



**Office of Research Services  
Internal Research Awards**

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### **RESEARCH SUPPORT GRANT GUIDELINES**

In order to support and promote research productivity on the Lakeside campus, the University is investing in its faculty by providing funding for an internal award competition. All full-time Lakeside faculty (tenure track & non-tenure track) who are engaged in *active research programs* are eligible to apply for Research Support Grants that provide a maximum of \$5,000 in research support. Lakeside faculty members can apply **once per 12 month period**. The maximum grant period for each award is 12 months.

**The primary purpose of the award is to help faculty conduct preliminary research that will be used to strengthen external grant proposals for a larger scale project.** Research Support Grants are not intended for course development or for teaching-related work, including the development of textbooks or casebooks. The term "research" refers to the normal scholarly activity in a discipline: contributing to knowledge in a subject area, taking a well-defined step toward acquiring new knowledge, or producing original artistic work. Faculty members receiving awards are required to submit grant proposals for external funding during the process of completing the work proposed in their internal Research Support Grant proposal.

#### **PURPOSE OF AWARD**

- To increase the level of sponsored research funding activity at Loyola University Chicago.
- To promote high-quality research, scholarship, and creative activity by research faculty at Loyola.
- To enable researchers to conduct the smaller scale research necessary to produce preliminary data that will be used in writing larger externally funded grant proposals.
- To serve as "bridge" funding for active researchers whose work is typically supported by external funding but find themselves temporarily without funding (between grants).

#### **ALLOWABLE EXPENSES**

Funds may be requested for such items as payment to research assistants (i.e., students or technicians), supplies, minor equipment/instruments (with a total cost below \$5,000), software, and travel necessary to conduct research. Computers are not an allowable expense. All purchases must follow the Loyola purchasing policy as described here: [http://www.luc.edu/purchasing/purch\\_policy.shtml](http://www.luc.edu/purchasing/purch_policy.shtml).

#### **UNALLOWABLE EXPENSES**

- a. Funds for the applicant's salary, degree-related work, and travel to attend and/or present at professional meetings are **not** allowed.
- b. Computers are **not** supported by these funds because of the University Computer Replacement program.
- c. Funds cannot be used to cover any unanticipated expenses associated with externally funded research in progress.

**APPLICATION MATERIAL**

The application must include:

- a. An **abstract** that summarizes the project and its expected outcomes. The abstract must not exceed 250 words.
- b. A **narrative** description of the project and its importance to your discipline. The proposal should emphasize the research merit as well as the broader significance of the work and should be written in terms a non-specialist will understand. (Limit: 7 pages, including diagrams, tables and figures, appendices, pictures, references, and footnotes). Required sections are:
  - Objectives
  - Significance
  - Research Design
  - Expected Outcomes (This section should include a list of external agencies to which you anticipate submitting proposals at the completion of the project as well as your plans for publishing the results of this work.)
- c. A detailed **budget**. (Excel Spreadsheet)
- d. A **budget justification** (including a **timeline** for spending the funds). The funds **must** be spent within 12 months of the approved start date of the grant.
- e. A **one-page funding summary** that includes:
  - the contribution, if any, of your department or school to the research project, such as supplies, travel, research assistance, or equipment, and
  - a statement about previous internal Research Support Grant funding received within the past five years.
- f. If applicable, **the final report** for any previous internal Research Support Grant funding received.
- g. A full and current **curriculum vitae**.

***Please note: Proposals are frequently returned to the faculty when plans for conducting the research are too vague, or not clearly stated, and when the budget is not clearly justified.***

**REVIEW CRITERIA**

All applications will be reviewed by a faculty committee using the following criteria:

- a. Does the proposed research have merit? Has the proposer demonstrated a grasp of the field and the literature? Does this proposal demonstrate how this work will significantly advance the discipline?
- b. Is the proposal written clearly? Has the proposer demonstrated his or her capacity to conceive a research project and to explain that project to others, including those in disciplines other than her or his own?
- c. Are the methods described in the proposal appropriate to the project and are they clearly outlined? Is the researcher likely to achieve the research objectives? Can the project be completed in the proposed time period?
- d. Is the proposed budget reasonable; does it request funds for purposes clearly aligned with the goals of the research? Are external sources of funding mentioned?
- e. Are the plans for disseminating the results of the project reasonable?
- f. If the applicant received internal support grant funding in the past, how were those funds spent and what was the outcome, (such as an external grant, a creative work, a presentation, or a publication) of the project?

**COMPLIANCE ISSUES**

Applicants are reminded that all projects involving human subjects, biohazardous materials, radiation, or the use of live vertebrate animals require approval by the appropriate compliance committee **before** funds are awarded and the research can begin. Please view the Office of Research Services compliance page, <http://www.luc.edu/ors/compliance.shtml>, for more details or contact the Assistant Director for Research Compliance at 773-508-2689, if you have questions. **You will be required to provide a copy of your approval notification or protocol number for approved projects to receive funds.**

**FINAL REPORT**

Successful applicants are required to submit a final report that explicitly describes the outcome of the research for which the funds were awarded, including external grant proposals submitted, grants awarded, creative works, presentations, or publications. The report is due to the Office of Research Services within 90 days of the approved end date of the grant. **A grant proposal submitted to an external funding agency satisfies this requirement.**

**OPEN ACCESS -- \* REQUIREMENT\***

Scholarly papers, journal articles, posters, conference presentations, etc., that arise, directly or indirectly, out of the work supported by this grant program should be made available to the Loyola University community and beyond. Grant recipients should post relevant research products to Loyola's eCommons (<http://ecommons.luc.edu/>) to the extent allowed by copyright. Grant recipients should negotiate with publishers if applicable to ensure that research products are open access. Contact [ecommons@luc.edu](mailto:ecommons@luc.edu) for assistance with this process.

**CONSIDERATIONS ONCE AN AWARD IS CONFIRMED:**

Faculty who are awarded a research support grant may request a **one-time** no-cost extension (NCE). When a NCE is requested the faculty must indicate the reason for the delay, therefore the need for the extension. The request may include an updated budget and budget justification if funds are to be used differently than originally proposed and awarded. All NCE **must** be submitted through the IPRS system. Additional NCE requested will not be considered.

**ELIGIBILITY OF REPEATED REQUESTS FOR RESEARCH SUPPORT GRANTS**

Faculty who have received Research Support funding are eligible to apply in subsequent years for Research Support Grants if any of the following apply:

- a. The faculty member has made significant, documented efforts to secure external funding to support their research.
- b. The faculty member has submitted the request in writing. ORS Advisory Board will meet and discussed the need for funding in a climate where external funding is not available.

**PLEASE NOTE:** Priority will be given to applicants in accordance with the criteria listed; however, the faculty review committee will be made aware of prior funding before decisions on new awards are made. Therefore unless there is significant under-subscription in the research area(s) of the repeat applicant and in an effort to be equitable, preference will be given to other applicants.

**SUBMISSION**

Applications are accepted four times during the calendar year: **February 1<sup>st</sup>**, **May 1<sup>st</sup>**, **August 1<sup>st</sup>**, and **November 1<sup>st</sup>**. Applications submitted after these deadlines will be reviewed in the next cycle. All applications will be reviewed by a faculty committee using the published review criteria. Applicants can expect a decision within three to four weeks of the due date.

To apply for a Research Support Grant, [click here](#).