Faculty Summer Research Grant Instructions

Combine the following information into one pdf to submit with the online FSRG Faculty Application form that is available on the CSH web site.

- Project description
- Project summary
- Budget narrative
- Curriculum vitae

Please use standard margins (approximately 1-inch margins) and font sizes (12 point size) to ensure readability.

The project description must not exceed three single-spaced pages or six double-spaced pages (excluding references). Proposals with project descriptions in excess of the page limit will not be reviewed. Address each of the following points in your project description. Failure to develop each of these points will put your proposal at a disadvantage when it is compared with other proposals. The description must be written in non-technical terms that are understandable to a colleague from another discipline. Please **bold your subheadings** with the following sections.

1. **Introduction**: Provide a literature review and rationale for the importance of your project and how it builds on existing literature.
2. **Method**: Describe the research design, participants, methods, and proposed analyses.
3. **Expected Outcomes**: Describe the outcomes of this research project (specific publications, presentations, internal and external grant proposals) that are expected during the summer and over the course of the year.
4. **Timeline**: Provide a timeline that outlines the tasks associated with the project for the summer and beyond for specific products that will be completed based on this work.
5. **Relation to Program of Research**: Discuss how this project contributes to your program of research. For example, how does it relate to your previous work or contribute to a new area of your professional development. If this project is similar to a previous project funded by a CSH Faculty Summer Research Grant, please indicate why further funding is appropriate.

The project summary is a brief (one-paragraph) summary of the project and its objectives in non-technical terms understandable to a colleague from another discipline. This summary will be used, as needed, in announcing your project, if funded.

The budget narrative will clearly detail your budget lines. For example, provide the salary rate for any research assistants, itemize expendable supplies, describe permanent equipment, itemize and/or describe other items. Give some indication of the degree to which the expenses are necessary for the project. Failure to provide details could result in the rejection of the proposal. In your budget narrative, you should also state whether you are requesting funds for the same project from other sources internal to DePaul. If so, describe the source, the amount requested, and how the
feasibility of the project will be affected if you are not awarded those funds.

The **Chair or Director must submit an online recommendation form** in support of the faculty member’s application for the Faculty Summer Research Grant. This recommendation form is available on the CSH web site.

**Purpose and Objectives**

The College of Science and Health awards summer grants to recognize and support meritorious scientific projects. Recommendations are made by the CSH Research and Faculty Development Committee comprised of Science and Health faculty nominated by CSH academic units and appointed by the Dean.

Grants are available for salary stipends and research assistants. Salary stipends are $5,000 for tenured full and associate professors and $4,500 for tenure-track, full-time faculty who have finished their degree by December 1, 2016. Applicants may also seek funding for additional expenses, such as equipment and travel. Individual requests for additional expenses may not exceed $1500 and must be accompanied by a statement explaining why such expenses are necessary for the project. Since our pool of dollars for out-of-pocket expenses is limited, faculty are encouraged to submit simultaneous proposals to the University Research Council (URC does not provide stipends but does cover other types of research expenses).

The CSH Faculty Summer Research Grants Program is designed to support ongoing research, to give faculty members an opportunity to develop new areas of research, and to help faculty be more competitive for external grants. The Office of Research Services may be consulted for help in considering other or future avenues of support.

Full-time tenured or tenure-track faculty at all levels are encouraged to apply.

**Conditions**

1. Faculty may only receive Summer Research Grants from CSH in alternate years. And a faculty member may have no more than three summer research grants in a ten-year period which begins the year of their first FSRG, without proof of an application for external funding.

2. Faculty recipients will maintain a continuing full-time commitment to DePaul University for at least one subsequent academic year following the receipt of the grant. Note: A research leave is typically considered part of such a full-time commitment.

3. Faculty will submit a 1-2 page report describing the outcomes of the project, on or before the first day of the Winter quarter following the Summer Research Grant Award year.

4. Summer salary or research expenses that are covered by grants or payments from other sources (internal or external) cannot also be funded by a CSH Faculty Summer Research Grant. However, two or more grants can be held at the same time provided they do not
cover the same work.

5. In no case may a grant from this program, combined with other grants or salary, result in more than two salary units. A grant from this program constitutes one unit, as does teaching one summer course. Summer advising can be done in addition to salary from grants and/or teaching.

6. Summer grants may not be used to support a faculty member's dissertation research or writing.

Guidelines for Proposal

1. The project description must be written in such a way that colleagues from another discipline can understand it. This is particularly important for specialized and/or technical projects. It is recommended that applicants have their proposals reviewed by two or three colleagues before the proposals are submitted.

2. Proposals to develop courses or instructional materials will not be funded under this program. Faculty interested in developing such a proposal should apply to the University's Quality of Instruction Council mechanism.

3. Department chair or director approval is required for all applications.

4. Applicants should feel free to consult with Susan D. McMahon, Associate Dean for Research and Faculty Development, smcmahon@depaul.edu, 773-325-2039, as they draft their proposals and budgets. The Office of Research Services may also be consulted by faculty who are applying, or anticipate applying, to other funding sources.

5. Applicants who receive a summer research stipend from other sources may not accept a summer research grant from CSH without first consulting with the dean's office.

6. Projects involving human or animal research subjects must receive institutional review and approval before CSH funding can be authorized. A description of the proposed research and the consent forms must be submitted to the Institutional Review Board for the Protection of Human Subjects or to the Institutional Animal Care and Use Committee. The relevant committee(s) will review the research protocol and will notify both the principal investigator and the CSH Research and Faculty Development Committee Chair of their decision. For more information on either the IRB or the IACUC review process, please call Susan Loess-Perez at 312-362-7593.

Criteria for Evaluating Proposals

Members of the CSH Research and Faculty Development Committee will evaluate proposals in light of the following questions:

1. Is the project description clear, coherent, and compelling?
College of Science and Health
Research and Faculty Development

2. Does the project description explain persuasively that the project has strong potential to make an original scientific contribution?
3. Does the proposed project show conceptual and methodological sophistication?
4. Does the proposal describe clear and appropriate outcomes, as well as a reasonable timetable?
5. Does the proposal contextualize the project within the faculty member’s previous work, explaining how it is related and/or how it contributes to a new area of the faculty member’s research program?
6. Is the proposed budget clear, feasible, complete, well explained, and well documented?
7. Does the proposal explain how the grant can lead to one or more publications and/or external funding?
8. If the faculty member has previously been awarded a Faculty Summer Research Grant, did that grant result in scholarly productivity such as peer-reviewed publication(s) or external grant submissions?

In the event that more funds are requested than available, priority will be given in the following order:

- Pre-tenured faculty;
- Faculty beginning a new line of research;
- Faculty who provide evidence that past internal funding has led to external grant proposal submissions; and
- Faculty who provide evidence that past internal funding has led to peer-reviewed publications.

Reports on Progress and Completion of Project

Submit a 1-2 page report describing the outcomes of the project to cshresearch@depaul.edu by January 15th at cshresearch@depaul.edu.

A notation in the form of a footnote, or otherwise, should appear on all publications indicating that the project was assisted by a grant from the College of Science and Health at DePaul University. Copies of publications that result from this activity should be submitted to cshresearch@depaul.edu.

Upon completion of the project, any permanent equipment purchased through this award, such as cameras, scientific equipment, computers, software, etc., becomes the property of DePaul University. This does not include scientific projects that result from faculty efforts.

Faculty receiving awards through this program may be asked to participate in a CSH Faculty Research Symposium or other research-related event.