History Department

Faculty Research Support—FY 2015-16

All tenure-track (TT) faculty will have $2000 for research and conference expenses in fiscal year 2015-16. All TT faculty on phased retirement, all non-tenure track (NTT) faculty on one year contracts, and all Post-Doctoral Teaching Scholars will have $1000 for research and conference expenses. Any other faculty may request funds by writing to the Department Head.

Please remember the following rules and procedures:

* **Jan. 30, 2016 is the deadline for submitting on-line travel authorizations, or requests for purchases or for hiring temporary workers.** Any money not requested from base allocations by January 30th may be reallocated to other faculty.
* **Prepay airfare and conference registration whenever possible; you can also arrange for conference hotel rooms to be charged to the Department’s p-card (credit card).**

**For instructions on prepaying travel expenses, see:**

 <https://docs.google.com/document/d/1wfBcpH1UtLUN4OYDK5rW91v3sCi0nCa6w1SoZiJ_V6E/pub>

**For instructions on conference hotel rooms and the Department’s p-card, see:**

<https://docs.google.com/a/ncsu.edu/forms/d/1HfrNqOhDPYWcnFxzVq19RGHBhz2y9mspuYy4zCwFI9A/viewform>

* **Requests for staying in any location other than a commercial hotel (that is, any apartment, etc) must be made in advance**, not after travel is completed. For University policy on non-commercial lodging, see:

http://controller.ofa.ncsu.edu/thetravelcenter/before-the-trip/lodging/lodging-in-non-commercial-lodging-establishments/

* **Requests for reimbursement must be submitted no more than 30 days after completing travel; all requests must be accompanied by written receipts**
* **All travel must be completed by June 10th so that reimbursements can be submitted immediately to meet College and University deadlines at the end of the fiscal year**
* **Conference travel reimbursement is limited to $500 if the faculty member is not on the program of the conference** **they are attending**
* **Research expenses can include materials such as databases and software; faculty can also use their allocation to hire graduate students as temporary workers to help with research**

**For Department’s purchase request form, see:**

<https://docs.google.com/a/ncsu.edu/forms/d/1RKSQKZjPyMU2Tgpxf4NctmBLOLl85DqgkQ-o5IriVZg/viewform>

**For Department’s hiring request form, see:**

<https://docs.google.com/a/ncsu.edu/forms/d/1RKSQKZjPyMU2Tgpxf4NctmBLOLl85DqgkQ-o5IriVZg/viewform>

* **No books or organizational memberships can be purchased with these funds—except that a membership may be purchased if it is required to present at a conference or to reduce the registration fee**
* **Travel late in the fiscal year (March of after) may be subject to budget freezes or restrictions—please remember to prepay all expenses possible (airfare, registration)**
* Classroom supplies and materials come out of separate budget line, you do not need to use your research allocation
* Additional funds may be available after January 30th depending on final budgets for summer school, DELTA, etc.
* Research Committee will review and rank supplemental requests if the total amount is more than additional funds available