

The University of Scranton  
Office of Research Services  
**FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS**

## **GUIDELINES**

The Faculty Internal Research Program provides a source of funding for full-time faculty research projects in all disciplines. The purpose of these grants is not to supersede external funding, but rather to provide funding for pilot projects and research which cannot be funded through other sources.

Proposals are accepted twice a year. Funding decisions are made by the Research Committee at their meetings in October and March. Letters are sent to all full-time faculty in September and February, advising of the deadlines for those funding rounds.

Awards are made up to **\$2,000 per academic year for an individual proposal and \$3,000 for a collaborative proposal**. Faculty members who received an award of less than \$2,000 in the Fall semester, may submit another application in the Spring up to a combined \$2,000 Fall/Spring total. Each year, the University makes available a total of \$40,000 for these grants. Distribution of the funds is determined by the Research Committee based on their substantive review of the individual proposals.

Consideration will be given to **multiple year proposals** (up to 3 years) if required to complete a project. The proposal must provide compelling evidence for the need for the full amount of time and investment of extra funding. The first year's funding request must be detailed. Subsequent years' funding may be estimated in broad categories. Request for each additional year must be submitted as a "competitive continuation proposal," meaning that each year is judged within the regular competition and is contingent on submission of an acceptable progress report, detailed budget, and availability of funds.

### **Items NOT funded under this program:**

- **Student research projects.** Faculty Student Research Program, Student Travel Fund, President's Fellowship for Summer Research - Office of Research Services
- **Student assistants fulfilling academic requirements** (e.g. honors, thesis research).
- **Faculty member stipends.\***
- **Expenses for Journal Publication.** May be submitted at any time to the Office of Research Services. Reimbursement is dependent on available funds.
- **Teaching/Curriculum Development.\***
- **Basic Computer Hardware and Software.**
- **Travel to conferences.\***
- **Sabbatical relocation and living expenses.**

\* See [\*A Guide to Faculty Development and Advancement Program\*](#) Provost's Office website

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## **REVIEW CRITERIA**

- Merit of the proposal and relationship to the discipline's body of knowledge
- Rigor of the project design
- Potential for publication or presentation
- Potential of the project for external funding or evidence that external funding is not available (especially for multiple year projects)
- Previous internal and external grant history
- Evidence of scholarly productivity

## **APPLICATION INSTRUCTIONS**

### **I. COVER SHEET**

- A. Identification** - toggle on your *Insert* key and fill in the blanks as follows:
1. Name and Department of each investigator
  2. Title of your proposal;
  3. **Total Amount** you are requesting;
  4. **Start Date** of your project;
  5. **End Date** of your project, and;
  6. **Approval Status** (if required for your project). Note: If *IACUC* or *IRB* is required, funding of the project will be contingent upon receipt of notification of approval.
    - a. *IACUC* (Institutional Animal Care and Use Committee) date of approval or "pending"
    - b. *IRB* (Institutional Review Board for the Protection of Human Subjects) date of approval or note "pending"
- B. ABSTRACT (use space provided only):** In *layman's language* provide a descriptive overview of the entire project. Include statements concerning the project's significance, the proposed activities, and the project's intended results.

### **II. BUDGET AND BUDGET JUSTIFICATION** - *Please use budget form provided. Itemize all budget requests and provide explanations as necessary.*

- A. Salaries and wages** - Include here all persons employed by the University and paid through the University payroll. (Note: all students must be paid through University payroll.) Funds may be requested to cover the cost of hiring students to assist in a faculty member's project at the rate of \$7 per hour for undergraduate students, \$10 per hour for undergraduate students with special expertise required by the project, and \$14 per hour for graduate students. Students working on research to fulfill educational requirements (e.g. honors work, thesis research) may not be paid under this program.

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- B. **FICA** is required by the IRS for all University personnel. Calculate at 7.65% of salaries and wages.
  - C. **Consultants and Fee-for-Service Personnel** - include all persons not employed by the University of Scranton. FICA is not required; a 1099 form will be issued if applicable.
  - D. **Only equipment** that is specific to the project will be considered for funding. Equipment purchased under an internal grant remains the property of the University following completion of the project.
  - E. **Supplies** includes all consumables such as paper, stationery, envelopes, stamps, computer disks, and any project specific software.
  - F. **Travel** is supported when essential to the research project and must be explained in the Budget Justification. If travel is needed for collaboration, explain why this cannot be accomplished using technology. Calculate expenses at the University [approved rates](#).
  - G. **If total project expenses exceed allowable funding**, identify the source of the additional funds.
- III. **NARRATIVE (no more than 6 pages):** *It is strongly recommended that you use a font no smaller than 11 point for readability. You may single or double space your text.*
- A. **Background and Objectives:** Discuss your project in the context of your research agenda and your academic field, including documentation/ justification with citations from the literature, as appropriate.
  - B. **Objectives of the Research Project:** This section should answer the question, “What do you intend to do?”
  - C. **Methodology:** This section should answer the question, “How do you intend to do it?” Describe project activities in detail.
  - D. **References:** List references cited.
  - E. **Dissemination Plans:** Discuss plans to disseminate your results, e.g., conferences, publications, and any other research products.
  - F. **Previous Internal Research Funding and Results:** For each investigator, provide a list of all Internal Research Grants received in the past 3 years, please list each project as follows
    1. Title of project
    2. Date funded
    3. Amount funded

