

## Fundraising Policies for Faculty Members

Wellesley College strongly encourages all faculty members to pursue funding from external sources for their individual research activities. The following policies apply to all faculty members who are seeking funding for either individual research activities or for specific projects, initiatives, and programs:

### *A. Office of Sponsored Research*

Please follow these procedures when applying for funding for individual research activities through the Office of Sponsored Research:

- 1) After identifying a potential governmental agency or other funding source, please contact Lori Friedman, the Director of Sponsored Research, to let her know of your intention to apply for an award as well as the application deadline. She can be reached at [lfriedm2@wellesley.edu](mailto:lfriedm2@wellesley.edu) or at extension 2079. This step is essential as it enables the Sponsored Research Office to add your application to the College's tracking database.
- 2) If you would like assistance with interpreting any application guidelines or instructions, please contact Lori as the need arises, but preferably **at least one week before** the application deadline.
- 3) **At least four business days before** the application deadline, please obtain a Wellesley College Proposal Summary Sheet (a/ka/ "Pink Sheet"), fill it out, sign it, and obtain the signature of your Department Chair. The Summary Sheets can be found in a mailbox located outside of Lori's office (Green Hall, Room 338A). Return the internal routing sheet to Lori **at least two business days before** the application deadline so that she can obtain the other necessary signatures prior to the application submission.
- 4) **At least two business days before** the application deadline, please contact Lori so that she can review the final draft of the budget and provide any necessary feedback prior to the submission of the application.
- 5) **At least one business day before** the application deadline, please submit the final application packet to Lori at [lfriedm2@wellesley.edu](mailto:lfriedm2@wellesley.edu).
- 6) Following the submission of the application, if you receive any response or inquiry directly from the agency or other funding source, please inform Lori about the response and/or inquiry.
- 7) Upon learning about an award, Lori will contact you directly with the details. In addition, she will create an internal memo for the Controller's Office that will contain

the essential information. In turn, the Controller's Office will set up an account to track award-related expenses and contact you with other relevant information.

***B. Resources Office:***

Except for grant applications that would fall under the purview of the Office of Sponsored Research as noted above, individual faculty and/or department and program chairs who are interested in potential funding for projects, programs, or initiatives must submit an application for funding to the Office of the Dean of the College. If a funding request is deemed to be an institutional priority, the faculty members, department and/or program chairs will work with Lori Friedman, the Director of Corporate and Foundation Relations, and/or other staff members from the Office for Resources, as necessary, to secure funding for such institutional priorities. Faculty members may *not, under the auspices of Wellesley College*, write grant applications or proposals to any individuals, corporations, foundations, trusts, or other institutional funders.

If you have any questions or concerns, please feel free to contact Lori Friedman at your convenience at either extension 2079 or [lfriedm2@wellesley.edu](mailto:lfriedm2@wellesley.edu).