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 and Sponsored Programs
- **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 and Sponsored Programs. 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
The University of Scranton
Office of Research and Sponsored Programs
FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS

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”
      c. IBC (Institutional Biosafety Committee) date of approval or “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.
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
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 and Sponsored Programs (ORSP)

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 ORSP, IMBM 203.

SUBMISSION INSTRUCTIONS

In the order of this checklist, save your completed cover sheet, budget page and full proposal in one complete document (either MS Word or PDF) and send it as an e-mail attachment to LibassiE2@scranton.edu.

E-mail confirmation of receipt of your proposal will be sent. Should you not receive confirmation within one business day, please call x6301.

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
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
- IBC   [ ] approved [ ] pending

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ABSTRACT

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

<table>
<thead>
<tr>
<th><strong>Amount</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Total Salaries &amp; Wages</strong></td>
</tr>
<tr>
<td><strong>B. Total FICA</strong></td>
</tr>
<tr>
<td><strong>C. Total Consultants</strong></td>
</tr>
<tr>
<td><strong>D. Total Equipment</strong></td>
</tr>
<tr>
<td><strong>E. Total Supplies</strong></td>
</tr>
<tr>
<td><strong>F. Total Travel</strong></td>
</tr>
<tr>
<td><strong>G. Total Other</strong></td>
</tr>
<tr>
<td><strong>H. TOTAL PROJECT COST</strong></td>
</tr>
<tr>
<td><strong>I. AMOUNT REQUESTED (Max. $2000 individual; $3000 collaborative)</strong></td>
</tr>
<tr>
<td><strong>J. Subtract I from H - If H is greater than I, explain in Budget Justification how the additional expense will be covered.</strong></td>
</tr>
</tbody>
</table>
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