



**DePaul University**  
**College of Liberal Arts and Social Sciences**  
**Office of the Dean**

**LAS FACULTY SUMMER RESEARCH GRANT  
APPLICATION GUIDELINES**

**Purpose and Objectives**

The College of Liberal Arts and Social Sciences awards Faculty Summer Research Grants (FSRG) to recognize and support meritorious scholarly and artistic projects undertaken by tenure-line faculty. Determinations are made by the LAS Research Committee, which comprises six Liberal Arts and Social Sciences faculty, appointed by the Dean to serve three-year terms.

Grants are available for summer salary and research assistance. The FSRG awards \$4,700 for tenured full and associate professors and \$4,200 for untenured faculty members who have completed the PhD by December 1<sup>st</sup> prior to the award. Funding is paid during the summer for work completed during the summer. FSRG grants count as one unit of summer pay. Chairs and directors, those anticipating teaching assignments during the summer, or others with assignments compensated during the summer—if uncertain of their ability to earn the additional unit of summer pay—should confirm eligibility with the Executive Assistant Dean, [Susanna Pagliaro](#). Applicants may also seek funding for additional expenses, such as equipment and travel. Individual requests for additional expenses may not exceed \$1500 and must be accompanied by a statement explaining the degree to which such expenses are necessary for the project. Because the pool of dollars for out-of-pocket expenses is limited, applicants are encouraged to submit simultaneous proposals to the [University Research Council](#) (URC does not provide stipends). Acceptance of a proposal does not ensure acceptance of any or all proposed additional funds.

The FSRG is designed to support ongoing research and to give faculty members an opportunity to develop new areas of research. Late-stage projects—such as indexing, editing completed projects, or native check—are *not* funded by the FSRG. Full-time faculty members with late-stage projects should see the guidelines for the [LAS Late-Stage Research Grant \(LSRG\)](#).

## Conditions

1. Applicants who received an FSRG the prior cycle are not eligible to apply during the current cycle.
2. Applicants must maintain a continuing full-time, tenure-line commitment to DePaul University for at least one subsequent academic year following the receipt of the grant. Early departure will necessitate repayment.
3. Research expenses that are covered by grants or payments from other sources (internal or external) will not also be funded by a FSRG. However, two or more grants can be held at the same time provided they do not cover the same work.
4. In no case may a grant from this program, combined with other grants or salary, result in more than two summer salary units. A grant from this program constitutes one unit, as does, for example, teaching one summer course or participating in LAS summer advising.
5. Additional expenses up to \$1500, if approved, *must be spent during the summer of the award*. No expenses will be approved more than 30 days past the start of the Autumn Quarter following the grant period without the express written approval of the Executive Associate Dean. Any approval of grant-related travel is contingent on temporary or permanent changes to university travel restrictions, without exception. *See also section on [Budget](#) below.*
6. The FSRG may not be used to support a faculty member's dissertation research or writing.
7. Applicants who have received a FSRG in the past but did not submit the mandatory closure report are not eligible to apply again until they have done so. Intended applicants who are unsure of their eligibility in this regard should contact [lasgrants@depaul.edu](mailto:lasgrants@depaul.edu).

## The Application

Each complete FSRG application comprises a Project Description, a Project Summary, a CV, and optionally, a Budget (if the faculty member wishes to apply for up to \$1,500 in funds to support assistance or travel). The following sections elaborate the components of a complete application.

### *General Guidelines*

1. The project should be described and situated within a broad disciplinary or interdisciplinary context.
2. The project description must be written in such a way that colleagues from other disciplines can determine the stakes, goals, and timeline of work. This is particularly important for specialized and/or technical projects. No one in the dean's office is positioned to offer assistance with writing or commenting on the proposal or budget narrative. Technical or procedural questions may be directed to [LASGrants@depaul.edu](mailto:LASGrants@depaul.edu).

3. While the committee is not disapproving of projects that will begin during the grant period, it is to applicants' advantage to recognize—given the competitive nature of the FSRG—that many applications will represent projects well underway. An applicant seeking support for a project conceived at point of proposal is encouraged to say so, and to recognize the committee's need to be confident in the project's viability and the likelihood of successful completion as proposed.
4. Proposals to develop courses or instructional materials will not be funded under this program. Faculty interested in developing such a proposal should apply to the QIC.
5. Each proposal will be accompanied by a statement from the applicant's chair or director. This statement is solicited by the application platform upon submission of the application and is due no more than one week after the submission deadline. The chair's statement is intended to supplement the application for the benefit of the Committee's decision-making. *Applicants are very strongly encouraged to alert their chair or director of their intention to apply well in advance of the application deadline.* If the applicant is a current or outgoing chair or director with a unit of summer salary available, the applicant should reach out to the Dean of LAS to secure the necessary letter of support.
6. *Projects involving human or animal research subjects must receive IRB approval before LAS funding can be authorized.* A description of the proposed research and the consent forms must be submitted to the Institutional Review Board for the Protection of Human Subjects or to the Institutional Animal Care and Use Committee. The relevant committee(s) will review the research protocol and will notify both the principal investigator and the LAS Research Committee of their decision. For more information on either the IRB or the IACUC review process, please visit the website of the [Office of Research Services](#).

