

asked for \$90 (10 days - *Info \$5.00*)  
*Allocation 2.00*  
 FACULTY RESEARCH COMMITTEE  
*Int 2.00*  
*9.00*

December 12, 1934

The Faculty Research Fund Committee has adopted the following principles for guidance in administering this fund.

Will hand 3000 mi @ 8¢ mi

1. Preference will ordinarily be given to the support of investigations:
  - (1) in which the problems and the methods to be used are clearly described with respect to the four items which will be stated and the approximate expenditure for each;
  - (2) in which definite results can be expected with the aid of the grant, leading to a worthy publication;
  - (3) in which sufficient research work has already been done to indicate promise of important results.
  
2. Grants will be made to cover such expenses as the following:
  - (1) Technical assistance in collecting and preparing basic materials for observation or critical interpretation, e.g., preparing microscopic slides, collecting biological specimens, examining and excerpting from records and documents otherwise unavailable to the applicant, assembling and constructing scientific apparatus; (Technical assistance is to be interpreted strictly, and does not include student assistants employed to relieve a man from his regular University work; nor does it include ordinary typing, and other routine work. Nor are the funds to be granted an applicant for the purpose of hiring an assistant who will actually do the research work).
  - (2) Equipment and supplies for specific research projects, e.g., special apparatus, photo-electric cells for special projects and partial investigations, photostats or copies of inaccessible documents, but books, in exceptional cases only; photographic plates or prints, chemicals, special biological specimens, fish eggs, etc.;
  - (3) Field expenses, e.g., railway fare, gas and oil, University auto charges. Expenditures must be approved by the Chairman of the Faculty Research Fund Committee.
  
3. Grants from the research fund are spread as much as possible, therefore grants to applicants are small, usually less than \$100.00.
  
4. The property purchased from grants, or material collected through field expenses belongs to the University and its various departments, but the special equipment purchased should be used for special research rather than for the routine use of the department.
  
5. A report of progress must be made to the Committee each year, and a final report when the research work is completed. Whenever it is feasible copies of publications resulting from research grants may be filed with the Committee.
  
6. Aid received from the Research Fund must be acknowledged in resulting publications.
  
7. If financial returns over and above reasonable personal expenses accrue to the grantee from the grant-in-aid, either through sale of publication or by the discovery of processes or materials, the said grantee is obliged to return the amount of the grant to the Research Fund.