



LAS SUMMER RESEARCH GRANT FOR FACULTY RESEARCH AND DEVELOPMENT APPLICATION GUIDELINES

PURPOSE AND OBJECTIVES

The College of Liberal Arts and Social Sciences awards summer grants to recognize and support meritorious scholarly and artistic projects. Recommendations are made by the LAS Research Committee, comprised of six Liberal Arts and Social Sciences faculty, appointed by the Dean to serve two-year terms.

Grants are available for salary stipends and research assistance. Salary stipends are \$4,700 for tenured full and associate professors and \$4,200 for tenure-track full-time faculty who have finished their degree by December 1st. 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 the degree to which 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).

The LAS Summer Research Grants Program is designed both to support ongoing research and also to give faculty members an opportunity to develop new areas of research. Full-time tenured or tenure-track faculty at all levels are encouraged to apply.

CONDITIONS

1. Faculty may only receive LAS Summer Research Grants in alternate years.
2. Faculty will maintain a continuing full-time commitment to DePaul University for at least one subsequent academic year following the receipt of the grant.
3. Summer salary or research expenses that are covered by grants or payments from other sources (internal or external) cannot also be funded by an LAS Summer Grant. However, two or more grants can be held at the same time provided they do not cover the same items.
4. In no case can 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 or participating in LAS summer advising.

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

GUIDELINES FOR PROPOSALS

1. The project should be described and situated within a broader disciplinary or interdisciplinary context.
2. 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.
3. Proposals to develop courses or instructional materials will usually not be funded under this program. Faculty interested in developing such a proposal should apply to the Quality of Instruction Council.
4. Approval of the department chair or program director is required for all applications.
5. Applicants should feel free to consult with Jacqueline Lazú, Associate Dean, 773.325.4631, as they draft their proposals and budgets. The Office of Sponsored Programs and Research may also be consulted by faculty who are applying, or anticipate applying, to other funding sources.
6. Applicants who receive a summer research stipend from other sources may not accept a summer research grant from LAS without first consulting with the dean's office.
7. Projects involving human or animal research subjects must receive institutional review and approval before LAS 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 LAS Research Committee of their decision. For more information on either the IRB or the IACUC review process, please call Susan Loess-Perez at x27593.

CRITERIA FOR EVALUATING PROPOSALS

The LAS Research Committee will evaluate proposals in light of the following questions:

1. Is the project description clear and coherent, avoiding jargon and unexplained references?
2. Does the project description explain persuasively that the project has potential to make an original scholarly or artistic contribution?
3. Does the proposed project show promise of conceptual, methodological and/or artistic sophistication?
4. Does the proposal describe clear and appropriate outcomes that are expected, 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 or how it contributes to a new area of the faculty member's research or artistic activity?
6. Is the proposed budget clear, complete, well explained and well documented?

REPORTS ON PROGRESS AND COMPLETION OF PROJECT

By January 5th, a 1-2 page report describing the outcomes of the project should be submitted to the Associate Dean.

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 Faculty Research and Development Program, College of Liberal Arts and Social Sciences. Copies of publications issuing from this activity should be submitted to the Dean.

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

Faculty receiving awards through this program may be asked to participate in the LAS Faculty Research Symposium.

BUDGET

BUDGET SUMMARY

Please identify and justify expenses for such items as books and photocopying. This program does not provide funds for books that could be obtained or ordered through the university's libraries. Expenses for photocopying are only reimbursed to the extent that they are incurred outside the university.

BUDGET NARRATIVE

Clearly detail your budget lines. For example, provide the salary rate for any research or clerical assistants, itemize expendable supplies, describe permanent equipment, itemize and/or describe books, photocopies, films, and 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.

PROJECT DESCRIPTION

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. (The description is to be completely anonymous. Do not type your name on the pages of the description nor include it in the description. Submissions that are not anonymous will be returned for resubmission.)

1. Explain and state the importance of the project (why it needs to be undertaken and/or its connection with related efforts in your field).
2. Describe the methods and approaches that will be used.
3. Note any special instruments or materials that will be required.
4. Describe the specific outcomes that are expected, the further research directions the project points to, and the timetable for the completion of the project.
5. Discuss how this project relates to your previous work or how it contributes to a new area of your professional development. If this project is similar to a previous project funded by a LAS Summer Grant, please indicate why further funding is appropriate.

FORMAT

Project descriptions should not exceed a maximum of three single-spaced pages or six double-spaced pages. Please use standard margins (approximately 1-inch margins) and font sizes (11 or 12 point size) to ensure readability. Proposals with project descriptions in excess of the page limit may not be reviewed!

PROJECT SUMMARY

Give 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 in announcing your project, if funded.