

The DIETRICH School of Arts & Sciences Gazette

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Dietrich School Planning and Budgeting Committee Minutes of the December 13, 2018 Meeting

Committee Members Present: Dean Kathleen Blee (Chair), Associate Dean for Faculty Recruitment and Research Development Adam Leibovich (Vice-Chair), Associate Dean for Faculty Affairs Kay Brummond, Associate Dean for Graduate Studies and Research Holger Hoock, Associate Dean for Undergraduate Studies John Twyning, Council Representatives Jeffrey Lawrence, Reid Andrews and Dawn McCormick, Faculty Representatives Kristin Kanthak, Lucas Mentch, Barbara Kucinski and Leslie Hammond, Staff Representatives Adriana Maguina-Ugarte, Evon Nigro and Kristin Hopkins, Graduate Student Representative Kelsey Cummings and Kole Norberg.

Committee Members Not Present: Faculty Representatives Giuseppina Mecchia, Frayda Cohen and Graduate Student Representative Tiffany Betras.

Dietrich School Resource Personnel Present: Executive Director for Staff Personnel and Senior Assistant Dean Michele Montag, Executive Director for Financial and Physical Resources Patrick Cunningham, Assistant Dean for Business and Finance Barbara Vattimo, Senior Director Jessica Hatherill, Director of Communications Carol Mullen, Director of Special Projects and Initiatives Rebecca Roadman, Director of Workforce Effectiveness Maureen Lazar, Senior Executive Director of Development Tom Golightly and Administrative Coordinator Erin Golen.

1. Minutes of the meeting held on February 26, 2018

The minutes of the PBC meeting held on February 26, 2018 were distributed and approved electronically. The minutes were moved, seconded and approved.

2. The Role of the PBC (Dean Kathleen Blee)

Dean Blee explained the role of the Dietrich School Planning and Budget Committee and the committee's shared governance structure.

3. Financial Background Information (Patrick Cunningham)

The committee reviewed a handout outlining the Dietrich School Budget.

4. FY19 Plan response and feedback (Dean Kathleen Blee)

The committee reviewed the response letters from Provost Beeson and the feedback from the Provost's Area Planning and Budget Committee (PAPBC) in regard to FY19 Final Plan submitted by the Dietrich School Planning and Budget Committee March 1, 2018.

5. Meeting strategy (Dean Kathleen Blee) Dean Blee presented the goals for the next five meetings of the PBC:

- a) Goal 1 Educational Excellence and related items relevant to building foundational strength
- b) Goal 2 Research of Impact and related items relevant to building foundational strength
- c) Goals 3 and 5 Global and Community Engagement and related items relevant to building foundational strength
- d) Goal 4 Diversity and related items relevant to building foundational strength; Planning Document see Sec. 1 (1.2 thru 1.5)
- e) Finalize document and utilize time for overflow of any prior topics

6. Mission and Strategic Goals (Dean Kathleen Blee)

The committee reviewed the Dietrich School Mission statement and the strategic goals of the University on which the planning document is based.

With no other business, the meeting was adjourned at 1:40 p.m.

Dietrich School Faculty Research Grants 2018-19 Competition

The Faculty Grants Committee announces that support will once again be available in fiscal year 2019-2020 for Dietrich School faculty research projects in the humanities,

social sciences, and natural sciences, including proposals of an inter-disciplinary nature.

The application deadline is **Friday, February 1, 2019**, though the Committee would appreciate having applications as soon as possible.

Individual grants will be made in two categories:

Type I. Third Term Research Stipends of \$4,000 for research activities in lieu of teaching. The purpose of this type of grant is to enable faculty members to be free from teaching duties during the Third Term in order to work full time on research projects.

Type II. Research Expense Grants in support of specific project expenses such as microfilming, research materials, travel to libraries and other sources of information and clerical assistance. Actual expenses from \$100 to \$3,500 will be considered. Full funding, even for successful proposals, cannot be guaranteed.

Eligibility is limited to tenure-stream or tenured Dietrich School faculty on the Oakland campus. Restrictions regarding eligibility for Type I and Type II funding are specified later in this announcement. Please read these carefully.

