

UNIVERSITY OF KANSAS

GRADUATE SCHOOL

TO MEMBERS OF THE FACULTY:

The proposed University budget for 1938-39 includes an item of a few thousand dollars for assistance to research projects of members of the Faculty. The Research Committee plans to give early consideration to the distribution of the fund and is, therefore, asking that requests for grants be submitted promptly.

The item in the budget is entirely from the maintenance fund. Consequently, grants cannot be made involving the direct payment of salaries or wages.

It is very important that each request be carefully considered before being submitted. It is altogether probable that the total amount requested for even the very worthy projects cannot be granted. It would be helpful to the Committee if each person submitting a request were to obtain the endorsement in writing of the head or chairman of his department.

With each application there should be furnished as complete and as accurate information as possible on the following points:

1. Nature of the project and probable results to be obtained
2. Its present state of completion
3. Total amount necessary during 1938-39 from the research funds and specific purposes for which each portion of the sum is to be used
4. Probable amount necessary from the fund in future years in order to complete the project.

Members of the faculty who wish to apply for grants should submit their requests in writing by May 18, 1938.

Very sincerely yours,

E.B. STOFFER

Chairman, Graduate Research Committee

April 29, 1938