the faculty as well as to the promotion of the institution.

School funding for such projects is limited to a maximum of \$ 2500/year/project. School funding for projects which have been awarded funding from external sources, will also be matched up to a limit of \$ 2,500/year, based on merit and subject to availability of funds. The funds can be used for equipment, data collection, or for research stipends to graduate assistants working on the project.

## 2.4. General Conditions for Research Funding

- Research Funding is applicable to full-time faculty in both tenure track and non-tenure track, as well as to visiting faculty on a yearly contract pending availability of funds.
- No funding can be awarded to any activity, if the application has been submitted after the activity starting date.
- No funding can be allocated to projects which have already received previous research funding. In case a research project requires work over an extended period of time, that covers more than one academic year, the faculty may apply for funding renewal by submitting a detailed progress report, prior to the beginning of the following academic year.
- Funding may be granted to faculty for projects which have other co-authors, provided that the LAU faculty is a principal contributor to the work.
- Grant recipients should submit the results of their research, and/or copies of publications resulting from sponsored research activities, to the FAC, for archiving.
- All research funded by the School should be made available upon completion to the university community, through publication of full records or excerpts thereof on the school website.
- No funding will be provided to cover the following items: books, meals, entertainment, equipment or materials that are normally supplied by the Department
- Faculty who receive support to publish books or catalogs, should submit two copies of the book/catalog to the FAC. The FAC will forward the copies to the University Library collection.
- All grant recipients who publish work financed wholly or partially by the School, should acknowledge the financial support of LAU by adding the University Logo [where applicable] in addition to the following citation:

*This work was supported by a grant from the School of Architecture & Design/ Lebanese American University*

### **3. Faculty Development Funding**

Faculty Development Funding applies to full-time faculty in both tenure and non-tenure tracks. Applications for faculty development are reviewed by the FAC, which makes its recommendation regarding funding support for activities that do not form part of the regular research/scholarship activities outlined above.

In deciding on the submitted proposals, it is the prerogative of the FAC to evaluate the validity and feasibility of such proposals, as well as their impact on the educational mission of the School, their contribution to the academic development of the faculty, as well as to the promotion of the institution.

Faculty Development Funding will be subject to availability of funds, and would not take precedence over funding for Travel or Research.

#### **3.1. Workshops**

Funding to attend workshops is normally approved upon review and evaluation of the organizing body, venue, and other criteria of relevance, which includes the faculty's benefit from such workshops. The FAC may recommend partial funding to workshops in which the faculty will be participating, provided it meets the following criteria:

- The workshop is organized by an academic institution
- The costs of attending this event are not covered by the host institution
- The faculty's teaching and/or research would benefit from such workshop

Based on the departmental chair input, and the workshop's relevance, the FAC would recommend one of the following:

- " Full funding for cases where there is a majority vote on the value of the workshop and its academic merits and benefits
- " 50% funding for cases where the workshop does not meet some of the key criteria but is nevertheless of sufficient academic relevance
- No funding for cases where the workshop does not meet the academic objectives

Workshop funding covers the following items, covered partially as stated above [i.e. % of the total]:

- Registration/Tuition fees
- Accommodation expenses for the duration of the event only
- Airfare
- Daily per diem [as stated by the Univ. list of fees and travel procedure]

In cases where the workshop constitutes part of a conference activity, the funding is applied to cover the registration/tuition fees only. Separate funding applies to the conference, based on the conference criteria outlined in section 1.

#### **3.2. Academic Events**

The FAC may recommend partial funding to conferences, exhibitions or other events in which the faculty has been invited to give a lecture, act as session chair, serve as competition juror, or make a presentation of their art/design work to an audience, provided it meets the following criteria:

- The event is organized by a recognized institution
- The costs of attending this event are not covered by the host institution
- The event would provide beneficial exposure to the faculty and the School

Funding to academic events is normally approved upon review and evaluation of the organizing body, venue, and other criteria of relevance, which includes the faculty's benefit from such activities.

Faculty invited to such events would receive limited funding to cover either airfare or accommodation for the duration of the event, if these are not provided for by the inviting institution. No registration fees or daily per-diem are provided in such cases.

Faculty can't apply more than once every 3 years for such funding, in case the event is organized by the same institution.

### **General Conditions for Faculty Development Funding**

- Faculty Development funding is applicable to full-time faculty in both tenure and non-tenure tracks.
- Faculty applying for Development Funding should also submit an Activity Proposal that includes their rationale for attending the workshop/academic event, clearly stating its benefits for their academic and/or professional development.
- No funding can be awarded if the application has been submitted after the activity starting date.
- It is the duty of every grant recipient to submit a report on the activity after its completion, and any material that has been published about it [proceedings, catalogs, etc]. Failure to do so may hinder later applications for funding.
- Funding for Faculty Development is dispensed according to budget limitations.

#### **4. Application Process & Criteria**

SArD Faculty Research Funding applications are available online:

<https://csglau.lau.edu.lb/sard/?recources=faculty>

##### **4.1. Application Process**

- Faculty should submit their applications for funding at least 6 weeks prior to the activity date, and 8 weeks in case of Research Abroad Grants
- The FAC is not obligated to 'speed up' the process for any application that is submitted after this deadline
- Applications must be submitted electronically in PDF format to the Chair of the Department to process it according to the steps listed below.

The FAC requests from all applicants to complete a proposal that includes the following:

- Application form [for the specific type of application]
- Curriculum Vitae
- Letters of Invitation/ Acceptance
- Detailed Research Proposal [where applicable] including schedule and itemized budget
- Activity Proposal [for Faculty Development Funding activities]

The application route will consist of the following steps:

- a. Faculty completes application and forwards it to the Department Chair for his/her input [if applicable]
- b. Department Chair adds his/her input [when applicable] and forwards it to the FAC
- c. FAC completes its review of the application, makes its recommendation, and forwards application to the Dean
- d. Dean approves or rejects the FAC recommendation

##### **4.2. Funding Limits**

Funding limits for faculty in Academic tenure track are limited by a cap/faculty/year [To be set by the University Administration] subject to the school research budget. In case of limited resources, priority of funding will be given to faculty in tenure-tracks, and specifically to Assistant Professors and to faculty members who have received the least funding during the previous two academic years.

Funding limit caps apply to the combined total activities in sections 1, 2 & 3 outlined above, over the whole academic year.

##### **4.3. Funding Decisions**

It is the prerogative of the FAC to assess and make its recommendations based on the information submitted. After evaluating each application, the FAC makes its recommendation to the Dean, who has the authority to approve or reject the recommendation. In case of rejection, the Dean shall write a rationale for his/her decision.

In the event that the FAC rendered a negative decision, the Dean may, if warranted, request from the FAC to re-examine the application. If the FAC does not see any reason to reverse its judgment, its decision would be final, and may only be reversed by the Dean with the approval of the Provost.

The Office of the Dean will notify applicants on the result of their application. Faculty members are entitled to receive an answer regarding their applications within 4 weeks from submitting them.