1. COLLEGE OF ARTS AND SCIENCES: Annual Humanities Faculty Research and Travel (HFRT) Allotment

Each tenure-track faculty member is allocated $4,000 per year for research expenses (e.g., books, supplies, software, equipment, business meals, travel, editing, translations, etc.). Funds not spent at the end of a fiscal year automatically carry over into subsequent years. The College has imposed a $6,000 limit on the amount you can accrue in your HFRT account. If you have two accounts, the $6,000 limit applies to the sum of your two accounts. Funds in faculty HFRT accounts above $6,000 will roll over to a Department account at the end of each academic year. This Department account will be used to fund supplemental research requests in the same way that our Berkowitz account is used. These limits do not apply to Assistant Professors, Endowed Chairs, or non-HFRT accounts. If you are accumulating funds for a specific purpose, you may carry forward a larger balance if the purpose is identified and approved in advance by the chair and communicated to the senior associate dean.

2. DEPARTMENT - ROMANCE STUDIES BERKOWITZ FUND: Additional Faculty Research Funds

- The Department Chair has supplemental funds available to provide "additional research funds" to tenure-track faculty members.
- Requests for "additional research funds" must be approved by the Chair in advance of incurring the expense.
- Requests to the Chair should include a detailed budget, dates (if applicable) and an explanation of the research purpose.
- The supplemental funds are meant to encourage significant research projects. Expenses that are routine and miscellaneous in nature should be paid for out of the Professor's annual HFRT allotment as referenced above.
- During your time in Romance Studies, you can receive up to a total of $3,000 from Berkowitz funds to help cover costs related to the publication of a book(s). Costs may include translation, editing, copyright, image reproduction, and other publication-related costs. Please see ‘Berkowitz Publishing Policy’ for more details.
- Additional research funds in excess of the "annual HFRT allotment" are allocated according to merit and need, and the Chair is charged with maintaining overall equity and fairness when disbursing funds.
- When approved by the Chair the "additional research funds" are set aside, but are only expended when documentation of funding use has been provided (e.g. travel receipts from attending a meeting at which a paper was delivered) to the Accounts Coordinator.

The form to request additional research funds can be found by scrolling to the very bottom of our home page in the dark gray section and click on ‘Resources for Students and Faculty.’ On this page, scroll down to ‘Research Funds’ and click on ‘Professorial Berkowitz Request form.’ This link will open as a Word document.