Overview

The mission of the University Research and Scholarship Council (URSC) is to promote and support scholarly research, and creative efforts within Regis University. To accomplish this, the URSC aims to fund faculty and student projects that will contribute to the body of human knowledge and enrich the educational experience. All proposals must be scholarly-oriented and constitute an endeavor that advances human knowledge by investigating a problem in a manner that demonstrates in-depth understanding of the context in which the endeavor occurs. The URSC supports a wide-range of activities and recognizes that research and scholarship vary among disciplines.

URSC activities are currently funded by Regis University through the Office of the Provost with liaison to administration via the Office of Academic Grants. All research is subject to appropriate approvals from pertinent Federal, State, Local, and University groups. Documentation of said approvals may be requested at the discretion of URSC prior to proposal consideration.

As part of its mission to promote research, scholarly, and creative activities within the Regis University community, the URSC administers two competitive research and scholarship award programs: 1. Faculty Research and Scholarship Grants (FRSG); and 2. Student Research and Scholarship Grants (SRSG). The URSC also sponsors an annual Research and Scholarship Symposium.

Competitive Research and Scholarship Award Programs

The Faculty Research and Scholarship Grant (FRSG) is competitive and provides up to $5,000 to advance a specific scholarly project or small pilot study. All ranked faculty are eligible to apply. FRSG deadlines occur three times per fiscal year (April 15, and October 15). Decisions will be made two weeks following the application deadline. Faculty are only allowed to receive one FRSG per fiscal year. The number of FRSG awards varies, depending upon the availability of funds, the number of high-quality proposals received, and the size of requests. Eligible expenses include, for example, equipment, supplies or services, student assistants, or travel as required to conduct the research. Faculty holding nine month appointments are eligible for salary support, if not concurrently performing overload duties. Faculty holding twelve month appointments are eligible for course release, per the approval of their Department's/School's administration. Faculty salary support and course release budgetary items, including tax and benefit expenses, are limited to $3,000. FRSG funds cannot be used for conference travel, general purpose computer equipment, or general purpose software. Special hardware or software, if strongly linked to the proposed project, will be considered but must be explained as such.

The Student Research and Scholarship Grant (SRSG) is competitive and provides up to $500 to advance a specific scholarly project. SRSG deadlines occur three times per fiscal year (April 15, October 15, and January 15). Decisions will be made two weeks following the application deadline. Students are only allowed to receive one SRSG per fiscal year. The number of SRSG awards varies, depending upon the availability of funds, the number of high-quality proposals received, and the size of requests. Eligible expenses include, for example, equipment, supplies, or services as required to conduct the research. SRSG funds cannot be used for student stipends, conference travel, general purpose computer equipment, or general purpose software. Special hardware or software, if strongly linked to the proposed project, will be considered, but must be explained as such.

Research and Scholarship Symposium

The Research and Scholarship Symposium provides a platform for both URSC-funded and non-URSC-funded faculty and students to present their scholarly products to the Regis University community. It is annually held near the end of April. Dates and times are subject to room availability, but will be announced approximately February 1. Both faculty and student grant recipients of October and January URSC funding cycles are expected to participate in the April symposium of the same fiscal year. April grant recipients are expected to participate in the April symposium of the next fiscal year, as grant monies for April competitions are distributed May 1.
FRSG Eligibility

Applicants:
- FRSG applicants must hold ranked appointments at Regis University.
- FRSG applicants currently taking sabbatical are eligible to apply.

Awardees:
- An important aim of the FRSG program is to support and stimulate extramural grant applications. Awardees are asked to contact the Office of Academic Grants to identify potential sources of external funding.
- To ensure continued eligibility for FRSG support, FRSG awardees MUST:
  1. Present their scholarly product at the spring research symposium, and
  2. Submit a one-two page final report summarizing the project’s activities and results to the Office of Academic Grants at the conclusion of the funding period. Failure to submit a final report will result in loss of eligibility for URSC funding in the next fiscal year.
  3. Spend funds for their project by April 30. Please note, All unexpended funds must be returned to Regis University. Receipts are considered to be proof of expenditures, and if the Office of Academic Grants (OAG) has not received them by May 10, all of the unexpended funds will be transferred back into the URSC account.

SRSG Eligibility

Applicants:
- SRSG applicants must be enrolled full-time at Regis University.

SRSG Awardees:
- To ensure continued eligibility for SRSG support, SRSG awardees MUST:
  1. Present their scholarly product at the spring research symposium. Failure to do so will result in loss of eligibility for URSC funding in the next fiscal year.
  2. Submit a one-two page final report summarizing the project’s activities and results to the Office of Academic Grants at the conclusion of the funding period. Failure to submit a final report will result in loss of eligibility for URSC funding in the next fiscal year.
  3. Spend funds for their project by April 30. Please note, All unexpended funds must be returned to Regis University. Receipts are considered to be proof of expenditures, and if the Office of Academic Grants (OAG) has not received them by May 10, all of the unexpended funds will be transferred back into the URSC account.

