

**UNIVERSITY RESEARCH AND SCHOLARSHIP COUNCIL (URSC)  
FACULTY RESEARCH AND SCHOLARSHIP GRANT**

**APPLICATION INSTRUCTIONS AND FORMS**

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**Overview**

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

URSC activities are currently funded by Regis University through the Office of the Provost. Administration of funding occurs through the Center for Scholarship and Research Engagement (CSRE). All research is subject to appropriate approvals from pertinent Federal, State, Local, and University groups and may require this approval at the discretion of the URSC.

**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 two 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 at [IRB@regis.edu](mailto:IRB@regis.edu), or [IACUC@regis.edu](mailto:IACUC@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 **rubric** for a table identifying the primary review criteria and their respective weights.

*Questions about the Application Process*

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**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. Regular ranked faculty (non-affiliate) are eligible to apply. FRSG deadlines occur TWO times per fiscal year on April 15 and October 15. If these dates fall on a weekend, the application deadline will be extended to the following Monday. Decisions will be made within approximately one month. 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.

### **FRSG Eligibility**

#### Applicants:

- FRSG applicants must hold ranked appointments at Regis University.
- FRSG applicants currently taking sabbatical are eligible to apply.
- FRSG may receive an award only once per fiscal year

#### Awardees:

- To ensure continued eligibility for FRSG support, FRSG awardees MUST:
  - Present their scholarly product at the spring research symposium
  - Submit an electronic copy of their presentation to [URSC@regis.edu](mailto:URSC@regis.edu) for archival purposes
  - Submit a final report summarizing the project's expenditures to URSC at [URSC@regis.edu](mailto:URSC@regis.edu) by **April 15**
  - Spend funds for the project by **April 15**. Please note, **all** unexpended funds must be returned to Regis University. Receipts are considered to be proof of expenditures.
  - Failure to present at the Annual Celebration of Scholarship and Research Symposium as well as failure to submit a final report will result in loss of eligibility for URSC funding in the next fiscal year.

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**URSC COVER SHEET**

*Application Deadlines: 11:59pm April 15, and October 15.  
If these dates fall on a weekend, the deadline will be extended to the following Monday.*

**Faculty Research and Scholarship Grant**

Name(s):

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

- CBE     CC&IS     CCLS     Regis College     RHCHP

Mailing address of primary contact person:

Phone number:

Email:

Project Title (Limited to 120 characters, including spaces)

This project involves (check all that apply):

- Human Subjects (Attach IRB approval letter)  
 Vertebrate animals (Attach IACUC approval letter)

Previous URSC Funding:

- No     Yes, I received funding for an URSC research grant in the past 2 years.  
 N/A     No     Yes, The funding I received in the past 2 years addressed the same research question that the current proposal addresses.

Applicant:

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Printed Name

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### URSC APPLICATION INSTRUCTIONS

Submission Instructions and Deadlines: Submit your ENTIRE application as ONE document (.pdf) to [URSC@regis.edu](mailto:URSC@regis.edu) no later than 11:59pm on the deadline date. Incomplete or ineligible applications will be returned without review. Deadlines are: April 15, and October 15 of each year. If these dates fall on a weekend, the application deadline will be extended to the following Monday.

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

- *URSC* Cover Sheet
- 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. STG applicants must provide proof/documentation of acceptance to present.
- Project Description  
The project description must be no more than 4 narrative single-spaced pages, not including references (1 inch margins, 11pt font, Arial or Times New Roman). The project description must be written in such a way that scholars/reviewers outside of your discipline can readily understand it. Use these headings in order:
  - a) Background/Rationale/Significance  
For research proposals, please provide a short literature review and a clear and concise explanation of the project and its value to scholars, as appropriate. State how knowledge or practice in your area will be advanced if the project objectives are achieved.  
  
For arts/humanities proposals, summarize relevant and current work and explain how the proposed project aligns with the context of its genre or medium. State the significance of the proposed work and how this work will advance the discipline.

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All proposals should describe how the project aligns with the mission of Regis University (see <http://www.regis.edu/About-Regis-University/History-and-Mission/The-Regis-University-Mission.aspx>)

b) Purpose and Specific Aims

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

c) Methods or Process

Explain the methods or process you will employ in this project.

For research proposals, describe to a panel of multi-disciplinary reviewers 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 arts/humanities proposals, clearly articulate the proposed methods or process you will use to complete this project, such that an informed, non-specialist reader can understand the nature of the work. The project must exhibit relevance, rigor, and feasibility.

Methodology involving human research should include the following IRB-approved information: who the participants are, how participants will be recruited, what participants will be asked to do, the instruments, tests, and materials and/or devices that will be used. The IRB approval letter, IRB-approved informed consent form, and letter of agreement with outside institutions (if applicable) should also be included.

d) Work Plan

State realistic milestones for completing the tasks required to achieve useful, applicable and quality contributions to the existing knowledge base. Detail how the work plan can be achieved in the funding time frame (i.e. by end of fiscal year—April 15)

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- URSC Project Budget Justification Table (use the form provided) and Budget Justification Narrative. Each component of the budget request must be explained fully, especially projects requesting salary support.
- 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.
  - e) What did your past URSC awards enable you to accomplish, and how did these accomplishments inform the current proposal?
  - f) What submissions, presentations, or publications resulted from work undertaken with past URSC support?
- Curriculum Vitae (2 to 5 pages). Please indicate your publications, presentations, patents, grants, and other items relevant to the proposed project.

