

THE JOHN RANDOLPH HAYNES AND DORA HAYNES FOUNDATION

2016-2017 Faculty Fellowship Guidelines

THE HAYNES FOUNDATION invites proposals from regular, full-time social science faculty members at four-year colleges and universities in the five-county (Los Angeles, Orange, Ventura, San Bernardino and Riverside) Southern California region for awards of \$12,000 in its annual Faculty Fellowship program. (The program also is open to visiting faculty who will remain at the recipient institution for the duration of their research.) Grants will be made to the college or university on behalf of the faculty member for subsequent disbursement. Having received a prior research grant from the Foundation does not preclude an award in this program. More than one faculty person may apply from each institution; some institutions may receive more than one award, some none.

AWARD USE

Up to **eight (8) awards of \$12,000 each** will be announced in **March/April 2016** and will be available for immediate use. The awards may be used as a **faculty summer research stipend**, to buy course relief or to cover other **incidental research assistance and expenses** (excluding equipment and hardware) which might be incurred throughout the year, or in some combination. (The awards may not be used to augment salary during the regular academic year except as an addition to sabbatical leave compensation.) Fellowships may be used as seed money to begin a research project, or as full or partial support for an ongoing project.

REPORTING

Grant recipients are required to submit a 3-4 page summary report to the Foundation at the conclusion of the year's project, no later than August 1, 2017. Recipients are reminded that this report should include an analysis of the extent to which the completed work reflects the effort proposed in the original proposal. At the same time, the recipients are requested to complete a one-page on-line form, Notice of Final Report (NFR). In addition, on or about February 1, 2018 (18 months after the final report due dates), the Foundation will request that the recipient submit a one-page on-line Self-Assessment Form (SAF) describing the impact of the recipient's work on public policy and on the recipient.

EVALUATION CRITERIA

The basic factor in the evaluation of applications is the quality of the research proposal. Proposals which are **well-conceived, imaginative, innovative, and break new ground on economic, social and political problems will be favored.** The Foundation's interest is in social science research which has implication for influencing policy and action in the Los Angeles region; but research projects concerning the history of Southern California will also be considered.

APPLICATION PROCEDURE

Five copies of a brief, **two-page proposal**, double-spaced in 12-point type face, should be received by the Foundation no later than **3:00 p.m. on December 10, 2015**. A copy should also be sent electronically in both PDF and in Word format. The proposal should state the research problem or project goals, the methods to be used, and the way the grant money will be spent. Each proposal should be accompanied by written indication of institutional support from the academic dean or other appropriate academic administrator designated by the college or university (not the Principal Investigator), as well as a two-page condensed personal resume. **Please "bundle" these materials in five (formerly 15) separate packets with the support letter first, followed by the proposal, then the resume. Please do not staple or bind the materials in any way: rather, separate the bundles with large paper clips.**

Applicants are also advised to contact the development/advancement office on their particular campus. These offices can advise and assist in preparing and forwarding the application to the Haynes Foundation.

QUESTIONS

For general information, please refer to the list of FAQs (Frequently Asked Questions) located on the Foundation's website. Also, you may call or write William J. Burke, Administrative Director, The John Randolph Haynes and Dora Haynes Foundation, 888 West Sixth Street, Suite 1150, Los Angeles, California 90017-2737, (213) 623-9151 or email at bburke@haynesfoundation.org, with a copy to info@haynesfoundation.org.

August 2015