

Call for Proposals: Elliott School Supplemental Research Awards

Basic Information

Title: Elliott School Supplemental Research Awards

Award Period: Six months—July 1-December 31 and January 1-June 30.

Purpose: To provide funding to Elliott School faculty for supplemental research-related costs or other research needs.

Deadlines: Bi-annual—April 1 (for the July 1-December 31 award period) and October 1 (for the January 1-June 30 award period). Please allow up to six weeks for an award decision.

Funding Amount: \$100 to \$3,000.

Administrative Contact: ESIAResearch@gwu.edu

Award Description

Elliott School Supplemental Research Awards are intended to support Elliott School faculty research and associated activities that would otherwise go unfunded. As these funds are limited, we encourage faculty to consider other available funding streams prior to applying for one of these awards.

Award funds may be used to supplement new or ongoing research and research-related activities to include travel, travel for collaborators, event and/or honorarium expenditures, survey expenses, printing costs, translation expenditures, or other demonstrable research needs.

Elliott School of International Affairs Eligibility Criteria

Awards are open to all active-status, full-time (primary or secondary) Elliott School faculty who are continuing in service at the Elliott School for the duration of the award period. Faculty cannot receive more than two awards in any fiscal year (July 1-June 30).

Budget

All qualifying proposals, from \$100 up to \$3,000, will be considered.

This funding is **not** available to support:

- faculty summer salary or stipends;

- Airbnb expenses;
 - pay for release time for faculty; and
 - everyday living expenses that would be incurred regardless of the project.
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Application Procedures

The application period will be open one month prior to the respective bi-annual deadlines. Award decisions will be made within six weeks following the award deadlines.

Proposal Submission

The complete proposal—application form and supporting documentation—must be submitted electronically.

- The application form can be found [here](#).
 - Supporting documentation—merged as one PDF file and uploaded via the application form—should include:
 - An **explanation** of your award request. This should include a description of your research project, a timetable for completion, and an explanation of how the funds you are requesting will enhance the rigor, value, or impact of your research. Your description need not exceed one page.
 - A **budget**, indicating a breakdown of the budget request by category (airfare, conference fees, etc.). Your budget need not exceed one page.
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Review Process

Awards will be based on the merit and necessity of your request (including your access, or lack thereof to alternative sources of funding), the clarity of your proposal, and the availability of funds.

Award Administration

PI's will report expenses and receive reimbursements via the [iBuy+ Expense Reporting System](#). PI's are expected to expend the award funds in a manner consistent with the approved budget and in keeping with GW and Elliott School policies. Please note, expenses must be submitted within sixty days of the date such expenses were incurred or paid (thirty days if expenses are paid for with a PCard). For more information on expense reporting and compliance, please see the [iBuy+ Finance Division webpage](#) and consult the [GW Travel, Entertainment, and Business Expense Reimbursement Manual](#).

FUNDED PROPOSALS INVOLVING HUMAN RESEARCH PARTICIPANTS, USE OF ANIMALS, HAZARDOUS MATERIALS, AND RADIATION SOURCES must be approved through the Office of Human Research, the Office of Compliance and Privacy, the Office of Research Integrity, and/or the Technology Commercialization Office before the actual research begins. For more information, consult these pages:

- [Office of Human Research](#)
- [Office of Animal Research](#)
- [Office of Laboratory Safety](#)

All travel must adhere to GW's Travel Policy found here:

- [Domestic Travel](#)
 - [International Travel](#)
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Final Report

Recipients are required to submit a brief written report detailing the use and impact of the expended award to ESIAResearch@gwu.edu no later than 30 days after the end of the award period. Reports need not exceed one page.