

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

## **APPLICATION GUIDELINES**

The **Faculty Internal Research Program (FIRP)** 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, nor to provide ongoing support for a project. Rather, FIRP funds are intended to provide start-up funding for novel research projects and/or to support research which cannot be funded through other sources. FIRP awards may also serve as a source of funding for substantially revised projects that have been previously funded through this mechanism. **Priority consideration will be given to faculty who have not received FIRP funding in the prior year.** Faculty who have received these funds should work with the Office of Research and Sponsored Programs (ORSP) to identify and pursue continuation of funding (generally through external sources) for their research projects.

Proposals are accepted twice a year. Funding decisions are made by the Faculty Research Committee (FRC) at its 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 for 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 based upon substantive review of the individual proposals.

### **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.*

## **APPLICATION INSTRUCTIONS**

**FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS**

**I. COVER SHEET**

- A. **Identification** - fill in the blanks as follows:
1. **Name and Department** of each applicant;
  2. **Title** of proposal;
  3. **Total Amount** being requested;
  4. **Start Date** of project;
  5. **End Date** of project, and;
- B. **Approval Status** (if required for your project). Note: If *IACUC*, *IRB*, or *IBC* approval is required, a **protocol must have been at least reviewed by the appropriate committee, thus pending approval**, at the time of submission of the funding proposal. The associated protocol must be submitted and reviewed by **November 1** for Fall submissions and by **April 1** for Spring submissions.
- a. *IACUC* (Institutional Animal Care and Use Committee) Date of Approval or Review Date, if pending
  - b. *IRB* (Institutional Review Board for the Protection of Human Subjects) Date of Approval or Review Date, if pending
  - c. *IBC* (Institutional Biosafety Committee) Date of Approval or Review Date, if pending
- C. **ABSTRACT (use space provided only)**: The abstract **MUST** provide a descriptive overview of the entire project using language that can be understood by reviewers who are not subject matter experts (i.e., must be written in layman's language). Include statements concerning the project's significance, the proposed activities, and the project's intended objectives. Proposals which include abstracts containing purely technical language will not be approved.

**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, etc.) 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.

**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** include all consumables such as laboratory supplies, paper, stationery, envelopes, stamps, computer disks, or any project-specific software. This budget category also includes non-consumable lab materials 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 ORSP.
  - 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 component 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 six pages):** Narrative must be 11-point font or larger and must be double-spaced. If the narrative does not meet these requirements, or exceeds six 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

**FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS**

citations from the literature, as appropriate. This section should include relevance and significance of the proposed project.

- B. Objectives of the Research Project:** This section must describe the specific objects/goals of the project in detail, and 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 of 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. **NOTE:** FIRP funds are intended to serve as initial funding, not ongoing project support. Therefore, faculty seeking this funding should present a plan for obtaining external support for the research beyond the proposed award period.
- V. BIOGRAPHICAL INFORMATION - All applicants (1 page each):** Include only information which is pertinent to the project, most recent degree, and relevant publications.

For each applicant, provide a list of all Internal Research Grants received in the past three 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).

**NOTE:** A final report for each grant must be submitted to the ORSP within *60 days of the end of the award period*. Failure to submit a final report will prohibit the faculty member from submitting any future FIRP applications.

## **SUBMISSION INSTRUCTIONS**

The University of Scranton  
Office of the Provost

**FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS**

Save your completed cover sheet, budget page, and the full proposal in one complete document (either MS Word or PDF) and send it as an e-mail attachment to [linda.walsh@scranton.edu](mailto: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.

**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.
- Evidence of applicant's ongoing scholarly productivity

**Note:** An Internal Research Funding application should be able to stand on its own. All proposals will be evaluated *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**

APPLICANT(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	Date Reviewed	_____	Date Approved	_____
IRB	Date Reviewed	_____	Date Approved	_____
IBC	Date Reviewed	_____	Date Approved	_____

\*\*\*\*\*

**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**

	<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. \$2,000 individual; \$3,000 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>	

The University of Scranton  
Office of the Provost

**FACULTY RESEARCH COMMITTEE – INTERNAL RESEARCH GRANTS**

**III. BUDGET JUSTIFICATION** (one page)

**IV. NARRATIVE** (maximum six pages)

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