

## **BRACHMAN HOFFMAN SMALL GRANTS**

We anticipate that available funding for 2024 -2025 will allow support of approximately 10 small grants in FY25. These will be awarded over two grant cycles (fall and spring). The Committee anticipates that it will reserve some funds to support summer students. Please read the following for details on proposal preparation.

### **Supporting Scientific Research At Wellesley College**

Brachman Hoffman Small Grants are available for researchers whose teaching obligations are in the Wellesley College Science Center, including Whittin Observatory, or to faculty conducting research on the discipline of science, or on scientists themselves. The purpose of the grant is to facilitate research "on site" and to support research expenses for which external grants are not readily available, but which are necessary for the scientist's progress. Overall, the Brachman Hoffman Small Grants aim to support both new research avenues and to enable good, campus-based research that may not rise to the scope required for extramural support.

### **Support Provided:**

Brachman Hoffman Small Grants will provide maximum aid of **\$6,000** to an individual during any given calendar year. A second Brachman Hoffman Small Grant equivalent to the stipend and housing costs for students to participate in the Summer Research Program may be awarded to support a summer research student. An additional \$600 in supplies may also be requested to support the student's summer research, with the inclusion of an appropriate exemplar supply list. An application for summer student support should explicitly name the student and should describe how the student will be involved in faculty research. If the request is to support a summer research student please submit an additional one--page application describing the research project and the work the student will do, as well as a detailed budget for supplies if requested. Note: Due to increased regulatory oversight, recent graduates must be considered employees and are no longer students. Therefore, graduating seniors cannot be supported with this grant.

Brachman Hoffman Small Grants for faculty research may be used for items of direct expense essential to the plan of the researcher and which are not available otherwise. Examples of appropriate requests include: research and clerical assistance, including wages for student assistants; expendable supplies; minor equipment needs; page costs; travel for the purpose of data collection or collaborative work; costs for use of off--campus facilities; conference calls. Students should be paid an hourly wage in accordance with College policy. Travel must be consistent with the goal of research conducted on site and must be well justified in the narrative. If support for travel is requested, the narrative should make clear how the travel enables the bulk of the research to be completed "on site" following completion of the travel. Computer purchases are allowed provided that the applicant gives a detailed justification, explaining in what way the item is integral to the research project (e.g., it interfaces with a piece of experimental apparatus, is essential for data collection, or is needed to perform calculations or simulations for which existing computing capacity is insufficient). The purchase of a laptop computer for the sole purpose of travel or convenience is not permitted.

Support from the Small Grant Program is not available for released time opportunities, summer salary supplements, convention travel and expenses, or service and repair of equipment. In addition, the grant may not be used to support curriculum development or the writing of textbooks.

### **Granting Period:**

January 1 --- December 31 of the current calendar year (Application deadline given on website, usually in early December)

June 1 of the current calendar year --- May 31 of the next calendar year (Application deadline given on website, usually in early---mid April)

*Please Note:* All awards are to be expended within the granting period and requests may only be made for items to be used within that period.

Deadlines will be posted annually on the Science Center website; please refer to that site for up-to-date information ([www.wellesley.edu/sciencecenter/faculty/grants](http://www.wellesley.edu/sciencecenter/faculty/grants)).

### **Eligibility:**

Tenured and tenure-track faculty working on projects as described above, full-time and regular part-time, are eligible, as are faculty emeriti and non-tenure-track faculty on multi-year contracts. Faculty outside the Science Center are eligible if they are conducting research on the discipline of science, or on scientists themselves. Faculty members on paid leaves may use Small Grants to support research on-site. Ordinarily, in a given academic year, a faculty member is eligible to apply for only a Brachman Hoffman or a Staley Small Grant, but not both.

### **Application Procedures:**

A complete Brachman Hoffman application consists of the following four components:

A cover sheet; a Project Description; and a Project Budget and Budget Justification

Applicants must submit the required information electronically to [brachmanhoffmanstaleycommittee@wellesley.edu](mailto:brachmanhoffmanstaleycommittee@wellesley.edu).

### **Cover Sheet:**

The Project cover sheet should include the following information:

1. Name, Rank and Department
2. Title of Project
3. Current sources and amount of support for the project
4. Other sources and amount of support for other current and pending projects
5. Statement by the researcher that the requested items are not currently supported elsewhere
6. Prior Brachman Hoffman support and description of results (including publications and grants submitted) from that work. (Verify that reports have been filed.)
7. Prior College support from all sources (Staley, Faculty Awards, etc.)

**Project Description:** A three to four page description. If the project has been previously funded by any source, the applicant should describe what specific progress has been made. In addition, if the project has been supported by previous Brachman Hoffman Small Grants, the applicant should expand beyond what is stated in the cover sheet to indicate how the award was spent, and should provide an explanation for the need for continued support.

