

# 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
- Artwork 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

October 1, 2023	Cycle 1
January 14, 2024	Cycle 2
April 22, 2024	Cycle 3

Funds must be used by August 1, 2024 No carry-over or extensions will be allowed.

Applications must be submitted electronically to [classgrt@uh.edu](mailto: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 1, 2024 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
<b>SALARIES &amp; WAGES</b> (identify function)			
Research Assistants			
Student Wages			
Non-Student Wages			
<b>FRINGE BENEFITS</b>			
<b>MAINTENANCE &amp; OPERATION</b> (e.g . chemicals, supplies, services, copying, postage)			
<b>TRAVEL</b> (may be subject to State of Texas guidelines)			
<b>Equipment</b> (Specify items over \$1,000 each.)			
<b>TOTAL PROJECT COST</b>			

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