

Frequently Asked Questions regarding Hartford Faculty Scholar Budgets and Allowable Expenses

January 2010

Please note: A new requirement for the 2010 applications is that you build funds for the Society for Social Work Research Conference into your budget. All scholars (selected in 2010) will be required to attend SSWR in 2011 & 2012 and travel funds for both years must be included in your budget. If the budget you submit with your application does not include this allocation, you will be asked to revise your budget.

1. When building my HFS budget, may I include monies for my Institutional sponsor?

No. The Hartford Foundation does not permit you to allocate any monies for your Institutional sponsors. As stated in the application materials, the purpose of the grant is:

- To provide 2 year grants of \$50,000 to offset the Scholar's time commitments by supporting salary and benefits to a maximum of \$45,000); and
- To provide funds for travel to national professional meetings and/or research and statistical consultation, as well as other costs related to the Scholar's project.

Note: No indirect costs from the grant are allowed to the school.

2. Can HFS funds be used to support salary and benefits for additional faculty other than the faculty member applying for the Scholars program?

No, HFS grant monies may not be used for other faculty member's salary. Grant monies may be allocated for contracting consultants for specific services such as statistical analysis. Grant monies can also be used for research assistant services (generally students).

3. Is travel to international conferences considered an allowable expense under the HFS grant?

International travel will only be approved for inclusion in the HFS grant budget if the travel is to present a paper or serve on an international committee (an official invitation is required).

4. May I spend more than \$50,000 in Year 1 of my HFS grant?

No, the funds must be equally divided between Year 1 and Year 2. The HFS program provides \$50,000 for both years.

5. May I plan to spend less than \$50,000 in my first year and allocate the difference to Year 2?

No, your budget must reflect that you plan to spend \$50,000 in Year 1 and \$50,000 in Year 2. If you do not spend the full \$50,000 in Year 1, you may submit a request to carry over funds to Year 2. If you do not spend the full \$50,000 in Year 2, you may submit a request for a no-cost extension.

6. What supplies are considered allowable expenses under the HFS grant?

The following are supply items considered allowable under the HFS grant:

- Books for your professional library
- Statistical software to support your research project
- A laptop, mini-recorder, printer, or other electronic tools to assist you in your research
- Paper, envelopes, etc.

Note: Office furniture is not considered an allowable expense. Your budget narrative should include an explanation for the more expensive items that appear in the supply line.