The project description should be clearly written, with its salient features understandable by a general scientific audience. The quality and clarity of the written proposal will be an important consideration in the selection process. Proposals should clearly describe how Brachman Hoffman funding will advance your scholarship. The Committee is particularly interested in understanding how the award will enhance your research productivity, and if you have received prior Brachman Hoffman funding, how prior support enabled the advancement of your research. The Committee is interested in providing seed money to fund innovation in research activities and in providing aid that will enable faculty to advance their scholarly agenda.

The Selection Committee envisions that a proposal might fit into any number of different scenarios – for example, a faculty member might apply for funds to support the development of a new research idea; another faculty member might request funds to support on---going research activities for which no other sources of funding exist (in which case, the proposal should clearly articulate why there are no other viable sources); someone else might request funds to support student summer research; and another faculty might request support to enable the development of a small project idea that represents a spin---off resulting from a major research award. In all cases, competitive proposals will be clearly written, will describe high---quality scientific research, and will place the proposed research in the context of the proposers on---going research agenda.

It is acceptable to involve students in your project plan if it is appropriate to the research, and it is equally acceptable not to involve students if it is not appropriate to your research. Proposals for support of small---scale, solid, on---going projects that demonstrate clear and compelling progress will be considered, as will proposals for new ideas for which some pilot funding is required.

**Project Budget and Budget Justification:** The Brachman Hoffman/Staley Small Grant Financial Form must be completed. The Financial form is an Excel spreadsheet that must be completed and returned with the application. Note that the form will automatically calculate fringe benefits where required; please do not change this calculation. The fringe cost, where required, must be included in your total project request. The budget justification is a separate written document, which should be itemized and should be as specific as possible, detailing the requested budget items and their relationship to the project. The Committee will carefully consider the clarity and relevance of the budget justification as it reviews proposals.

The financial form is available on the Science Center website at:

<http://www.wellesley.edu/ScienceCenter/Faculty/Grants/>

Please download this form, complete the appropriate cells, and submit the completed form with the rest of your application to:

[brachmanhoffmanstaleycommittee@wellesley.edu](mailto:brachmanhoffmanstaleycommittee@wellesley.edu)

Questions about the submission process may be directed to Susan Lange, Science Center Office, x 3000.

The selection committee may contact the applicant if additional information is needed, but is not required to do so. It is the responsibility of the proposer to prepare a thorough and clear proposal.

### **Selection Procedures:**

Awards will be made by the Brachman Hoffman Committee, which is chaired by the Director of the Science Center. Other members of the Committee include the Provost and Dean of the College (or designee), the Assistant Director of the Science Center, the Director of Sponsored Research, and five faculty members from the Science Center. These latter members are elected by the Science Center faculty, one each from the departments of Biological Sciences and Chemistry; one from among Psychology, Mathematics and Computer Science; and two from departments in the Science Center not already represented by elected faculty members on the committee. At least one member is non---tenured.

The number of awards in each granting period will vary depending upon the expendable income available. Partial awards may be made. Normally, a researcher should not expect to receive funding from the Brachman Hoffman or Staley funds in consecutive years.

Priority for awards will be given to proposals that clearly and compellingly articulate a research agenda as described above in the section on Project Description, and that demonstrate how the support will enable scholarly progress. Proposers should include a description of the time period over which the research project would yield results and provide an evaluative framework for the Committee (e.g. expected publications or the submission of an extramural proposal). Preference may be given to those who have not recently received Brachman Hoffman support, or for those who have had prior Brachman Hoffman support, can demonstrate a strong record of dissemination of results from prior support. It is unlikely that someone holding a Brachman Hoffman Fellowship would also receive support through the small grant program.

#### **Recipient's Responsibilities:**

- A full written report must be submitted to the Director of the Science Center within thirty days following the completion of the granting period. The report should include a summary of the work accomplished and a budget accounting, making specific reference to the evaluative framework outlined in the original proposal. Filing this report is a pre-condition of applying for future small grants.
- It is expected that the award will be used for the expenses submitted, and that the aid will be relinquished if funding for the items is received from other sources. In addition, any use of funds for purposes which are not included in the original proposal must be approved in advance by the Director of the Science Center.
- The recipient assumes personal financial responsibility for any expenses that exceed the amount of the award.
- All expenses must be submitted within 30 days of expenditure.
- The recipient should be aware that all money unexpended at the conclusion of the granting period will revert to the Brachman Hoffman Small Grant Program. Requests for extensions may be made to the Science Center Director, who will review each such request on a case-by-case basis.
- Awardees must comply with all requests for information about their projects, which may include requests for summary information prior to the annual Brachman Hoffman Symposium, or requests for information about publications or grants resulting from supported work.
- Awardees are expected to share their research with the Wellesley College community as part of the Science Center Faculty seminar series.