

THE TOZIER FUND

Dr. Charles H. Tozier specified that the income from this fund shall "be used for the support of **visual education in the sciences**, with special consideration to be given to the geological, mineralogical, and geographical sciences, and with the hope that support may also be given from time to time to work in the Department of Landscape Architecture in the School of Design as well as that of other scientific departments of the Faculty of Arts and Sciences that evince interest in visual aids to instruction." The Committee on Faculty Research Support administers this award.

The Committee will review requests for funds in accordance with the following guidelines:

1. The maximum award is \$6,000 over any three-year period. Both junior and senior faculty are encouraged to apply.
2. The Committee strongly encourages requests for matching funds and grants that make use of the Faculty Aide Program, student work-study program, and graduate students, rather than more costly alternatives.
3. The Committee is ordinarily unable to provide support for faculty salaries.
4. The Committee does not provide support for conference travel
5. During any four year period, individuals may request funds to purchase one computer for research purposes.

Larger awards are sometimes made in support of a departmental program or activity. A letter of endorsement must accompany such applications from the department chair or laboratory director. It is understood that nonexpendable materials purchased with funds assigned through this process revert to the appropriate division of the University when the work for which the grant is made is completed and/or when the faculty member leaves the University. Computers and other forms of equipment should remain with the department. Microfilms, photocopies, or any books purchased because they were not available in our libraries should be deposited with the appropriate division of the University Library.

ELIGIBILITY:	Voting members of the Faculty of Arts and Sciences, FAS Emeriti Faculty and Faculty members of the Dept. of Landscape Architecture at the Graduate School of Design.
WHEN TO APPLY:	Applications must be <u>received</u> in the Financial Office by Wednesday, October 18, 2006 , for January 1, 2007 awards.
WHERE TO APPLY:	Submit applications to Sue Rose, 1414 Massachusetts Avenue, Room 477.
AWARD LEVELS:	Up to \$6,000 over three years. Grants awarded will remain available for a period of one year from the date of the award.

**APPLICATION FOR ASSIGNMENT OF FUNDS
BY THE
COMMITTEE ON FACULTY RESEARCH SUPPORT**

Application for:

The Tozier Fund

Submit applications to Sue Rose, 1414 Massachusetts Avenue, Room 477.

Name: _____ **Harvard ID#:** _____

Title: _____

Department: _____

University Address: _____

Telephone Number: _____

Description of the Instructional Project, Course Title and Number:

Detailed Budget (see attached sample and please be specific about how each line item relates to the project):

Would the grant, if awarded be sufficient to complete the project?

Is this a new project, or continuation of an ongoing project?

If it is a continuation:

- a) How was it supported in the past?**

- b) In what amounts?**

- c) Reasons, if known, for discontinuation of support.**

Is any other application pending for support of this same work? If so, to what source?

How will results of research be used for visual education?

If for course study please list course:

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Signature

Date

SAMPLE BUDGETS

<u>COMPUTER BUDGET</u>	<u>AMOUNT</u>
Computer - Make/Model/Memory	\$\$\$
Monitor - Make/Model (if priced separately)	\$\$\$
Keyboard (if priced separately)	\$\$\$
Accessories such as (if priced separately):	
CD-ROM	\$\$\$
Modem	\$\$\$
Zip Drive	\$\$\$
Cables	\$\$\$
Warranty Information	\$\$\$
Printer - Make/Model	\$\$\$
Software (Please use Harvard Site Licenses Agreements whenever possible.)	\$\$\$
Total Requested	\$\$\$

<u>TRAVEL BUDGET</u>	<u>AMOUNT</u>
Airfare (i.e. Boston to Chicago R/T and dates of travel)	\$\$\$
Hotel	\$\$\$
Per Diem	\$\$\$
Ground Transportation	\$\$\$
Miscellaneous Charges, (i.e. photocopies, faxes, telephone chgs, gasoline, visa fees.)	\$\$\$
(Please break out these estimated miscellaneous charges as individual line items.)	
Total Requested	\$\$\$

<u>RESEARCH ASSISTANT</u>	
Research Assistant: \$___/hr., X ___/total hrs.	\$\$\$
(\$10 per hr X 200 hrs = \$2,000)	
Miscellaneous Charges, (i.e. photocopies, faxes, telephone chgs, postage, supplies.)	\$\$\$
(Please break out these estimated miscellaneous charges as individual line items.)	
Total Requested	\$\$\$

These sample budget formats are for example only. Please be as detailed as possible when completing your budget. If you have any questions when completing any portion of the application, please contact Sue Rose at 495-9729 or s_rose@harvard.edu.