

Regis College, Faculty Development Committee

Summer Research Grant Application

Submit an electronic file in MS Word or PDF format to solaughl@regis.edu by **February 15*** of the Spring Semester preceding the summer of the proposed work.

Purpose. Summer grants aid a Regis College full-time faculty member in the pursuit of academic research, scholarship, or creative work appropriate to the faculty member's academic discipline or teaching responsibilities, from approximately May 15 to Aug. 15. Most full-time faculty members in Regis College are on nine-month contracts where the summer may be available for additional research, scholarly, or creative work appropriate to the faculty-member's discipline, and those faculty members on longer contracts usually experience a slowing of teaching and administrative responsibilities at some point during the summer months that would allow more focus on discipline-appropriate research, scholarship, or creative work.

Eligibility. The following are **eligible for summer grant funding**.

- All full-time, ranked faculty members in Regis College are eligible to apply. Non-ranked or part-time faculty members should contact the Faculty Development Committee Chair to discuss other possible funding.
- Eligible projects include any research, scholarship, and creative work appropriate to the faculty member's discipline or teaching responsibilities.
- Faculty members who received a summer small grant (\$1000 or less) recently are eligible to apply for large or small grants and faculty members who received a summer large grant in the past three years are eligible to apply for a small grant. However, where two proposals of equivalent merit are considered, the one from a faculty member without summer-grant funding in the *prior three years* will be ranked higher.
- Expenses for research and creative work such as supplies, equipment, software, and related paid services.
- Personnel expenses for direct project work including secretarial & research assistants. Because of funding limitations requests for summer salary for faculty members on less than 12-month contracts will be given a lower priority for funding after consideration of the proposal's relative merit.
- Research-related and scholarly travel costs outside of the Denver-Boulder Metropolitan Area (including transportation, lodging, and meals) for research field work, collaboration with academic colleagues, and development of new research/creative-work skills to complete an academic or creative project appropriate to the faculty member's discipline. See below for academic-conference travel.

The following are **NOT eligible** for summer grant funding.

- Development of materials or methodologies for personal financial benefit outside of Regis University.
- Development of courses or course content that is considered part of a faculty member's regular duties.
- Entertainment expenses or wages for the applicant (or immediate family).
- Research work involving live human or animal subjects for which Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval has not been obtained or for which approval has not been applied. In the case of summer grant proposals where the IRB or IACUC proposal has been submitted but has not yet been approved, any summer grant funding is contingent upon receipt of approval by June 15.
- Faculty members who have received a large summer grant are not eligible for a large summer grant for three years. (e.g., A large grant recipient in summer of 2020 is ineligible for another large grant until summer 2024.)
- Funding solely for presentation of results and/or attendance at a scholarly conference. In no circumstances may summer grants provide funding for conference registration fees. The Travel and Convention Grant is designed to fund these activities. [Note: In cases where conference attendance outside the Denver Metropolitan Area can also be a vehicle for discipline-appropriate research, scholarship, or creative work on a summer project (e.g., work at nearby libraries, museums, galleries, or research facilities; work with academic collaborators on a well-defined project) a summer grant may support summer travel and lodging *during these activities*.]
- Meal costs during travel exceeding the U.S. General Services Administration per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) or upgraded air travel (e.g., Business Class).

* If the deadline occurs on a Saturday or a Sunday, then the deadline is the immediately following Monday.

SUMMER RESEARCH GRANT APPLICATION FORMAT AND COMPONENTS

PART A. GENERAL INFORMATION, 1 page maximum. Indicate the following before the Abstract:

- **Name, department, e-mail address, and date** (at time of application).
- Dates of project work, title/short description, amount awarded, and *one-sentence* description of results of any **Faculty Development Committee Summer Research Grants received in the last three years.**
- **Title** of proposed summer project, whether the proposal is for **the large summer grant (>\$1000) or the small summer grant (≤\$1000)**, and, if applying for the large summer grant, if consideration for funds in the range of the small summer grant would be considered in the event that funding is not awarded for a large summer grant.

PART B. ABSTRACT, 1 page maximum. Abstract that clearly summarizes Parts C-D below. (This should be understandable to a faculty member outside of the applicant's field.)

PART C. PROJECT DESCRIPTION, 4 pages maximum. Clear description of the project you are proposing that includes the following.

