

## GUIDELINES FOR RESEARCH GRANTS

*Due to COVID-19, the awards will be impacted in the following ways: Priority will be given to pre-tenure faculty. Travel will not be funded for Fall 2020.*

### **DEADLINES (there are three yearly deadlines):**

#### **October 19, 2020**

- Funds are intended to be spent by the end of January 2021 for FY21.

#### **February 8, 2021**

- Funds are intended to be spent by March 30, 2021 for FY21. Depending on a project timeline, some projects will be funded through June 30, 2021.

#### **April 12, 2021**

- There will be two calls for the April 12th deadline. One call is for funds for the period of April 2, 2021 to June 30, 2021 (dependent on remaining funds available for FY21). The other call is for funds to be used in FY22, starting July 1, 2021.

Note: If you are anticipating incurring any expenses during the months of April (after the deadline has passed), May, or June, you will not be able to apply for the next deadline in October since it will be the new fiscal year. The College cannot reimburse expenses from a prior FY. The best way to be reimbursed for expenses during these months is to apply in April, estimating the expenses and providing documentation for these estimates.

In all cases, the award letter will set deadlines for the expenditure of funds. Requests for extensions may be submitted to the Committee through the Office of Sponsored Research.

*Faculty will be required to disclose any potential conflict-of-interest scenarios: if the project for which they are requesting reimbursement involves collaboration with family members (relatives and/or partners), a plan for managing the conflict of interest is required.*

**PURPOSE:** Funds are designated for support of scholarly or creative projects relating to the professional standing of the applicant. The project for which support is requested must be designed to lead to publication, scholarly communication, artistic performance, or exhibition. The strongest applications also will include plans for how the results will lead to applications for external support. Applicants may request funding for a wide variety of scholarly activities. The merits of the proposal will be

the first criterion of evaluation. Highest priority is given to applications from tenured and pre-tenure faculty.

Each project requires a separate grant application. An applicant is limited to two applications and a maximum award of \$3,000 annually. A successful applicant's second grant application during the same academic year may be assigned a lower priority by the Committee. The expectation is that recipients of funds will follow the terms established in the proposal and in the award letter. Should recipients need to alter the terms of the proposal and award letter, they must make a request to the committee chair and explain the need for this change. Requests for on-going projects that have been funded previously will continue to be considered, but the need for additional funding requires explicit justification.

## WHAT EXPENSES WILL THE FUNDS SUPPORT?

### Funds WILL support:

1. Activities that directly support research.
2. Purchase or use of research supplies (direct costs of equipment, materials, subject payments, etc.):
  - Items that are considered for personal use such as iPads, cameras, cell phones, and other items with a short average useful life (1-2 years), are generally not allowable expenses. An exception might be made if the project is not achievable without it. Please explain and document why you would need College funds for this item.
3. Travel to sites, libraries, and individuals in order to consult a scholarly source:
  - Pre-travel expenses. Partial expenses incurred prior to the fiscal year in which travel is taking place and need to be purchased early, (airline tickets, etc) will be held in an advance account. Later in the new year any prior FY expenses will be grouped along with the rest of the expenses when the travel has taken place. *As previously mentioned, travel will NOT be funded for FY20-21.*
4. Relevant tuition or registration fees.
5. Fees for library access/archival visits:
  - Archive visits: In order to receive funding for archive visits, applicants must specify the location, reason for the visit, and research methodology. Applicants must also indicate whether or not they have been invited, or if other permissions necessary for visit have been obtained. Any documentation pertaining to the visit must be included in the application. *Costs for commuting to or parking at local sites are unlikely to*

*be funded; individual requests for special circumstances will be reviewed on a case by case basis.*

6. Funds for specialized computer software and hardware:

- Information Technology Services (ITS) provides standard computer software and hardware on a routine basis, coordinated through department chairs. Each year, a limited number of specialized software and peripheral devices are also provided by ITS, again coordinated through department chairs with approval from the Deans of the Faculty. Applicants to the Committee on Faculty Scholarship should provide written evidence that ITS rejected their request (e.g., a printout of email correspondence with the Director of ITS). Requests for the kinds of conventional computer software and hardware now being provided routinely by the College will not be granted, but rather should be made to the department chair as a departmental equipment request. However, under rare circumstances a request for a computer dedicated to research will be entertained, provided that the proposal details show very clear evidence of the need for computer support.

7. Consultant expenses:

- For consultant expenses, applicants should provide a scope of work that specifies who the consultant is, qualifications pertaining to the applicant's project, reason for collaboration with the consultant, and the agreed upon payment amount. Please attach any supporting documentation such as the CV, Consultant Agreement or Personnel Services Agreement. *Please do NOT pay consultants directly. Consultants should be paid via the College.*

8. Wage Expenses:

- Wage expenses are for labor or services of an hourly or daily employee. When using funds toward wage expenses, please indicate why the services are necessary to the project. These expenses will be considered on a case by case basis.

Funds will NOT support:

1. Projects relating primarily to teaching or enrichment. Please consult with the Deans of the Faculty for pedagogical projects.
2. The purchase of meals.
3. The purchase of books or periodicals normally acquired by department library funds.

4. Costs related to Ph.D. dissertations. Applicants who are working toward a Ph.D. should clarify the difference between the research project for which funds are requested and their dissertation research.
5. Conference travel (please contact the Dean's office). *As previously mentioned, conference travel will NOT be funded for FY20-21.*
6. Salary expense for Holy Cross Faculty during the academic year.

## APPLICATION GUIDELINES

1. A 250-word abstract of research plan or project summary.
2. Detailed research plan or project in clear and non-technical terms, not to exceed 1250 words. This proposal should establish the project's relationship to your previous professional work and to current literature or creative developments in the field. Included in this request should be a clear timeline establishing when the requested resources will be used. This proposal is the only document that members of the Committee on Faculty Scholarship will have to evaluate the substance of the project, the contribution it can make to a field of knowledge, and the general quality of the proposed research. Therefore, it is essential that the proposal narrative include enough detail about the ideas, objectives, and methods of the project to enable the panelists to assess its quality, significance, and feasibility. The proposal should communicate this information in language easily understandable to those outside your academic discipline.
3. Detailed budget listing the direct costs requested in application.
4. Timeline for the expenditure of funds is required.
5. Curriculum vitae. Vitae must be up-to-date and indicate current and expected leaves.
6. List of two to three references, either internal or external, for the Committee to consider.
7. Response to fields in the Faculty Support Portal about other support: List all other *internal* College financial support received in the past three years (other than through the department or for conference travel) and indicate whether this support was related to this proposed project. If *external* support has been applied for, identify the funding agency and status of the request. If no external support has been applied for, provide a reason why not.
8. Report of the most recent award (if any).

TIPS: Reviewers will be looking for the following elements in your proposal:

- **Objectives:** States specific goals and outcomes that are very clear, logical, and measurable.
- **Methodology:** Provides a clearly defined explanation of the proposed methods. For research in the arts: In lieu of methodology, progress/approach is substituted. Please provide a compelling and convincing explanation of the artistic/creative process and approach.
- **Significance:** Clearly defined demonstration of likelihood that project will have significant impact on research discipline and impact on personal career, institutional mission, societal good, etc.
- **Budget:** is clear and reasonable. Rationale is provided and clearly justifies the need for each budget item. Budget and rationale have strong correlation to objectives of the project.
- **Timeline:** Proposed timeline is very clear and feasible.