### *Project Description*

Address each of the following points in your project description to avoid putting your proposal at a disadvantage when read alongside other proposals. The description must be written in non-technical terms easily understood by experienced colleagues reading as generalists. Sectioning the Project Description with sub-heads, under which each point below is addressed, can be helpful in ensuring a complete proposal and facilitating the committee's uptake of key proposal elements.

1. Explain and state the importance of the project (why it needs to be undertaken and/or its connection with related efforts in your field).
2. Describe the methods and/or approaches to be used in the project, and note any special instruments or materials that will be required.
3. Describe the specific outcomes that are expected, the further research directions the project points to, and the timetable for the completion of the project, being explicit about the work expected to be done during the grant period (mid-June through the end of August).
4. Discuss how this project relates to your previous work or how it contributes to a new area of your professional development. If this project is similar to a previous project funded by a LAS FSRG, please indicate why further funding is appropriate.

Formatting: Project descriptions should not exceed a maximum of three single-spaced pages or six double-spaced pages. Please use standard margins (approximately 1-inch) and font sizes (11- or 12-point) to ensure readability and uniformity across submissions. Applications with project descriptions in excess of the page limit may not be reviewed.

### *Project Summary*

Provide a one-paragraph summary of the project and objectives in non-technical terms understandable to colleagues from other disciplines. The summary will be used to announce your project, if funded.

### *CV*

Provide a comprehensive CV that reflects the full scope of your research agenda and related accomplishments.

### *Budget*

Budget Summary: Please identify and justify research-related expenditures. This program does not provide funds for books that could be obtained or ordered through the university's libraries. Expenses for photocopying are only reimbursed to the extent that they are incurred outside the university.

Budget Narrative: Clearly detail your budget lines. For example, itemize expendable supplies; describe permanent equipment; itemize and/or describe books, photocopies, films, and other items; provide specific responsibilities and precise estimation of hours for any research or clerical assistants (currently @ \$16.60 per hour). Travel and research/clerical assistance will be funded only when clearly and persuasively described as necessary to completion of the project. Failure to elaborate such necessity may result in the rejection of the budget or the entire proposal. Food and beverage expenses are not allowable under the FSRG and will not be reimbursed.

*All proposed expenses must be detailed in the budget portion of the application. Reimbursement requests will only be approved if they match those proposed in the application. General or open-ended reimbursement requests will not be accepted.*

In your budget narrative, you must also state whether you are requesting funds for the same project from other sources internal to DePaul. If so, describe the source, the amount requested, and your dependence on those funds to complete the project.

### **Criteria By Which Proposals Will be Evaluated**

The LAS Research Committee strongly recommends making a persuasive case for completion of the projects proposed and the value of those projects to the scholarly field/s or creative contexts to which they are intended to contribute. The LAS Research Committee will evaluate proposals in light of the following questions:

1. Is the project description clear and coherent, avoiding unexplained references and disciplinary nomenclature that may limit understanding by non-experts?

2. Does the project description explain persuasively that the project has potential to make an original scholarly or artistic contribution?
3. Does the project description persuasively articulate a method or approach that will lead to the scholarly or artistic outcomes proposed?
4. Does the proposal describe a detailed timeline toward completion—particularly in the case of projects that will begin during the grant period—that experienced colleagues, reading as generalists, are likely to find reasonable?
5. Does the proposal contextualize the project within the faculty member’s previous scholarly or creative endeavors, explaining how it advances prior work or develops a new line of research or artistic activity?
6. Is the proposed budget, if any, clear, complete, well explained, well documented, and well connected to the proposal?

### **Closure Report and Completion of Project**

By January 8<sup>th</sup> of the year following the grant period, a 1-2 page report describing the outcomes of the project must be submitted to [LASGrants@depaul.edu](mailto:LASGrants@depaul.edu). Failure to submit the closure report will leave an applicant ineligible for any future LAS grants.

On completion of the project, any permanent equipment purchased through this award, such as cameras, audio recorders, scientific equipment, etc., becomes the property of DePaul University. This does not include creative projects that result from faculty efforts.

### **Acknowledgement OF FSRG Support**

Acceptance of an FSRG constitutes agreement to provide a notation in the form of a footnote, or otherwise, in any and all resulting publications related to the content of the grant application. The acknowledgement shall indicate that the project was “supported by a Faculty Summer Research Grant provided by the College of Liberal Arts and Social Sciences at DePaul University.” Copies of publications issuing from this activity should be submitted to the Dean.

**To apply for the LAS Faculty Summer Research Grant, please visit**

**[Dynamic Forms](#)**