- **Background and Significance** that briefly **reviews published background material and/or supporting work**, provides an overview of the project that clearly delineates the subject to be investigated, places the project into the background **context**, and explains **the project's academic/creative significance.**
This section also briefly should address **how the project will benefit to the faculty member's continuing research, scholarship, or creative work**, including contributions to future publication, conference presentation, juried shows/performances, and/or other dissemination.
- **Specific Project Aims** that concisely summarizes the project goal(s).
- **Process/Methods** that concisely summarizes the feasible project methods and indicates how these align with the goals of the project.
- **Summer Work Plan** that concisely summarizes feasible and well-planned project activities, indicates the order of activities, and indicates how these activities align with the goals of the project. This may be in tabular, outline, diagrammatic, or prose format and/or combined with Aims and/or Methods as suits the applicant.

(If relevant or desired, figures or tables may be included, but these are included in the four-page limit.)

PART D. Itemized Budget, 1 page maximum. A budget in *tabular or outline format* that clearly outlines all proposed expenses. This should be followed by a paragraph of budget justification if the connection or appropriateness of the expenses to the project is not immediately obvious.

PART E. LITERATURE CITED/REFERENCES. List of the literature cited in the application in a consistent citation format appropriate to the faculty member's discipline and the project.

REQUIRED ADDITIONS/APPENDICES. A current **Curriculum Vitae (6 pages maximum).**

General & Format Considerations. The application should be written clearly and within the page limits indicated above. Applicants are encouraged to make the sectioning clear (but are not required to use the letters or section titles) as indicated above.

Review & Ranking Process. Summer grant applications are reviewed by a subcommittee of faculty members on the Faculty Development Committee who will use the rubric included in these application guidelines to rank the submitted proposals and support funding decisions made by the subcommittee in consultation with the FDC chair.

Notification and Reporting Requirements of Recipients. By **March 1** the Faculty Development Committee will notify applicants if their Grant requests were funded. Recipients are required to submit receipts for expenses and a brief written report on the results of the funded summer activities (not to exceed one page) sent to FDC, the immediate academic supervisor, and the Dean **by the end of the Fall Semester following the funded summer research.** Failure to submit the receipts and report by the deadline will render a faculty member ineligible for any FDC funding until it is rectified.

Applicant Name _____

SUMMER GRANT APPLICATION EVALUATION RUBRIC (FOR FDC SUBCOMMITTEE RANKING)

| CRITERION | Very Good | Good | Satisfactory | Needs Much Improvement | Absent |
|---|------------------|------------------------|---------------------|-------------------------------|---|
| A. General Information | 2 (complete) | 1 (mostly complete) | → | → | 0 (Incomplete) |
| B. Abstract. Well summarizes the project. (This should be understandable to a faculty member outside of the applicant's field.) | 4 | 3 | 2 | 1 | 0 |
| C. Background/Context. Proposal clearly reviews published background material and/or supporting work and places the project into the context of prior academic work. | 8 or 7 | 6 or 5 | 4 or 3 | 2 or 1 | 0 |
| C. Project/Significance. Clearly outlines an original project by delineating the subject to be investigated, and explains the project's academic/creative significance. | 8 or 7 | 6 or 5 | 4 or 3 | 2 or 1 | 0 |
| C. Benefits to Faculty Member. Clearly addresses benefit to the faculty member's continuing research, scholarship, or creative work. | 4 | 3 | 2 | 1 | 0 |
| C. Project Aims. Concisely and clearly summarizes feasible and well-planned project goal(s). | 4 | 3 | 2 | 1 | 0 |
| C. Methods. Concisely and clearly summarizes feasible and well-planned methods and indicates how these align with the goals of the project. | 4 | 3 | 2 | 1 | 0 |
| C. Summer Work Plan. Concisely and clearly summarizes feasible and well-planned project activities, their order, and how they align with the goals of the project. | 4 | 3 | 2 | 1 | 0 |
| D. Itemized Budget. Clearly and completely identifies the proposed costs and justifies proposed expenses when connection to the project is unclear. | 2 | 1 | → | → | 0 (not itemized or includes possibly inappropriately expenses) |
| E. Literature Cited & Proposal Format. Literature Cited included and includes all literature cited in text. Proposal sections follow length guidelines and formatted reasonably. | 2 | 1 | → | → | 0 |
| F. Curriculum Vitae. Six-page or fewer CV outlines qualifications appropriate to completing the project. | 4 | 3 | 2 | 1 | 0 |
| Application is well written and clearly constructed. | 4 | 3 | 2 | 1 | 0 |

Total Points _____

(Regardless of ranking, the Subcommittee also may keep a proposal from moving forward to funding for justifiable concerns about safety, academic integrity, or other considerations of similar scale.)