



The Joan & 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 primary purpose of this support is to facilitate advanced scholarly study of Catholic thought as it touches upon the arts, humanities, and sciences. Such study can be proposed as either a semester or year-long research commitment.

Grants are normally to faculty for either individual or group research projects with specific concerns connected to Catholic thought and practice, Ignatian intellectual and pedagogical heritage, and social justice in the Catholic tradition. The project goal is normally a published text, a work of art or literature, or a film, but can also include an organized conference or a team taught course. As of January, 2017, Faculty Research Grants are tied CCIH's mandate in Loyola's *Plan 2020 Initiative*, the Faculty Seminar "Ignatius of Loyola, Catholic Intellectual Life, and the Common Good." In most cases, applicants for funding must have completed the Faculty Seminar to be eligible for consideration, but certain exceptions may be granted at the discretion of the Director and CCIH advisory board.

Once approved and research begins, faculty are expected to report on the progress of their research as well as participate in activities that the CCIH develops to communicate this research—both inside and outside of Loyola University. CCIH faculty scholars also have access to project assistants—undergraduate Catholic Studies Jr. Fellows—as part of LUROP. Successful applicants are expected to submit a mid-year research progress report and a final report that describes the outcome of the research for which the funds were awarded.

The grant opportunity includes a \$6,000 stipend (as taxable, supplemental salary). **Applications are due by January 25, 2021.** All applications are reviewed and evaluated by the CCIH Advisory Board and the proposals are judged based not only on the merit of the project in relation to topics of Catholic/Ignatian intellectual concern, but also the project's clarity, focus, intended objectives, and likelihood of completion. The announcement of awards is made in early spring with the funding period taking place during the following academic year (August to June).



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## FACULTY RESEARCH FUNDING APPLICATION GUIDELINES

Applications for research funding must include the following:

### A. Application Cover Sheet

### B. Project Description

The Project Description (of 900-1200 words) should outline the nature and scope of the project. This description should succinctly indicate the following elements:

- principal question the research project is addressing,
- the project's research methodology,
- a preliminary bibliography,
- the final form intended for the project's completion (e.g. publication, colloquium, conference, interdisciplinary course, or lecture series).
- whether the project is part of an ongoing or larger research undertaking (or, is it new and/or 'stand-alone' research)
- how the project is linked to the Catholic/Ignatian intellectual (artistic, humanistic, cultural, scientific) 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](http://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 \$6,000 (pre-tax) and \$15,000 (pre-tax) for group projects. If appropriate, the applicant(s) may indicate whether partial funding would be accepted if the total funding request cannot be accommodated.



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## **E. 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. G. Applications can be submitted electronically to:

Michael P. Murphy, PhD

Director, CCIH

mmurphy23@luc.edu



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## FACULTY RESEARCH FUNDING APPLICATION COVER SHEET

Project Title \_\_\_\_\_

Applicant(s) Name(s) \_\_\_\_\_

Department \_\_\_\_\_

University/Department Address \_\_\_\_\_

University Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

University Email \_\_\_\_\_

Previous Applications to CCIH \_\_\_\_\_

Previous Funds Made Available from CCIH \$ \_\_\_\_\_ on \_\_\_\_\_

Funding Sources other than CCIH \_\_\_\_\_

Total Amount Requested \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Department Chair's signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Hank Center Director's signature \_\_\_\_\_ Date \_\_\_\_\_