

## **The Philip Koch Faculty Research Endowment in the Department of French and Italian**

Each year, the FRIT Planning and Budget Committee (PBC) allocates one grant for a full-time faculty member of any rank housed in the Department of French and Italian. Up to \$6000 should be available in a given fiscal year. Funds may be used for travel costs (e.g., airfare, lodging, daily expenses, visa fees), research fees (e.g., library costs, payment for services such as indexing, translation costs, image rights or publication costs), publication subventions, or materials necessary for a project.

The intent of this grant is to help faculty complete a research project, particularly peer-reviewed articles, book chapters, edited volumes, journals, or monographs. Funds are not meant to be used to begin a project or solely to attend an academic conference. Faculty must return to Pitt in the academic year following the award. This Endowment must be acknowledged in publications resulting from it. All research involving interventions or interactions with individuals or the collection of identifiable private information concerning living individuals requires prospective Institutional Review Board (IRB) approval before applying.

Faculty with suitable projects should submit to the department Chair (and *ex officio* chair of the PBC) a short narrative outlining how the funds would be used to complete a research project and what the outcome will be (e.g., article, book chapter, monograph, etc.). A formal grant proposal may also be submitted. An approximate budget should also be included, and any other sources of funding (secured or anticipated) should be noted. Total allocation from all sources cannot exceed the costs of the project.

The deadline for this application is October 30<sup>th</sup> each year (or the following Monday if October 30<sup>th</sup> falls on the weekend). The PBC will consider applications and will normally make one award per year, though the PBC may also make two or more awards. If a PBC member applies for funds, a substitute committee member will be designated by the Chair. If the Chair applies for funds, the other PBC members will select a substitute committee member. Preference will be given each year to faculty who have not received the award in the past. Funds can be used beginning May 1 of the following calendar year and must be used within two years of the date of the award. The amount of the grant each year will depend on endowments and may fluctuate. All expenditures must adhere to University policies on travel.

Grant awardees will be required to submit a one-page report to the Chair within one month of completion of travel or of expenditure of funds.

This Endowment was established in loving memory of Philip Koch, a long-time faculty member in the Department; the Department's first Chair; and a distinguished scholar of the European Enlightenment.