



Office of Research Services
Internal Research Awards: Research Support Grant
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RESEARCH SUPPORT GRANT GUIDELINES: 2011– 2012 Academic Year

In order to support and promote research productivity on the lakeside campuses, the University is investing in its faculty by providing funding for an internal award competition. All full-time tenure-track faculty on the Water Tower and Lake Shore campuses who are engaged in *active research programs* are eligible to apply for Research Support Grants that provide a maximum of \$5,000 in research support. This source of internal funding can only be awarded once per academic year. However, it is renewable for the same project for up to two years.

The primary purpose of the award is to help faculty conduct preliminary research that will be used to strengthen external grant proposals for the larger scale project. Research Support Grants are not intended for course development or for teaching-related work, including the development of textbooks or casebooks. The term "research" refers to the normal scholarly activity in a discipline: contributing to knowledge in a subject area, taking a well-defined step toward acquiring new knowledge, or producing original artistic work. Therefore, we require faculty to submit grant proposals for external funding during the process of completing the work proposed in their internal Research Support Grant proposal.

PURPOSE OF AWARD

- a. To increase the level of Federal and private research funding activity at Loyola University Chicago.
- b. To promote high-quality research, scholarship, and creative activity by research faculty at Loyola.
- c. To enable researchers to conduct the smaller scale research necessary to produce preliminary data that will be used in writing larger externally funded grant proposals.
- d. To serve as "bridge" funding for active researchers whose work is typically supported by external funding, but find themselves temporarily without funding (between grants).
- e. To cover minor unanticipated expenses associated with externally-funded research already in progress and to promote successful and timely achievement of the goals of the project as a whole.

ALLOWABLE EXPENSES

- a. Funds may be requested for such items as payment to research assistants (i.e., students or technicians), supplies, equipment/instruments, software, and travel necessary to conduct research. Computers are not supported by these funds because of the University Computer Replacement program. All equipment purchased with funds from a Loyola University internal research award remains the property of the University upon completion of the project.
- b. Funds for the applicant's personal salary, degree-related work, and travel to attend and/or present at professional meetings are **not** allowed.

APPLICATION MATERIAL

- a. Provide an abstract (in approximately 250 words).
- b. Describe the project and its importance to your discipline in a narrative. The proposal should emphasize the research merit as well as the broader significance of the work and should be written in terms a non-specialist will understand. (Limit: 7 pages, including diagrams, tables and figures, appendices, pictures, references, and footnotes).
- c. Provide a timeline for spending along with a detailed budget and explanation of the expenses.
- d. Provide a one-page summary that includes 1) a list of agencies to which you anticipate submitting proposals at the completion of the project as well as your plans for publishing the results of this work, 2) the contribution, if any, of your department or school to the research project, such as supplies, travel, research assistance, or equipment, and 3) if you were awarded a research support grant within the past five years, indicate when these funds were awarded and provide a copy of the final report submitted for the award.
- e. A full and current *Curriculum Vitae*.

Please note: Proposals are frequently returned to the faculty when plans for conducting the research are too vague, or not clearly stated, and when the budget is not clearly justified.

REVIEW CRITERIA

- a. Does the proposed research have merit? Has the proposer demonstrated a grasp of the field and the literature? Does this proposal demonstrate how this work will significantly advance the discipline?
- b. Is the proposal written clearly? Has the proposer demonstrated his or her capacity to conceive a research project and to explain that project to others, including those in disciplines other than her or his own?
- c. Are the methods described in the proposal appropriate to the project and are they clearly outlined? Is the researcher likely to achieve the research objectives? Can the project be completed in the proposed time period?
- d. Is the proposed budget reasonable; does it request funds for purposes clearly aligned with the goals of the research? Are external sources of funding mentioned?
- e. Are the plans for disseminating the results of the project reasonable?
- f. If the applicant received internal support grant funding in the past, how were those funds spent and what was the outcome, (such as an external grant, a creative work, a presentation, or a publication) of the project?

Faculty are strongly encouraged to submit parallel proposals to external funding agencies where appropriate.

COMPLIANCE ISSUES

Applicants are reminded that all projects involving human subjects, biohazardous materials, radiation, or the use of live vertebrate animals require approval by the appropriate compliance committee before funds are awarded and the research can begin. Please view the Office of Research Services homepage: www.luc.edu/ors/index.shtml for more details or contact the Compliance Manager at 508-2689, if you have questions. **You will be required to provide a copy of your approval notification or protocol number for approved projects.**

BUDGET

You must include a budget, justification and timeline for spending with your application. Funds **must** be spent by the approved end date of the grant.

FINAL REPORT

Successful applicants are required to submit a final report that implicitly describes the outcome of the research for which the funds were awarded, including external grant proposals submitted, grants awarded, creative works, presentations, or publications. The report is due to the Office of Research Services within 90 days of the approved end date of the grant. **A grant proposal submitted to an external funding agency satisfies this requirement.**

ELIGIBILITY OF REPEATED REQUESTS FOR RESEARCH SUPPORT GRANTS

Faculty who have received Research Support funding are eligible to apply in *subsequent* years for Research Support Grants if any of the following apply:

- a. The faculty member has made significant, documented efforts to secure external funding to support their research.
- b. The faculty member has met with Dr. Samuel A. Attoh and discussed the need for funding in a climate where external funding is not available.
- c. The faculty member has secured external funding for their research and internal supplements are necessary to complete the research project(s).

PLEASE NOTE: Priority will be given to applicants in accordance with the criteria listed; however, the Committee will be made aware of prior funding before decisions on new awards are made. And, therefore unless there is significant under-subscription in the research area(s) of the repeat applicant and in an effort to be equitable, preference will be given to other applicants.

SUBMISSION

Applications should be submitted at least six weeks prior to the anticipated project start date as completed applications are distributed to committee members who ordinarily make a decision within three to four weeks of receipt.

To apply for a research support grant, [click here](#).