Important Notice

Please note that research projects involving human subjects or vertebrate animals require approval by the Institutional Review Board (IRB) and/or the Institutional Animal Care University Committee (IACUC) prior to URSC consideration. IRB and/or IACUC approval can take up to 2 months. Please keep this in mind and plan accordingly before applying to URSC. If you have any questions and/or need more information regarding IRB and/or IACUC approval please contact the IRB Committee at IRB@regis.edu, or Mark Basham (IACUC Chair) at mbasham@regis.edu.

Review Process

URSC is composed of a multidisciplinary group of scholars from across the University. Your proposal must be written so that all members of the committee can readily understand it. Avoid using technical jargon. A nontechnical description of the project is critical to communicating your ideas.

Proposal packets are distributed and reviewed by members of the URSC. The chair of URSC will designate a primary reviewer for each proposal packet. The primary reviewer is responsible for presenting the proposal to the entire committee. Depending on the number of proposals submitted, either all committee members will read and rate all proposals, or two secondary reviewers will be assigned to each proposal. The chair of URSC will read and evaluate all proposals, but will only factor into funding decisions in the case of a tie.

See Review Rubric for a table identifying the primary review criteria and their respective weights.
<table>
<thead>
<tr>
<th>Application Component</th>
<th>Criteria</th>
<th>% Weight</th>
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<tbody>
<tr>
<td><strong>Abstract</strong></td>
<td>• Is the abstract clearly written and does it help a non-specialist understand how the proposed work and expected outcomes relate to larger issues in the humanities or sciences?</td>
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<td><strong>Background and Significance</strong></td>
<td>• Does the application persuade the general reader that the issues addressed by the project reflect significant scholarly concerns and/or address important and timely developments in the applicant's field?</td>
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<td>• Does the application clearly describe how the proposed work may advance knowledge or practice in the field? For example, does the work address gaps in the literature, advance the state of scholarship, or add value in some other way?</td>
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<td>• Does the application help non-specialist readers relate the work to larger concerns (e.g., environment, health, technology, economy, culture, society)?</td>
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<td><strong>Research/Scholarship Objectives</strong></td>
<td>• Are the specific aims of the proposed work clearly stated and comprehensible to a non-specialist reader?</td>
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<td>• Given the project period and requested support, are the research/scholarship objectives reasonable and attainable?</td>
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<td>• Given the project period and requested support, would accomplishing the stated research/scholarship objectives be a significant achievement or represent a meaningful advance?</td>
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<td><strong>Research/Scholarship Methods and Work Plan</strong></td>
<td>• Are the experimental, interpretive, descriptive, analytical, or other proposed research/scholarship methods clearly articulated and sufficiently detailed that an informed, non-specialist reader can understand how the applicant will actually conduct the proposed work?</td>
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<td>• Does the application persuade general readers that the proposed methods are reasonable, appropriate, and likely to result in the accomplishment of the research/scholarship objectives?</td>
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<td>• Does the work plan state realistic milestones for completing the tasks required to achieve the research/scholarship objectives?</td>
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<td>• Is the project likely to result in a competitive extramural application(s) within the next 24 months?</td>
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<td>• For the humanities, it is still critical that a comprehensive description of the research/scholarship method is provided.</td>
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<td><strong>Relation to Applicant's Work in Progress and Long-term Goals</strong></td>
<td>• Does the proposed work strongly relate to and advance the applicant's work in progress and long-term goals?</td>
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<td>• If the proposed work is a divergence from the applicant's existing research/scholarship, does the application persuade the reader that this new work is well justified, reasonable, and likely to benefit the applicant's scholarly career by opening a new area of significant investigation? Is it likely that the applicant could sustain the new work through extramural support?</td>
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<td>• If preliminary work has been completed, is the proposed work likely to meaningfully advance the applicant's larger program of research/scholarship? How? For example, will this project strengthen future extramural applications or lead to publications?</td>
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<td>• If preliminary work is proposed, are the expected results likely to provide meaningful support to a larger program of research/scholarship? How?</td>
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<td><strong>Budget Justification</strong></td>
<td>• Are the proposed expenditures clearly stated and reasonable?</td>
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<td>• Do the proposed expenditures strongly correlate with the achievement of the stated research/scholarship objectives?</td>
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<tr>
<td><strong>Total</strong></td>
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<td>100</td>
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Questions about the Application Process

Direct your application questions to URSC@regis.edu.
URSC RESEARCH AND SCHOLARSHIP GRANT APPLICATION INSTRUCTIONS

Submission Instructions and Deadlines: Submit your ENTIRE application (1-7 below) as ONE document (.pdf) to URSC@regis.edu no later than 5:00 p.m. on the deadline date. Incomplete or ineligible applications will be returned without review. Deadlines are: January 15, April 15, and October 15 of each year.

A complete URSC research grant application consists of the following items in the order listed below.

1) URSC Cover Sheet

2) Abstract

   Provide a 250 word abstract written for a non-specialist audience and suitable for general publication. State clearly how the proposed work and expected outcomes relate to larger issues in the humanities or sciences.

