

GENERAL POLICIES AND PRIORITIES FOR THE AWARD OF KENAN FUNDS  
NEW YORK CITY KENAN COMMITTEE

Fall, 1996

Kenan funds are derived from a grant provided to the university for faculty development. The "interested earned" each year from this grant serves as the basis of all funds allocated. Funds are allocated to each campus on a pro-rated basis as a function of the number of full-time faculty employed on a given campus at the beginning of each academic year. The fund should not be considered a "travel" fund. Rather, it should be thought of as a fund made available for a wide range of faculty development activities. These activities may or may not involve travel. Historically, the committee has considered faculty development to occur in the activities listed below although other activities may also qualify.

- \* Paper presentations at professional meetings, conventions and the like. Other similar endeavors (e.g., discussant) may also be as developmental as paper presentations depending on their level and scope.
- \* Attendance at workshops, seminars, and special courses as a means of keeping "up to date" in one's field of expertise and teaching assignments.
- \* Post-doctoral courses but especially those that will enhance a faculty member's effectiveness in the classroom. Those seeking funds for this type of activity should bear in mind that full funding is a rarity in light of the high cost of tuition at most schools.
- \* Use of special materials such as reference works and library searches for individual course development. Those requesting funds for this activity must provide a clear indication of how the material will be used for classroom activities as opposed to scholarly research. Use of these materials for scholarly research falls under the mission of the Scholarly Research Committee.

In awarding funds, the New York City Kenan Committee judges the value of the proposed development effort in relation to its cost, the availability of funds, and the individual faculty member's history of funding. Over the years, the committee has developed some general policies and priorities based upon its operational mission as stated in the first sentence of this paragraph. These policies and procedures are listed below so that faculty members applying to the committee will understand its operation. Of course, the committee views these items as general guidelines and feels free to make adjustments to them as circumstances require.

- 1) Only full-time faculty members will be considered.
- 2) The Kenan Committee does not review applications for funds if the faculty member's department has budgeted for the activity. When departmental funds have been budgeted, the faculty member should apply to his or her department and not the Kenan Committee. However, if insufficient funds have been budgeted, the faculty member may apply to the committee for the amount not covered.
- 3) Priority will be given to those who are giving papers at professional meetings or are otherwise actively involved over those attending meetings as auditors. Letters of acceptance for paper presentations and other similar endeavors (e.g., discussant) should be attached to the application. If such a letter is not available, an explanation should be provided.
- 4) Paper presentations will not be given priority over enrollment in formal courses or seminars. However, it should be noted that selection of presentations or workshops to attend at a conference is not the same as formal enrollment in a course or seminar. For these endeavors, paper presentations will ordinarily take precedence.
- 5) The committee will give precedence to proposals that clearly outline the nature of the developmental activity. In addition, those that make the active role of the candidate clear will be given preference over those that do not. To this end, attachment of course descriptions and the like can be of considerable help to the committee in making these judgments.
- 6) Priority will be given to new applicants over those who have received substantial support in the past. A three-year running total of prior funding will serve as a guideline for this policy.
- 7) Projects that are interpreted by the committee as departmental development (e.g., new course proposals, standardized course outlines) should be supported from sources other than the Kenan fund.
- 8) Multiple applications for the same course, convention, or the like from the same department will be scrutinized carefully to assure that no one department places an undue burden on the available funds. This policy will be relaxed for paper presentations or similar active endeavors.
- 9) Multiple authors who wish to present the same paper at the same convention may not be fully funded.
- 10) The Kenan fund is not intended for scholarly research although some research activities may certainly be developmental. For activities involving scholarly research, apply to the Scholarly Research Committee for funding.
- 11) Grants may have to be limited to one person per academic year depending upon the availability of funds and the size of the individual requests.

- 12) Requests for *post facto* activities will not receive priority. Individuals who apply for funds after they have participated in the activity must not assume that they will receive Kenan support.
- 13) Applications received after the announced deadline will be considered at the next formal committee meeting. No applications are considered in the summer.
- 14) The Kenan fund gives reimbursement for hotel bills plus a maximum of \$50 per day for meals. For automobile travel, reimbursement is at the rate set by the Comptroller each year. Faculty members traveling by air should attempt to find a reasonable rate and recognize that the Kenan budget is a limited one. Other limitations set by the University on travel should also be considered.
- 15) Partial requests for funding are encouraged in light of the scarcity of Kenan funds.
- 16) Typically, no applicant can expect to receive more than \$1000 from the committee in any given year. Indeed, even this amount would be exceptional in light of current fund availability.
- 17) Applicants who do not follow all instructions in completing their applications or who have important data missing may have their application returned to them for correction. After correction or modification, such applications may be re-submitted by the applicant to the committee for consideration at its next formal meeting.
- 18) To avoid a "first come, first serve" effect, the committee will set aside sufficient funds for spring allocations. Ordinarily, about 60 percent of the funds made available to the committee will be allocated during the fall semester with the remainder allocated in the spring semester.
- 19) Applicants who do not use the funds allocated to them should notify the committee so that their funds can be re-allocated or carried over to the following academic year. These funds should not be used for an endeavor that has not been approved by the committee.
- 20) If you have doubts about the impact of any of these guidelines on your grant request, the committee recommends that you apply and let it decide.

The Kenan Committee - NYC

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