College Program for External Funding Supplements to Humanities and Social Sciences Faculty

The College Program for External Funding Supplements is intended to assist Humanities and Social Science faculty who receive external funding for specific research projects by offsetting ICR costs that would impede the successful execution of these projects. Principal investigators are responsible for including Facilities and Administrative costs (F&A or Indirect Cost Recovery-ICR) in proposals for sponsored projects funded by external sponsors. Because ICR is needed to support the College’s basic research infrastructure, the College retains all ICR it receives. In certain limited circumstances, faculty investigators in humanities and social science departments may request that the College provide supplemental project funding (external funding supplements), typically up to 20% of budgeted ICR. Principal investigators must request supplements on a case-by-case basis. In no circumstances will external funding supplements be reviewed after a proposal has been submitted.

The College expects that most projects will not require external funding supplements. Granting agencies frequently cut project budgets and researchers must reduce the design and scope of the project in response; this policy is not intended to compensate for such budget cuts. External funding supplements may be requested only for one or more of the following reasons:

- The Sponsor has imposed a limit on the total funds it will award such that ICR does not permit the investigator to complete the project with direct costs alone;
- The Sponsor requires a scope of work or level of effort resulting in total costs in excess of the support the Sponsor will award;
- The Sponsor does not allow investigators to request funds for course release, but a course release is necessary to complete the research according to the proposed timetable. Course release funds may only be requested if the budgeted ICR covers the cost of the release (12.5% + fringe) and if the investigator has a 2-2 teaching load.

The College will consider the following criteria when reviewing requests:

- The cost to the College
- The equity of providing an external funding supplement to this particular investigator when other faculty do not receive the same
- The likelihood that an award would be seriously jeopardized without the external funding supplement, and the potential effect of the loss of the award on the faculty member’s overall research program
- The likelihood that the investigator could not complete the project according to the proposed timetable without the external funding supplement;
- The effect of the external funding supplement on the investigator’s ability to support graduate students on the grant.
How to Request an External Funding Supplement:
Each request is subject to departmental and College approval, which is not guaranteed and depends on the unique circumstances of the request. Principal investigators and their units are responsible for requesting any external funding supplements at least one month prior to submission of the proposal. Requests will be reviewed by the divisional Associate Deans and the Associate Dean for Research.

If the request is granted, in order to receive the external funding supplement, principal investigators must provide a copy of the proposal to the Associate Dean for Research in the College at the time of submission and, if the project is funded, a copy of the final notification letter with full details of the project budget. On the basis of this information, the College will prepare a Memorandum of Understanding that details its external funding supplement contributions for each year of the grant. External funding supplements cannot be requested after a proposal has been submitted. The funds are available and may be requested for disbursement in the first month of each project year. They can be paid out across multiple years consistent with the time period of the grant. The funds cannot extend beyond the period of the grant.