

The Joan and Bill Hank Center for the Catholic Intellectual Heritage

Faculty Research Funding

Application Information

Loyola University Chicago's *Joan and Bill Hank Center for the Catholic Intellectual Heritage* (CCIH) supports research by full-time Loyola University faculty on topics concerned with or connected to the Catholic intellectual heritage. The purpose of this support is to facilitate advanced scholarly study of Catholic thought as it touches upon the arts, humanities, and sciences. Such study normally involves a semester or year-long research commitment.

Two forms of funding are available:

Research Funding: CCIH funds individual full-time faculty research projects on topics linked to Catholic intellectual concern. These research projects are expected to culminate in the publication of a journal article or book; however, alternative project results are welcomed. Once approved and research begins, faculty are expected to report on the progress of their research as well as participate in activities CCIH develops to communicate this research both inside and outside Loyola University. The applicant is expected to submit a mid-year research progress report summarizing progress made on the project. Successful applicants are also required to submit a final report that describes the outcome of the research for which the funds were awarded. The maximum amount of funding for individual faculty research projects is \$5,000 (pre-tax). Once awarded, research funding is received by submission of expense receipts to CCIH. In cases where all or part of the research funding is for remuneration, the faculty person's funding is received as supplemental salary on their regular monthly paycheck.

(2) Group Research Funding: CCIH also funds joint projects by two or more full-time faculty whose research intersects matters of Catholic intellectual concern. Group projects are expected to culminate in the publication of a journal article or book; however, alternative project results are welcomed. The maximum amount of funding for group research projects is \$10,000 (pre-tax). Once awarded, research funding is received by submission of expense receipts to CCIH. In cases where all or part of the research funding is for salary remuneration, the faculty person's funding is received as supplemental salary on their regular monthly paycheck.

A call for applications goes out each September 1, with a due date for submission on October 31. Applications are reviewed and evaluated by the CCIH Advisory Board. Proposals are judged on the merit of the project in relation to topics of Catholic intellectual concern. Critical, too, are the project's clarity, focus, intended objectives, and likelihood of completion. The announcement of awards is made early in January for the funding period to run from July 1 (of that same year) through June 30 (of the following year).

Application Guidelines

Applications for research funding must include the following:

A. Application Cover Sheet

B. Project Description

As an attachment to the application cover sheet, a 3-4 page description of the project must be provided. This description should succinctly indicate the principal question the research project is addressing, the project's research methodology, a preliminary bibliography, and the form intended for the project's completion (e.g. publication, colloquium, conference, interdisciplinary course, or lecture series). Two other items should also be addressed in the description: whether the project is part of an ongoing or larger research undertaking (or, is it new and/or 'stand alone' research) and how the project is linked to the Catholic intellectual heritage. A project timeline should also be included.

C. Compliance Issues

Applicants are reminded that all projects involving human subjects, bio-hazardous 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. You will be required to provide a copy of your approval notification or protocol number for approved projects.

D. Project Budget

As an attachment to the application cover sheet, a one-page project budget must be provided. Support is available for things such as stipends, honoraria, travel, subvention fees, books, and other material costs. The maximum amount of funding for individual faculty research projects is \$5,000 (pre-tax) and \$10,000 (pre-tax) for group projects. If appropriate, the applicant may indicate whether partial funding would be accepted if the total funding request cannot be accommodated.

Allowable Expenses:

Funds may be requested for such items as payment to research assistants (i.e., students – undergraduates must be full time Loyola University Chicago-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.

E. Current Curriculum Vitae

As an attachment to the application cover sheet, the current curriculum vitae of the faculty researcher(s) must be provided.

F. Signature of Applicant(s) and Department Chair

All applications must include the signatures of the applicant(s) and department chair.

***Submit hardcopy applications to:**

Michael J. Schuck, Director

-or Katie O'Donnell, Manager

The Joan and Bill Hank

Center for the Catholic Intellectual Heritage

Loyola University Chicago

6525 N. Sheridan Rd.

Crown Center 116

Chicago, IL 60626

***Applications may also be submitted electronically to:**

catheritage@luc.edu

***Questions? Please contact Mike Schuck @ 773-508-3820**

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Application Cover Sheet

Project Title: _____

Applicant Name: _____

Department: _____

University / Department Address: _____

University Phone: _____

Home Phone: _____

University E-mail: _____

Previous Applications to CCIH: _____

Previous Funds made available from CCIH: \$_____ on: _____

Any other funding source other than CCIH: _____

Names/Affiliations of Additional Research Group Members: _____

Total Amount Requested: _____

Date of Application Submission: _____

Applicant's signature

Date

Department Chair's signature

Date

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Budget Proposal

Salary

Remuneration	\$
Student(s)	\$
Independent Contractor(s)	\$

Total Salary: \$

Equipment

Item:	\$
Item:	\$
Item:	\$
Item:	\$

Total Equipment: \$

Materials and Supplies

Item:	\$
Item:	\$
Item:	\$
Item:	\$

Total Materials and Supplies: \$

Travel

Local Destination:	\$
Domestic Destination:	\$
Foreign Destination:	\$
Lodging:	\$

Total Travel: \$

Other Expense(s)

Item:	\$
Item:	\$

Total Other: \$

TOTAL: \$

(A timeline for spending must accompany this page.)