

College of Arts and Letters Research Subsidies

Tenure-track and tenured members of the College of Arts and Letters may apply for funds from the College to support their research (including creative activity for faculty in the arts). The intended purpose of this program is to offer support in cases in which the research will not be conducted or published without additional funding. Funding is limited and applications will be considered on a rolling basis.

Who is eligible?

Subsidies are restricted to research-active tenured and tenure-track members of the College of Arts and Letters. A faculty member may not receive a subsidy in two consecutive (fiscal) years.

What Expenses Can Be Funded?

The subsidies may be used for

- Travel, material, or assistance necessary to conduct research, e.g., travel to an archive, paying a student hourly to provide assistance, equipment (maximum \$1,000). N.B. Any equipment purchased with an award from this program is the property of Old Dominion University.
- Book subventions (50%, up to a maximum \$1,000 award for a \$2,000 subvention) or article processing charges (50%, up to a maximum \$300 award for a \$600 APC) required by reputable publishers when these are necessary for publication. Funds may not be used to pay for indexing, editorial assistance, or making publications “open access.”
- Shipping art to juried or invitational exhibitions at the state, regional, national, or international level; participating in reviewed theatrical, musical, or dance performances at the state, regional, national, or international level; costs associated with recording performances for distribution (maximum \$1,000).
- Subsidies will be given to support travel to present research at domestic or international conferences only in cases in which the applicant is able to demonstrate that presenting the work at this conference is a prerequisite for it to be published (maximum \$500).
- Proposals for other research-related expenses not mentioned above will also be considered on a case-by-case basis (maximum \$1,000).
- Because the College will be drawing on its discretionary funds with the Research Foundation to offer these awards, award must be used in ways that are permissible according to their [policies and procedures](#), in addition to satisfying the other requirements set out here.

What are the criteria?

- As noted above, these funding awards are intended for cases in which important projects cannot be completed or published without additional funding. The rationale should make clear why this funding is critical.
- The awards will be used only to support research and creative activity that is likely to have a “high impact,” materially enhancing the faculty member’s career and the College’s research profile.
- Priority will be given to projects with the potential for future extramural funding.

- Where feasible, departments are expected to contribute toward expenses. Departments and faculty with their own ODURF discretionary funds should at least match the award being sought from the College.

What is the Process?

- Proposals for subsidies should be sent by email as a single PDF to the Associate Dean for Research, Graduate Studies, and Faculty Affairs.
- Proposals should contain the College of Arts and Letters Research Subsidy Application Form, a narrative explaining how the subsidy will be used and the rationale for how it will be awarded (2 page maximum, 12-point font, double spaced), and a condensed CV (3 page maximum). When appropriate, supplementary documents may be added as appendices.
- The PDF should be named using the format CALRS_Fiscal Year_Last Name_First Name, e.g., CALRS_24_Delbrugge_Laura. (Remember that fiscal years run from July 1st to June 30th and that FY24 is the fiscal year that *ends* in 2024.)
- While funding decisions will usually be made by the Dean or their designee in the Dean's Office, the College Research and Publication Committee may sometimes be consulted, especially in the case of novel proposals.