

The University of Scranton
Office of the Provost
FACULTY RESEARCH00091 Faculty Internal Research Program

(FIRP) provides a source of funding for full-time faculty research projects in all disciplines. The purpose of these grants is not to supersede external funding, nor to provide ongoing support for a project. Rather, FIRP funds are intended to provide start-up funding for novel research projects and/or to support research which cannot be funded through other sources. FIRP awards may also serve as a source of funding for substantially revised projects that have been previously funded through this mechanism. Priority consideration will be given to faculty who have not received FIRP funding in the prior year. Faculty who have received these funds should work with the Office of Research and Sponsored Programs (ORSP) to identify and pursue continuation of funding (generally through external sources) for their research projects.

Proposals are accepted twice a year. Funding decisions are made by the Faculty Research Committee (FRC) at its meetings in November and April. Reminders are sent to all full-time faculty in October and March, advising of the deadlines for those funding rounds.

Grants of up to \$2,000 per academic year may be awarded for an individual proposal and \$3,000 for an internally collaborative proposal. Faculty members who received an award of less than \$2,000 in the Fall semester may submit another application in the Spring for up to a combined \$2,000 Fall/Spring total. Each year, the University makes available a total of \$40,000 for these grants. Distribution of the funds is determined based upon substantive review of the individual proposals.

Items NOT funded under this program:

- ~ Student research projects. Students should contact ORSP for available funding sources.
- ~ Student assistants fulfilling academic requirements (e.g. honors, thesis research).
- ~ Faculty member stipends.*
- ~ Expenses for Journal Publication.
- ~ Teaching/Curriculum Development.*
- ~ Travel to conferences.*
- ~ Sabbatical relocation and living expenses.

*See [Faculty Development](#) 3 U R Y R V W · V 2 I I For Further Information

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APPLICATION INSTRUCTIONS

I. COVER SHEET

- A. Identification - fill in the blanks as follows:
1. Name and Department of each applicant;
 2. Title of proposal;
 3. Total Amount being requested;
 4. Start Date of project;
 5. End Date of project, and;
- B. Approval Status (if required for your project). Note: If IACUC, IRB, or IBC approval is required, a protocol must have been at least reviewed by the appropriate committee, thus pending approval, at the time of submission of the funding proposal. The associated protocol must be submitted and reviewed by November 30 for Fall submissions and by April 30 for Spring submissions
- a. [IACUC](#) (Institutional Animal Care and Use Committee) Date of Approval or Review Date, if pending
 - b. [IRB](#) (Institutional Review Board for the Protection of Human Subjects) Date of Approval or Review Date, if pending
 - c.

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students. Students working on research to

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- IV. NARRATIVE (Limited to six pages): Narrative must be 11 -point font or larger and must be double-spaced. If the narrative does not meet these requirements, or exceeds six

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For each applicant , provide a list of all Internal Research Grants received in the past three years. Please list each project as follows:

1. Title of project
2. Date funded
3. Amount funded
4. Results of project, e.g. publications, presentations, external funding sought/received (source and amount).

NOTE: A final report for each grant must be submitted to the ORSP within 60 days of the end of the award period . Failure to submit a final report will prohibit the faculty member from submitting any future FIRP applications.

SUBMISSION INSTRUCTIONS

Save your completed cover sheet, budget page, and the full proposal in one complete document (either MS Word or PDF) and send it as an e-mail attachment to linda.walsh@scranton.edu .

E-mail confirmation of receipt of your proposal will be sent. Should you not receive confirmation within two business days , please call ext. 7520 .

REVIEW CRITERIA

- ~ 0 HULW RI WKH SURSRVDO DQG UHODWLRLQJL S WR WKH GLVFLS
- ~ Appropriateness of budget
- ~ Clarity of the proposal

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II. BUDGET

	Amount
A. Salaries and Wages (students and other personnel paid through University payroll) ² specify no. of hours and hourly wage	
A. Total Salaries & Wages	
B. FICA (0.0765 x total salaries and wages)	
B. Total FICA	
C. Consultants and other Fee -for -Service Personnel (personnel paid via check voucher) - specify no. of hours and hourly wage	
C. Total Consultants	
D. Equipment	
D. Total Equipment	
E. Supplies	
E. Total Supplies	
F. Travel (itemize mileage, per diem, hotel, airfare)	
F. Total Travel	
G. Other	
G. Total Other	
H. TOTAL PROJECT COST	

I.

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III. BUDGET JUSTIFICATION (one page)

IV. NARRATIVE (maximum six pages)

V. BIOGRAPHICAL INFORMATION (one page for each investigator)