3) Project Description

   The project description must be no more than four single-spaced pages. The project description must be written in such a way that scholars outside of your discipline can readily understand it. Use these headings in order:

   a) Background and Significance

      Provide a short literature review and a clear and concise explanation of the project and its value to scholars in the humanities or the sciences, as appropriate. State how knowledge or practice in your area will be advanced if the project objectives are achieved.

   b) Research/Scholarship Objectives

      State and elaborate on the specific aims of the proposed work (for example, to test a stated hypothesis or challenge an existing paradigm).

   c) Research/Scholarship Methods and Work Plan

      Explain the methods you will employ in this project. Describe how the central research question(s) will be approached and how potential difficulties will be resolved. Describe the tasks to be undertaken with a prospective timeline, analysis plan, and anticipated outcomes. For the humanities, it is still critical that a comprehensive description of the research/scholarship methods is provided.

   d) Relation to Applicant's Work in Progress and Long-term Goals

      For faculty: Briefly describe how the proposed work relates to your immediate and long-term research/scholarship goals. Provide an account of any preliminary studies you have conducted pertinent to this application.

      For students: Briefly describe how the proposed work relates to previous courses you have taken at Regis and how it will further your educational and career goals.

4) For faculty: Curriculum Vitae (2 to 5 pages). Please indicate your publications, presentations, patents, grants, and other items relevant to the proposed project.

   For students: Include a letter of support for this project from your faculty sponsor.

5) URSC Project Budget (use the form provided) including budget justification. Each component of the budget request must be explained fully.

6) Results of Prior URSC Awards (if applicable). If you have received prior URSC research funding in the past four years, summarize the results of the award(s) in no more than one single-spaced page per award.

   a) What did your past URSC awards enable you to accomplish, and how did these accomplishments inform the current proposal?

   b) What submissions, presentations, or publications resulted from work undertaken with past URSC support?

7) Extramural Funding. Summarize in no more than one single-spaced page per proposal.

   a) What proposals for extramural funding have you submitted to support work related to the project described in this URSC proposal?

   b) What proposals for extramural funding have you submitted to support work related to the project(s) described in any previous URSC proposals?
URSC RESEARCH AND SCHOLARSHIP GRANT COVER SHEET
(This should be the top page of the proposal packet.)

Application Deadlines: 5:00 p.m. January 15, April 15, and October 15

Type of application:  ☐Faculty Research and Scholarship Grant  ☐ Student Research and Scholarship Grant

Name(s):  
Note: If multiple names, please indicate the primary contact person with an asterisk.

☐ Regis College  ☐RHCHP  ☐CPS

Department:  

Campus or home (for student proposals) mailing address of primary contact person:  

Phone number of primary contact person:  

Email address of primary contact person:  

For student proposals:  Name and email of faculty sponsor:  

Project Title (Limited to 120 characters, including spaces)

This project involves (check all that apply):

☐Human Subjects  
IRB approval number and date of approval
(Provide IRB Letter and Communications)

☐Vertebrate animals  
IACUC approval number and date of approval

Have you applied for a URSC research grant in the past 4 years?  
☐No  ☐Yes, I last applied for a URSC research and scholarship grant in [ ] (year)

Applicant signature and date:

Faculty sponsor signature and date (For student proposals):
**URSC RESEARCH AND SCHOLARSHIP GRANT PROJECT BUDGET**

Name(s):  
Department:  
Budget Manager:  
Department Budget #:  
Project Title:  

**URSC BUDGET TABLE**

<table>
<thead>
<tr>
<th>Items <em>(Please itemize amounts below)</em></th>
<th>Funds requested from URSC</th>
<th>Funds requested from other sources</th>
<th>Source of other funds</th>
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<tbody>
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<td>Equipment (Non-consumables)</td>
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<td>Faculty Salary Support or Course Release (if applicable)*</td>
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<td>Research Assistant(s) salary</td>
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<td>Other, please list</td>
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<tr>
<td><strong>TOTAL URSC REQUEST</strong></td>
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* See immediate supervisor signature requirement in Budget Justification.
On a separate page under the heading “URSC Project Budget Justification,” describe each item you listed in the budget table. The description should enable reviewers to understand a) how the cost of each item was computed, and b) how the budget items relate to your project objectives. If requesting salary support or course release, indicate your current status of workload overload and dates in which overload duties are performed. If requesting salary support or course release, you must obtain the signature of your immediate supervisor, indicating their support and approval of the request, to be considered for funding.

Supervisor name (if applicable):

Supervisor signature and date (if applicable):

NOTE: URSC research and scholarship awards are limited to $500 for student proposals and $5,000 for faculty proposals. Faculty salary support and course release budgetary items, including tax and benefit expenses, are limited to $3,000. All awards must be spent before April 30th, the end of the fiscal year.
URSC RESEARCH AND SCHOLARSHIP GRANT APPLICATION CHECKLIST

[ ] URSC Cover Sheet

[ ] Abstract

[ ] Project Description

[ ] Curriculum Vitae (Faculty Applications Only) or Letter of Support (Student Applications Only)

[ ] URSC Project Budget

[ ] Budget Justification (with direct supervisor signature if applicable)

[ ] Results of Prior URSC Awards (Faculty Applications Only, if applicable)

[ ] Results of Extramural Funding Applications (Faculty Applications Only)

[ ] Communications with Institutional Review Board