

DEPARTMENT OF LINGUISTICS GUIDELINES FOR BLOCK FUNDING INITIATIVE (BFI)

PURPOSE OF BLOCK FUNDING INITIATIVE

Funds may be used for an extensive range of scholarly activities, including conference travel, research materials, research assistance, manuscript preparation costs, publication fees etc. Funds may also be used for cost-sharing purposes. A portion of the funds will be used for departmental colloquia, workshops, recruitment, and other events following consideration by the Executive Committee.

AMOUNTS AVAILABLE

Funding is available in proportion to FTE (full time equivalent.) Subject to Executive Committee approval, faculty may generally count on receiving up to \$1000 per FTE, or pro rata for split appointments. Funds additional to these amounts are available on a competitive basis. Faculty with split appointments may prefer to apply for the total amount needed for a particular purpose, rather than applying to each department for a fraction on several different occasions throughout the year.

APPLICATION PROCEDURE

Application forms are available in the main office. Please place completed forms in the Chair's mailbox for consideration by the Executive Committee. Receipts must be submitted to the department secretary prior to reimbursement. Applicants are requested to hold small receipts until a minimum of \$100 is reached. Requests for reimbursement of a single item under \$30 may be submitted directly to the department administrator. Please submit spring and summer requests by April 1.

In the case of applications for travel funds, approved applicants should submit receipts within two weeks of the trip's end. A travel expense report will be processed for reimbursement of conference fees, transportation, lodging, tips and supplies. The cost of meals will not be reimbursed.