



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

**LAS LATE-STAGE RESEARCH GRANT  
APPLICATION GUIDELINES**

**Purpose and Objectives**

The College of Liberal Arts and Social Sciences awards Late-Stage Research Grants (LSRG) to support research projects undertaken by tenure-line faculty that are accepted for publication and lack only final requirements necessitating paid clerical assistance. A competitive award, the LSRG provides funding that may be used to offset the cost of professional indexing, editing, proofing, language checks, etc.

The LSRG may not be used for subvention, self-publication, research-related travel, or projects that remain in any earlier stage of development. LSRG funds are not payable directly to applicants; payment requires submission of an invoice for services rendered.

The narrow scope of the LSRG is meant to support research needs for which there is no other funding source rather than to augment or serve as an alternative to other programs. Faculty searching for support other than late-stage funding should see the [LAS Grants website](#) or the suite of funding sources made available by the [University Research Council](#). Decisions to fund LSRG applications are made by the LAS Research Committee, which comprises six LAS faculty members appointed by the dean; the committee also makes selections for the Faculty Summer Research Grant and the Undergraduate Research Assistant Program.

**Conditions**

1. Applicants may receive an LSRG no more than once every other year.
2. Applications are reviewed on a rolling basis during the academic year only. Applications received during July and August will be reviewed in September. Funds are limited and will not be replenished prior to the start of the next fiscal year. Potential applicants are encouraged to contact [LASGrants@depaul.edu](mailto:LASGrants@depaul.edu) to confirm availability of funding before beginning an application.

3. 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.
4. Expenses covered by grants or payments from other sources (internal or external) cannot also be funded by a LSRG.
5. The total amount of the award, if approved, *must be paid during the fiscal year in which the award is made.*
6. The LSRG may not be used to support any aspect of a faculty member's dissertation.
7. Applicants who have received a LSRG in the past but did not submit the mandatory Verification of Publication 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 LSRG application comprises a Project Description, Proof of Acceptance, CV, and Budget. The following sections elaborate components of a complete application.

### *General Guidelines*

1. The project for which support is requested must be accepted via peer-review by an established, well-recognized scholarly press or journal. Applicants are expected to explain the stature of the venue, which may be best accomplished by a link or links to editorial processes or PDF copies of printed explanations.
2. Verification of a concrete commitment to publish is crucial; applicants should expect to submit editorial correspondence at a minimum and preferably a contract, if applicable. Recognizing that many contracts are amended, extended, and often never fulfilled, a specific target date or volume/issue data best ensures a truly late-stage project.
3. An estimate or estimates for services to be rendered must be provided with the application.
4. Following completion of the proposed work, an invoice must be submitted for payment by the individual or company providing the service. *Under no circumstances will funds be disbursed directly to the faculty applicant.*

### *Project Description*

A summary of the completed project, *not to exceed 500 words*, will provide the Committee with useful context. The summary will be read first by the Committee, and so it should include anticipated details of publication. Applicants are asked to describe the project in terms that will be accessible to colleagues from diverse disciplines.

## *Proof of Acceptance and Need for Support*

The critical component of the LSRG application is unequivocal commitment by an established, well-recognized scholarly press or journal to publish the work. Verifiable editorial correspondence confirming acceptance and including a firm date of publication is necessary. If the applicant's relationship with the publisher is covered by a contract, the contract—or that portion of the contract verifying acceptance and commitment to publish—should be submitted.

The proof of acceptance should verify the publisher's request for late-stage research requirements. For example, if the applicant is seeking support to pay an indexer, the publisher's indexing requirements should be included with the application.

## *CV*

Applications shall include a current CV that reflects the full scope of the applicant's professional career.

## *Budget*

Budget Summary: In narrative form, the application shall explain the work to be done. This need not be extensive if the publisher's requirements are fully elaborated. Applicants should make clear if they are considering multiple entities to complete the work or if one individual or service has been selected.

Estimate/s: Applicants should submit a written estimate or estimates from specific providers that detail the work to be completed and cohere with the Proof of Acceptance and Need for Support (see above). The Committee will not direct an applicant to use one service or individual; rather, the purpose of requiring the estimates is to help the applicant ensure accurate costing of the work to be performed. *Applications will not be considered without written cost projections from established, verifiable service providers.*

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

It is *not* the purpose of the Research Committee to determine the significance or scholarly value of the research project. Rather, the decision to fund any application will depend on a clear application package that meets the needs outlined immediately above. Applicants should not expect the Committee to require further inquiry—of the applicant or the publisher—to consider the application complete and persuasive. Opportunities to revise the proposal may not be offered.

In the case of accepted applications that include varied estimates, the committee will approve the greater amount, not exceeding the maximum that may be funded, to provide the applicant with as much choice in selecting assistance as possible.

Applications will be reviewed on a rolling basis and approved until funding is exhausted. Applicants are encouraged to see the reference to the LSRG at the [LAS Grants website](#); notice will be provided there if funding is no longer available for the academic year.

## **Acknowledgement Of LSRG Support**

Acceptance of an LSRG constitutes agreement to provide a notation in the form of a footnote, or otherwise, within the published document. The acknowledgement shall indicate that the project was “supported by a Late-Stage Research Grant provided by the College of Liberal Arts and Social Sciences at DePaul University.”

## **Verification of Publication**

Upon publication of the project, applicants should submit a copy of the project to the dean’s office, care of [LASGrants@depaul.edu](mailto:LASGrants@depaul.edu). If a book is provided, it will become a permanent element of the collection of books authored/edited by LAS faculty on display in the dean’s office.

**To apply for the LAS Late-Stage Research Grant, please send all requested materials, in one email, to [LASGrants@depaul.edu](mailto:LASGrants@depaul.edu).**

**The subject line should read <LSRG Application Full Name of Applicant>.**