

UNIVERSITY of HOUSTON | CLASS

Book Completion

The Book Completion Fund is intended to provide CLASS faculty assistance with the final stages of their research, including subvention for scholarly publications, data processing, etc. Selected applicants will be awarded funds based on the academic merit of their work. Projects must be within one year of completion. The maximum award under this program is \$3,000. Projects are awarded based on the availability of funds. ***Only one application allowed per academic year. New requests must be towards a different project if applicant has received a previous Project Completion award.*** Awards are made at the Dean's discretion.

Eligibility

- Tenured Faculty
- Tenure- Track Faculty

Allowable Costs

- Editing/Indexing/Translation (must include supporting documentation; e.g. invoices)
- Publication Subvention
- Art work for book covers
- Data acquisition trips (must be the final trip to complete project)
- Travel to archives
- Data processing
- Project Assistants
- Copyrights
- Permission Fees

Unallowable Costs

- Conferences
 - Travel to conferences and associated registration fees
- Faculty salaries
- Subject compensation
- Initial Stages of Project (Book Completion funds the ***final*** stage of the project)
- Projects that have received previous Project Completion support

Applications shall consist of:

- Cover page (signed)
- Project Description
- Budget
- Budget justification with supporting documentation (contracts, invoices, cost estimates)

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Application Due Dates

September 27, 2019	Cycle 1
January 13, 2020	Cycle 2
April 24, 2020	Cycle 3

Funds must be used by August 1, 2020. No carry-over or extensions will be allowed.

Applications must be submitted electronically to CLASSGrt@uh.edu. Please write “Book Completion” in the subject line. *Incomplete applications will not be reviewed.*

Reporting

A project report will be due by August 31, 2020 detailing outcomes as a result of receiving Book Completion funds. Failure to submit a project report by the designated due date will result in disqualification from future CLASS internal awards. Project report templates can be found [here](#).

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Book Completion- Cover Page

Contact Name:	Rank:	ID #:
Contact Email:	Phone #:	Alt Phone#:
Department:	Amount Requested:	
Please list internal funding received within the last 5 years. List award year as well as amount awarded.		
Project Title:		

Faculty Member

Date

Department Chair

Date

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Budget

	Funds Requested	Other Funds	Total
SALARIES & WAGES (identify function)			
Research Assistants			
Student Wages			
Non-Student Wages			
FRINGE BENEFITS			
MAINTENANCE & OPERATION (e.g . chemicals, supplies, services, copying, postage)			
TRAVEL (may be subject to State of Texas guidelines)			
Equipment (specify items over \$1,000 each)			
TOTAL PROJECT COST			

Budget justification **required**. Attach additional sheet if necessary. Please provide any applicable supporting documentation.