



LOYOLA UNIVERSITY CHICAGO  
Stritch School of Medicine (SSOM)  
SCHWEPPE RESEARCH CAREER DEVELOPMENT AWARD  
APPLICATION GUIDELINES

The purpose of the pilot grant program, named in honor of the Schweppe family's commitment to the success of junior faculty conducting biomedical research, is to foster the career of promising junior scientists appointed to the Stritch School of Medicine to support a research project for a tenure-track Assistant Professor within his/her first three years of academic appointment within the Stritch School of Medicine. Both basic science and clinically based research proposals will be considered.

Submitted proposals should be hypothesis-driven and consistent with the rigor required for extramural review. Moreover, the investigator should clearly address the sustainability of the proposed research (i.e., how successful completion of the project will lead to a competitive extramural grant application).

#### CONTACTS

Specific questions should be directed to:

Samantha Bynum, Program Manager, RFC Committee Support @ [sbynum1@luc.edu](mailto:sbynum1@luc.edu)

Meharvan Singh, PhD, Vice Dean for Research, SSOM @ [msingh@luc.edu](mailto:msingh@luc.edu)

#### SUBMISSION DATES

- Submission deadline: May 22, 2026
  - Notice of Award: No later than June 8, 2026
  - Project period\*: July 1, 2026 through June 30, 2027
- \*No cost extensions will not be permitted

#### GENERAL INFORMATION

Faculty can submit their application [here](#).

- Eligibility
  - Only full-time, tenure-track Assistant Professors Loyola University Chicago (LUC) Stritch School of Medicine (SSOM) faculty who are within the first three years of their academic appointment within SSOM faculty may apply as principal investigator (PI).
  - Faculty who already have large independent grant funding (e.g., R01) are NOT eligible to apply.
  - Faculty with a primary appointment at the Hines VA, but with minor faculty appointments (< 50%) within LUC are NOT eligible to apply.

## SUBMISSION FORMAT

The documents below comprise your application and should be submitted via the Pilot/Seed Grant Program Portal for the next available review cycle. You can contact [Samantha Bynum](#) for login questions or technical issues.

Specific requirements of the grant application include the following:

- Grant Routing Form - go to the Portal ([portal.luhs.org](http://portal.luhs.org)), log in and select the Research Channel, then select New Routing form. The process is self-explanatory.
- Complete the Intramural Grant Application (all the forms below should be part of the application).
  - Abstract (1 page limit)
  - Specific Aims (1 page limit)
  - Research Strategy (5-page limit)
    - Research strategy should include statements that support:
      - Significance and Innovation
      - Preliminary Data is not required, but if it offers “proof of principle”, applicants are welcome to include it
      - Statistical Analysis plan must be included, as appropriate for the work being conducted
  - Literature cited
  - Budget: limited to \$86,400 (funds must be completely used within the fiscal year awarded).
  - Budget Justification (1 page limit): This should contain sufficient detail so that reviewers can judge whether the budget is appropriate to the goals to be pursued.
  - Biographical sketches of PI and Key Personnel
    - ALL BIOSKETCHES MUST BE IN CURRENT NIH FORMAT
- Letter of Support: a Letter of Support from the PI’s Chair must accompany the application. This letter should speak to the potential of the applicant in obtaining independent funding.
- Other Support (provide a list of other funding available to the PI; include internal (e.g., faculty startup, intramural awards, and external funding))
- Resources and environment needed to support the proposed research (1 page limit)
- if this is a resubmission of a previously submitted Schweppe grant application, please include:
  - Response to prior critiques (1 page limit).
- Safety Committee Approvals that will be required for this project, if funded (e.g., IACUC, IBC, IRB, RCO).
  - At the time of application submission, approvals may be pending\*

**\*If a proposal is awarded, all safety committee approvals must be in place before an AU is created. An internal grant funding checklist will be included with the award letter.**

## PROGRESS REPORT

Progress Reports must be submitted via the Pilot/Seed Grant Program Portal no later than two months after the original funding end-date. System notifications are sent close to award end dates.

## SAFETY COMMITTEE APPROVALS (IACUC, IBC, IRB, RCO)

IMPORTANT: If and/or when monies are awarded, Grant Accounting will NOT issue an account number unless ALL safety clearances have been met, i.e., IACUC, IRB, IBC and RCO. Signature(s) required for safety clearances **MUST** be obtained prior to start of the project.

## SAFETY COMMITTEES

IACUC (Animal Care)	Walter Jeske, PhD <a href="mailto:WJESKE@luc.edu">WJESKE@luc.edu</a> (x72842)
IBC (Biosafety)	Matthew Hejna <a href="mailto:mhejna@luc.edu">mhejna@luc.edu</a> (x 66738)
IRB (Human Subjects)	Cynthia Tom, MA, CIP <a href="mailto:ctom@luc.edu">ctom@luc.edu</a> (x66198)
RCO (Radiation Control)	Dani Hjelm MHP, CNMT <a href="mailto:Danielle.Hjelm@luhs.org">Danielle.Hjelm@luhs.org</a> (x69260)

## LIMITATIONS

- A PI who has been a prior recipient of the Schweppe Research Career Development award is ineligible to receive a second award through this funding mechanism.
- Salary support for faculty cannot be requested from the Schweppe Research Career Development award. However, the support of other key personnel (e.g., postdoc, technician) will be considered. In such instances, **the total salary support requested cannot exceed 50% of the total value of the grant**
- PIs supported by the Schweppe Research Career Development award must notify ORS when external funding is received for work similar to that being supported by this grant.
- No-cost extensions are **not** permitted
- This funding mechanism does not support travel expenses. Requests for exception can be made to the Vice Dean of Research within SSOM.
- Equipment (purchase or repair) is generally discouraged but may be considered on an individual basis with appropriate justification. If equipment purchases are allowed, the equipment shall remain the property of the University if the award recipient should leave Loyola.
- Research expenditures from the Schweppe Research Career Development award are restricted to use for research taking place on LUC campuses. These intramural funds may **not** be transferred to other institutions via any type of agreement, including but not limited to memoranda, agreements or sub-awards/subcontracts, unless such transfer is specifically approved, in writing, by the Vice Dean of Research and the Dean of SSOM. This policy does not preclude the use of intramural funds to purchase goods, instrumentation or services that are not available on-site; nor does it apply to sub-awards or subcontracts established by extramural awards and contracts.