

UAB Department of Health Services Administration
POLICY ON DEPARTMENT FINANCIAL SUPPORT FOR SCHOLARLY ACTIVITIES

Final Version: March 20, 2018

The Department of Health Services Administration supports faculty engagement in scholarly activities which include publications and research projects. We recognize that faculty members occasionally need to purchase items or have financial support to support their scholarly work.

The Department will consider requests from faculty to financially support scholarly activities, including unfunded research and publications. The support may also be for unique teaching requirements (e.g., special software licenses or other items used for teaching).

PROCESS

Faculty members may request Department financial support for scholarly activities any time by preparing a brief proposal (one page) that is submitted to the Department Chair. The proposal should describe the activity, what is needed, and the estimated amount of money required to support the work. Examples include (but are not limited to financial support for pilot studies, to purchase data, for research assistants, travel to meet with collaborators and the like).

A faculty member's professional development accounts, "start up" funds, or other individual accounts should be considered the first source of financial support for projects such as these. The proposal must include the current balance of these types of accounts and how the faculty member is supporting the work from his or her own accounts and other sources (collaborators, etc.).

PRIORITIES

In all cases, priority will be given to the following:

- (1) those seeking tenure (in particular, those whose tenure date is approaching);
- (2) those who have not been successful in research recently (e.g., want to "re-boot");
- (3) those seeking promotion;
- (4) those needed specific pilot study data for a future grant proposal;
- (5) those with some other unique and time-sensitive issue.

Priority consideration will be made to support collaborative projects that include multiple Departmental faculty.

Faculty members who receive financial support for scholarly activity will provide written progress reports (distributed to the Chair and DRC) at six months and one year following the distribution of funds.

Department financial support for scholarly activity is dependent upon the availability of Departmental resources.

The Department Chair will begin to quantify and report to all faculty the amount of funding provided to faculty in this way on an annual basis.

NOTES/HISTORY:

Since 2014:

- (1) 100% of newly-hired HSA faculty (assistant, associate, full) have all been provided with startup funds as part of the hiring and on-boarding process;
- (2) several HSA faculty members have been provided financial support to purchase large data sets (at least three times, several faculty members and doctoral students) and to conduct pilot studies (two faculty members);
- (3) the Department routinely provides “in-kind” support for faculty development grant opportunities within the University (more than one per year for the last three years).