Applications for both types of grants must be received by the Committee Chair by Friday, February 1, 2019. No late proposals will be accepted. All applicants will receive confirmation that their application has been received. For Type II grants, no funds can be disbursed until July 1, 2019; however, the research projects of grant recipients may begin before that date. For Type I grants, stipends will be included with July 31, 2019 paychecks unless funds

become available which may allow the stipends to be included in May and/or June salaries. Awards will be announced in the beginning of April. Unfortunately, this Committee cannot provide applicants with individual evaluations of proposals.

Application Format and Restrictions are explained in the following paragraphs of this announcement. Further information can be obtained from the Committee Chair, Elizabeth Oyler (eaoyler@pitt.edu)

ELIGIBILITY & APPLICATION PROCEDURE

Please follow these directions carefully!

TYPE I.

THIRD TERM RESEARCH STIPENDS OF \$4,000

To be eligible for a Type I stipend the applicant must not be employed during the Third Term in any way which makes it impossible to devote maximum time to research. Priority is given to faculty in the lower ranks and to those who have not previously received such a grant. Research projects for which funds are generally available from other sources will receive low priority.

Application Format: The application consists of four parts: (1) A cover sheet and current CV (no more than 5 pages, if possible), including mention of all previous grants with amount and year; (2) an abstract summarizing the proposal in simple terms; (3) the proposal itself. No application will be accepted unless it contains a current CV.

1. The cover sheet should be appended to a current CV and include the following information in the order listed here: (A) name of applicant, (B) faculty rank, (C) department, (D) university mailing address and extension, (E) applications pending or funding expected for the same period or the same research, (F) type of grant (I or II), and (G) title of research project. Please indicate previous funding, both internal and external.

Faculty members who have received a Dietrich School grant within the last five years should also submit a brief (one to two paragraphs) statement describing the results of the project(s) funded.

1. The abstract (100-200 words) should summarize the proposal in simple terms.
2. The proposal should be written in such a manner that members of the Committee who are not experts in your field can understand your proposal. Technical jargon should be avoided.

Applicants are encouraged to bear in mind that the evaluators represent a wide range of disciplines in the humanities, natural sciences, and social sciences. The proposal should contain:

- (A) a statement of the problem;
- (B) the objectives and expected significance of the research;
- (C) if applicable to your field, the relationship of the research to the present state of knowledge in the

field (with appropriate bibliographic references), a description of your own related previous work or, for applicants in writing or the arts, representative samples of your work; and

- (D) methods or procedure (how you expect to reach the stated objectives) and, if applicable, a description of data collection techniques and analysis.

The proposal itself should be limited to six double-spaced pages including bibliographic references. No offprints, photocopies, tapes or other examples of previous work should be enclosed. Proposals that do not follow this format will not be reviewed.

Submission: The entire application packet should be submitted via email to Lisa Lang (LISALANG@pitt.edu). You will receive an email confirmation when your proposal has been received.

TYPE I. RESTRICTIONS

Faculty members who have contractual obligations, including cash advances for writing, or those engaged in traditionally compensated Third Term (summer) teaching or administrative assignments, or with any other University or sponsored research summer salary support, are not eligible for these grants. Any grants allocated by the committee to faculty subsequently found to be ineligible will be cancelled.

Grants are not given for projects known to be lucrative commercial ventures, dissertation research, or curriculum development.

TYPE II. RESEARCH EXPENSE GRANTS

Type II grants are given to cover specific research project expenses for which other sources of funding are not available. Priority is given to faculty in the lower ranks and to new research projects; however, well-justified expenses for successful projects in the later stages of development are also considered.

Application Format: The application format for a Type II grant is the same as for a Type I grant, with the addition of a detailed budget.

The Budget: On a separate page, the project expenses should be itemized and justified in reasonable detail. Travel expenses should be explained in detail; transportation costs will be limited to coach class airfare. Applicants should

submit the most recent airfare quotes from one of the University-designated travel agencies.

Submission: The entire application packet should be submitted via email to Lisa Lang (LISALANG@pitt.edu). You will receive an email confirmation when your proposal has been received.

TYPE II. RESTRICTIONS

Type II grants are not given for:

- travel for the purpose of attending conferences or symposia
- projects known to be lucrative commercial ventures
- dissertation research
- curriculum development
- travel for purposes of research that is otherwise funded
- materials or equipment which can be borrowed or are readily available locally
- typing of manuscripts

Library materials acquired under a grant are to be deposited in the University library when they are no longer needed for the project.

The University of Pittsburgh is an affirmative action, equal opportunity institution.