

Guidelines for the Research Incentive Gifts Fund (RIG)

March 1999

Committee

The Committee shall consist of 5 members with a chair and vice-chair appointed by the Division Director. Proposals shall be submitted to the chair of the committee. The vice-chair will handle proposals submitted by the chair or in the absence of the chair. A simple majority shall grant proposal approval. Committee members who request funds or who have a significant interest in a proposal shall abstain from voting. If more than one member of the committee must abstain, the Division Director will select a replacement. In the event of a tie, the Division Director shall cast the deciding vote.

All cash “gifts” to PIs in the Division are taxed at a rate of 10% and from the money collected 80% will go to Division Research Incentive Gift Fund administered by the Division’s Research Committee and 20% to the Division Director.

Proposal Guidelines

Funds will not generally be available for recurring expenses. An attempt to obtain funds or matching funds from other sources should be made for some projects prior to application to the committee. Evidence of this should be included in the proposal justification.

Preference will be given to proposals which incorporate the following features:

- Of an applied nature or that support research at campus farms
- Requests that incorporate matching funds from a different (not RIF or RIG account) source
- Likely to have a high and immediate impact on a research project
- Multidisciplinary projects or projects that will be used by a number of investigators
- Proposals by faculty with a good track record of grant/gift/contract support and refereed publications
- Equipment for start-up for new faculty members
- Equipment not currently available on campus or farms
- Renovation of facilities for enhanced research capacity

Application Procedures

Applications must include:

1. A complete justification for use of funds or equipment including attempts to obtain funds from other sources;
2. List of faculty who will use facility or equipment;
3. Description of the items to be purchased and cost (bid request would be appropriate);
4. Curriculum vitae (2 pages) for each faculty member including a list of current funding.