

The University of Scranton
Office of the Provost
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. Recipients of these funds should work with the Office of Research and Sponsored Programs (ORSP) to identify and pursue continuation funding for their research projects.

Proposals are accepted twice a year. Funding decisions are made by the Faculty Research Committee (FRC) at their meetings in **November** and **April**. Reminders are sent to all full-time faculty in **October** and **March**, advising of the deadlines for those funding rounds.

Grants of up to **\$2,000 per academic year** may be awarded for an individual proposal and **\$3,000 for an internally 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 Faculty Research Committee (FRC) based upon its substantive review of the individual proposals. **Priority consideration will be given to faculty who have not received Internal Research Funding in the prior year.**

Items NOT funded under this program:

- **Student research projects.** Students should contact ORSP for available funding sources.
- **Student assistants fulfilling academic requirements** (e.g. honors, thesis research).
- **Faculty member stipends.***
- **Expenses for Journal Publication.**
- **Teaching/Curriculum Development.***
- **Travel to conferences.***
- **Sabbatical relocation and living expenses.**

* See [Faculty Development](#) Provost's Office website, for further information.

The University of Scranton
Office of the Provost
FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS

APPLICATION INSTRUCTIONS

I. COVER SHEET

- A. Identification** - 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;
- B. Approval Status** (if required for your project). Note: If *IACUC*, *IRB*, or *IBC* approval is required, a protocol must be at least “pending” approval at the time of submission of the internal research funding proposal.
- 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 “pending”
 - c. *IBC* (Institutional Biosafety Committee) date of approval or “pending”
- C. 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 objectives.

II. BUDGET - Please use *Budget Form* provided. *Itemize all budget requests and explain items included on Budget Form, e.g., calculation base, relevance to the project, how additional expense will be covered.*

- 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 \$10 per hour for undergraduate students, up to \$14 per hour for undergraduate students with special expertise (e.g., graphics, web design, data analysis, software or other expertise as described in the budget justification) 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.

The University of Scranton
Office of the Provost
FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS

- 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. **Supplies** includes all consumables such as laboratory supplies, paper, stationery, envelopes, stamps, computer disks, and any project specific software. This budget category also includes non-consumable lab material and small “equipment.”
Note: The University definition of equipment is an article of non-expendable, tangible, personal property costing \$5,000 or more per unit. Any questions about this definition should be directed to the Office of Research and Sponsored Programs.
 - E. **Tablet Computers.** Funding for the purchase of an iPad or other tablet computer may be granted at the discretion of the FRC. A persuasive justification for the need of this type of system, specific to the proposed research, is crucial for consideration of the expense.
 - F. **Only equipment (including tablet computers)** 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.
 - G. **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](#).
 - H. **If total project expenses exceed allowable funding**, identify the source of the additional funds.
- III. **BUDGET JUSTIFICATION:** Provide a written explanation of each of the components of the budget, which "justifies" the cost in terms of the proposed work. The explanations should focus on how each budget item is required to achieve the aims of the project and how the estimated costs in the budget were calculated. The Budget Justification should follow the order of the budget items in the form and as explained above.
- IV. **NARRATIVE (Limited to 6 pages maximum):** Narrative must be 11 point font or larger, and must be double-spaced. If the narrative does not meet these requirements, or exceeds 6 pages in length, the proposal will not be reviewed.

Please note: The FRC is composed of faculty from a variety of disciplines. With that in mind, the narrative should be written for a general audience using layman’s language.

- A. **Background and Significance:** Discuss your project in the context of your research agenda and your academic field, including documentation/justification with citations from the literature, as appropriate. This section should include relevance and significance of the proposed project.

The University of Scranton
Office of the Provost
FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS

- B. Objectives of the Research Project:** This section must describe the specific objects/goals of the project in detail, must include a timeline for the project.
 - C. Methodology:** This section should answer the question, “How, when and where do you intend to perform the study?” Describe project activities in detail. **Note:** Methodology section **must** include a detailed description of the method of data analysis, including statistical analyses, which will be employed, if applicable.
 - D. References:** List references cited.
 - E. Dissemination Plans:** Discuss plans to disseminate your results, e.g., conferences, publications, and any other research products.
 - F. Additional Funding Sources/Plans for Continuation Funding:** Describe other sources of funds sought and/or awarded for this project (via internal or external funding mechanisms). The Budget section of the application should clearly identify how other funds, if any, will be utilized for the project, and what specific costs this grant would cover. Also describe plans for seeking future extramural support for the project.
- V. BIOGRAPHICAL INFORMATION - All Investigators (1 page each):** Include only information which is pertinent to the project, most recent degree, and relevant publications.
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).

- VI. APPENDIX** - if only hard copy is available, send via campus mail to ORSP, IMBM 201.

SUBMISSION INSTRUCTIONS

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 linda.walsh@scranton.edu.

E-mail confirmation of receipt of your proposal will be sent. Should you not receive confirmation within two business days, please call ext. 7520.

The University of Scranton
Office of the Provost
FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS

REVIEW CRITERIA

- Merit of the proposal and relationship to the discipline's body of knowledge
- Appropriateness of budget
- Clarity of the proposal
- 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)
- Evidence of scholarly productivity

Note: An Internal Research Funding application should be able to stand on its own. All proposals will be evaluated based solely upon the information presented. Please be certain that all criteria above (and all specific questions contained in the instructions below) are fully addressed in the body of the application. Failure to do so will result in rejection of the proposal.

The University of Scranton
Office of the Provost
FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS

*Please carefully read the Guidelines and Instructions before preparing your proposal.
Proposals lacking requested details may be rejected.*

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

ABSTRACT

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

The University of Scranton
Office of the Provost
FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS

II. BUDGET

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

The University of Scranton
Office of the Provost
FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS

III. BUDGET JUSTIFICATION (1 page)

IV. NARRATIVE (maximum 6 pages)

V. BIOGRAPHICAL INFORMATION (1 page for each investigator)

VI. APPENDIX