SAM FOX SCHOOL OF DESIGN & VISUAL ARTS

# Staff Personal Research & Development Award Guidelines

*The Staff Personal Research and Development Award is intended to encourage a wide range of creative and exploratory pursuits.*

The funds should be used for personal growth, expanded awareness, research towards personal learning goals, and creative projects. Use of funds includes but is not limited to workshops or course fees, materials, and activities supporting personal research and development requests.

## Who is Eligible?

All full- and part-time staff of the Sam Fox School are eligible to apply for this award. Staff members can apply after their probation period has ended. Student workers are not eligible for this award. Staff members may only receive this award once each fiscal year.

## Award Period

First-round applications are due September 6, 2022 and support creative or exploratory pursuits between September 20, 2022 – June 30, 2023. Second-round applications are due January 3, 2023 and support creative or exploratory pursuits between February 1, 2023 – June 30, 2023. Once awarded funds, any expenses scheduled May 15- June 30 require special notification and instructions by the Finance Office due to the end of the fiscal year closing.

## Terms and Instructions (Application Form is Attached)

Up to $15,000 will be awarded each fiscal year. Full-time staff can apply for up to $3,000. Part-time staff can apply for up to $1,500. Award proposals will be reviewed by a jury of diverse committee of Sam Fox staff members. Consideration will be given to proposals that achieve the criteria below.

**Jury Criteria:**

- A brief yet concise introduction explaining the value of this experience to your creative or exploratory pursuits
- A project description defining:
    - How the project or experience will expand your personal growth and personal research
    - The name of any course or workshop you will be attending
    - The time frame/itinerary of your creative or exploratory pursuit
    - Your desired outcomes and how this will directly impact you or others around you
    - Any supporting documents (photos, letters of invitation, etc) that would enhance your application
- An itemized budget outlining the proposed use of funds

-Awardees must comply with all University and School regulations for off-campus travel.
-Any vacation time necessary for your intended creative or exploratory pursuit must be approved by your supervisor prior to submitting your application.
-Within one month of finishing your activity a 1–2 page summary is due to the Office of the Dean.
-To facilitate the sharing of information, staff members will be asked to give a brief presentation at a staff meeting following the completion of personal research & development activity.
- Special-use items, tools, and objects may be considered for funding and can be used and kept at home or in the studio; however, these items are property of the school and would be purchased and cataloged as such. These items are subject to all the policies governing University technology use. Lifestyle/personal/home items (for example, personal-use laptops, home appliances, bicycles, and cars) will not be considered for full or partial coverage under the grant. Funding cannot be used to cover rent or mortgage payments, or existing liabilities.

## Reimbursement

Multiple reimbursement requests may be made throughout the year, and information on your award balance can be obtained from the Finance Office. Reimbursement requests should be completed within 10 business days from date of purchase. No request can be made later than May 15, 2023, unless an award period extension has been approved. Now that the University is using Workday, you will be able to initiate your own reimbursement through an expense report. If you have not already done so, please schedule some time with the Finance Office for training on how to submit your expense reports in Workday. Please retain all original receipts for award reimbursement as you will need to upload these into Workday when you initiate your expense report.

## Travel

Award funds may be used to finance travel according to the guidelines and instructions provided by the university at that time. Staff must follow all state, local, and territorial travel restrictions. Please research desired destination for up-to-date guidelines. Travel suspension conditions remain in place for areas that have higher-risk conditions. Staff who wish to pursue travel to a county under travel suspension please refer to ITOC policies.

## WUSTL Travel Policies and Procedures

- Hotel reimbursement is based on the single occupancy rate.
- For car rental in the U.S., Canada, or U.S. possessions, additional insurance should be declined and will not be reimbursed. Proof of WU auto insurance can be obtained in the Sam Fox School Finance Office prior to your travel. The cost of the rental and original fuel receipts for the car rental will be reimbursed.
- For car rental outside the U.S., Canada, or U.S. possessions, collision and liability insurance should be purchased and will be reimbursed as part of your approved grant budget. The cost of the rental and original fuel receipts for the car rental will also be reimbursed.
- If using your personal car, you will be reimbursed for mileage only. You are required to have your own car insurance coverage. Washington University's auto liability policy does not cover faculty's personal vehicles.
- Mileage rates are now integrated into Workday. For mileage reimbursement, please note that you will be required to verify that the cost to travel by car for your trip was lower than airfare. You will need to provide an explanation why it was better to travel by car than by air. You will also be required to prove a route indicating distances to verify miles traveled (you can do this with Google maps).

## REQUIRED: International SOS MyTrips Registration

All staff receiving the Staff Personal Research & Development Award to travel abroad are required to enter their travel information into **MyTrips International Travel Registry** before they depart. The MyTrips International Travel Registry is a secure platform on which faculty record travel itineraries and emergency contact information. MyTrips will require travelers to create a one-time profile and then register the details of each trip. The registry allows us to better assist you in emergencies or times of crisis while abroad.

MyTrip Instructions: https://global.wustl.edu/mytrips-instructions/
MyTrips Login: https://mytrips.travelsecurity.com/Login.aspx
U.S. Department of State Travel Info: https://www.state.gov/travelers/ (for U.S. passport-holders only)

Required travel information includes, but is not limited to, travel dates and locations, flight information, local contact information, accommodations, and if the travel is for credit. *Failure to submit the required information may result in forfeiture of reimbursement on travel from the university*. Additionally, a failure to register may result in a delay in the ability for WU to give logistical support in the event of an emergency.

## Final Report

The School will archive the activity funded by the Staff Personal Research & Development Award through final reports from award recipients. A final report should be submitted within one month of activity completion and should include the following:

- How did this experience expand your personal growth, and personal research?
- Where appropriate, how did this experience directly impact you or others around you?
- Images or examples of your project as appropriate

**Dean's Office Contact** Please submit application to Lauren Hanahan. For any questions regarding the Staff Personal Research & Development Award please contact Lauren Hanahan or Nicole Allen. For help with or feedback on your application, please contact Chad Henry.

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## Staff Personal Research & Development Award Application

(Please create a clear, concise, one-page or less application using the form below or a format of your choosing)

Name:

Dates/Length of Project:

Project Statement:
Attach your introduction and project description addressing the value and impact of this experience on your personal research & development. Please provide a clear statement about your proposed project, the intended outcomes, and a timeline or itinerary of your proposed activity if applicable. Include sample work and images as relevant. If attending a conference, workshop, or course, please indicate the nature of your participation and include a letter of invitation when applicable.

| Estimated Budget | | | |
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| | Total Amount | Amount Requested from SFS | Detail |
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*Significant changes to your budget will require prior approval from the Dean's Office. Significant changes include: a variance of $500 or more among approved budget line items or expenditures of any amount for items not originally included in your budget.

☐ I certify that any necessary vacation time was approved by my supervisor prior to submission

Submit to: Lauren Hanahan, hanahan@wustl.edu

Deadlines: September 6, 2022 for September 20, 2022 – June 30, 2023 for personal research and development
January 3, 2023 for February 1, 2023 – June 30, 2023 for personal research and development