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Items <i>(Please itemize amounts below)</i>	Description	Funds requested from URSC	Funds requested from other sources	Source of other funds
<b>Research Assistant(s) salary</b>				
<b>Other, please list</b>				
<b>Total URSC Request</b>				

Academic Supervisor's Approval *(for course release or salary support only):*

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**URSC PROJECT BUDGET JUSTIFICATION NARRATIVE**

Please 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.

**Supplies:**

**Research Assistant(s):**

**Other:**

**Total Amount Requested from URSC: \$** \_\_\_\_\_

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## URSC Review Rubric

Category	Exemplary	Acceptable	Developing	Unacceptable	Total
<b>Background/Rationale/Significance:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>For research proposals:</i> <ul style="list-style-type: none"> <li>o Summarizes relevant and current literature</li> <li>o Delineates the significance of the project and the need for further study</li> <li>o Clearly describes how the proposed work may advance discipline specific knowledge/practice</li> </ul> </li> <li><input type="checkbox"/> <i>For arts/humanities proposals:</i> <ul style="list-style-type: none"> <li>o Summarizes relevant and current work</li> <li>o Delineates how the proposed work aligns with the context of its genre or medium</li> <li>o Explains the significance of the proposed work and how this work will advance the discipline</li> </ul> </li> <li><input type="checkbox"/> <i>All proposals:</i> <ul style="list-style-type: none"> <li>o Describes how the project aligns with the Regis University mission</li> </ul> </li> </ul>	4/4 Criteria met  25 pts	3/4 Criteria met  16 pts	2/4 Criteria met  8 pts	<2/4 Criteria met  0 pts	<b>/25</b>
<b>Purpose and Specific Aims:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The specific aims of the proposed work are clearly stated and comprehensible to a <b>panel of multi-disciplinary reviewers</b></li> <li><input type="checkbox"/> The research/scholarship/body of work objectives are reasonable and attainable given the project period and requested support</li> <li><input type="checkbox"/> Accomplishing the stated research/scholarship/creativity objectives will be a significant achievement or represent a meaningful advance given the project period and requested support</li> </ul>	3/3 Criteria met  15 pts	2/3 Criteria met  10 pts	1/3 Criteria met  5 pts	0/3 Criteria met  0 pts	<b>/15</b>
<b>Methods or Process:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>For research proposals:</i> <ul style="list-style-type: none"> <li>o The research problem/question exhibits relevance, rigor and feasibility</li> <li>o The proposed research methods are appropriate to address research problem/question, are clearly articulated and sufficiently detailed that an informed, non-specialist reader can understand the nature of the work</li> <li>o The application persuades a <b>panel of multi-disciplinary reviewers</b> that the proposed methods are reasonable, appropriate, and likely to result in the useful, applicable and quality contributions to the existing knowledge base.</li> <li>o The analytic plan proposed are sufficiently described and appropriately aligned to collected data.</li> </ul> </li> <li><input type="checkbox"/> <i>For arts/humanities proposals:</i> <ul style="list-style-type: none"> <li>o The project exhibits relevance, rigor, and feasibility</li> <li>o The proposed methods or process is clearly articulated and sufficiently detailed that an informed, non-specialist reader can understand the nature of the work.</li> <li>o The proposed creative methods are appropriate to the specific genre/medium</li> <li>o The application persuades a <b>panel of multi-disciplinary reviewers</b> that the proposed methods are reasonable, appropriate, and likely to result in the quality contributions to the existing body of work in the specific genre or medium</li> </ul> </li> </ul>	4/4 Criteria met  30 pts	3/4 Criteria met  20 pts	2/4 Criteria met  10 pts	<2/4 Criteria met  0 pts	<b>/30</b>
<b>Research Participants (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The methodology includes the following IRB-approved information: who the participants are, how participants will be recruited, what participants will be asked to do, the instruments, tests, materials and/or devices that will be used</li> <li><input type="checkbox"/> The IRB approval letter, IRB-approved informed consent form and/or letter of agreement with outside institutions is/are included</li> </ul>	<b>If both criteria are not met, the proposal will be returned to the applicant without review</b>				
<b>Work Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The work plan states realistic milestones for completing the tasks required to achieve quality contributions to the existing body of work in the specific genre, medium or discipline.</li> <li><input type="checkbox"/> The work plan can be achieved in the funding time frame (i.e. by end of fiscal year—April 15)</li> </ul>	2/2 Criteria met  10 pts	1/2 Criteria met  5 pts		0/2 Criteria met  0 pts	<b>/10</b>
<b>Budget and Budget Justification:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The proposed expenditures are clearly stated and reasonable</li> <li><input type="checkbox"/> The proposed expenditures strongly correlate with the completion of the stated artistic creation or research objectives</li> <li><input type="checkbox"/> Each budgetary item is adequately justified, especially in the case of salary requests</li> </ul>	3/3 Criteria met  10 pts	2/3 Criteria met  7 pts	1/3 Criteria met  4 pts	0/3 Criteria met  0 pts	<b>/10</b>
<b>Prior URSC Funding Status:</b>	Never received funding 10 pts	Received funding in last 2 years for different research question 5 pts		Received funding in last 2 years for same research question 0 pts	<b>/10</b>

**URSC Application Checklist**

**If all checklist criteria are not included/met, then the proposal will be administratively dismissed and not reviewed.**

- Entire application is submitted as a single pdf file**
- Cover Sheet**
- Abstract**
- Project Description**
- Budget Justification Table (use the form provided)**
- Budget Justification Narrative**
- Results of prior awards**
- Institutional Review Board (IRB) and/or Institutional Animal Care University Committee (IACUC) approval letter (if applicable)**
- Curriculum Vitae**

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