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4. Results of project, e.g. publications, presentations, external funding sought/received (source and amount).

Please note that a final report for each grant must be on file in the Office of Research Services (ORS)

- G. **Plans for Continuation Funding/Additional Funding Sources:** Describe other sources of funds sought for this project and any plans for seeking extramural support.

- IV. **BIOGRAPHICAL INFORMATION - All Investigators (1 page each):** Include only information which is pertinent to the project, most recent degree, and relevant publications.

- V. **APPENDIX** - if only hard copy is available, send via campus mail to ORS, St. Thomas Hall 466.

## **SUBMISSION INSTRUCTIONS**

In the order of this checklist, *save your completed cover sheet, budget page and full proposal as an MS Word document and send it as an e-mail attachment to [LandisM2@scranton.edu](mailto:LandisM2@scranton.edu)*.

E-mail confirmation of receipt of your proposal will be sent. Should you not receive confirmation within one business day, please call x6190

### **CHECKLIST**

- Cover Page with Abstract
- Budget
- Budget Justification
- Narrative (maximum 6 pages)
  - Background, Relevance, and Significance
  - Objectives of this Research Project
  - Methodology
  - References
  - Dissemination Plans
  - Previous Internal Research Funding and Results
  - Plans for Continuation Funding/Additional Funding Sources
- Biographical Information (1 page for each investigator)
- Appendix

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*Please carefully read the Guidelines and Instructions before preparing your proposal.*

**I. APPLICATION FORM/COVER SHEET**

INVESTIGATOR(s):

Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Signature \_\_\_\_\_

Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Signature \_\_\_\_\_

TITLE OF PROPOSAL: \_\_\_\_\_  
\_\_\_\_\_

Total amount requested: \$ \_\_\_\_\_

Project Start date: \_\_\_\_\_ Project End date: \_\_\_\_\_

Approvals (if required)

IACUC  approved \_\_\_\_\_

pending

IRB  approved \_\_\_\_\_

pending

\*\*\*\*\*

**ABSTRACT**

[Using only the space provided on this page, please enter your Abstract here. Use layman's language.]

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**II. BUDGET**

	<b>Amount</b>
<b>A. Salaries and Wages</b> ( <i>students and other personnel paid through University payroll</i> ) - specify no. of hours and hourly wage	
<b>A. Total Salaries &amp; Wages</b>	
<b>B. FICA</b> ( <i>0.0765 x total salaries and wages</i> )	
<b>B. Total FICA</b>	
<b>C. Consultants and other Fee-for-Service Personnel</b> ( <i>personnel paid via check voucher</i> ) - specify no. of hours and hourly wage	
<b>C. Total Consultants</b>	
<b>D. Equipment</b>	
<b>D. Total Equipment</b>	
<b>E. Supplies</b>	
<b>E. Total Supplies</b>	
<b>F. Travel</b> ( <i>itemize mileage, per diem, hotel, airfare</i> )	
<b>F. Total Travel</b>	
<b>G. Other</b>	
<b>G. Total Other</b>	
<b>H. TOTAL PROJECT COST</b>	
<b>I. AMOUNT REQUESTED</b> ( <i>Max. \$2000 individual; \$3000 collaborative</i> )	
<b>J. Subtract I from H - If H is greater than I, explain in Budget Justification how the additional expense will be covered.</b>	

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**III. BUDGET JUSTIFICATION** (1 page) - *Explain items included on Budget form, e.g., calculation base, relevance to the project, how additional expense will be covered.*

**IV. NARRATIVE** (maximum 6 pages) - *Please address all items; do not leave a section blank (specify “none” or “not applicable” as appropriate).*

**A. Background, Relevance, and Significance**

**B. Objectives**

**C. Methodology**

**D. References**

**E. Dissemination Plans**

**F. Previous Internal Research Funding and Results** (for all investigators)

**G. Plans for Continuation Funding/Additional Funding Sources**

**V. BIOGRAPHICAL INFORMATION** (1 page for each investigator)

**VI. APPENDIX**