**APPENDIX C**

**Guideline on Requesting Ad-hoc Research Support from the Dean of Environment**

If you intend to ask the Dean for funds (cash or in-kind) to support your research initiative – for example, an amount that can be used to leverage additional funds from another source – please note the following:

The Dean’s Office does not have a large budget for research support. While the Dean does have some discretionary funds that can be allocated to research activities, these must be allocated in ways that support the Faculty’s overall strategic research goals. These goals include engagement in environment-related research initiatives with international significance.

**The following procedures apply for requests for such funds:**

·        Requests for ad-hoc cash funds to support research activities will be considered by the Dean in consultation with the Associate Dean for Research.

·        Requests must be made in writing addressed first to the Associate Dean of Research at least two weeks ahead of the grant application deadline.

·        Requests must include a completed: ‘Matching Funds Request Form’ and a copy of the grant proposal complete with a budget.

·        If other institutions are involved in the research activity and if you are asking for a cash contribution, please note the ranking of that university in the World University Rankings list (Times Higher Education list).

·        Decisions will be based on the match of the research activity with the Faculty’s strategic research goals, available funds, profile of the activity and likely outcomes/outputs.