Application Guidelines

**SUMMER RESEARCH AWARDS IN THE HUMANITIES**

Deadline: **February 15, 5:00 P.M. CST**



Sponsored by Saint Louis University

Division of Research Administration

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Vice President for Research

Questions regarding these guidelines may be directed to Vicki Moreland in the Office of Research Development & Services, at (314) 977-7733.

**Purpose, Goals, and Objectives of The Fund**

The Summer Research Awards in the Humanities (SRA) are designated for projects at Saint Louis University that fall broadly into the realm of the humanities. This focus was implemented, in part, because the focus of the President’s Research Fund is likely to benefit faculty in the sciences preferentially, in that external funding—a prime consideration in the evaluation of those applications—is more abundant in the sciences. The focus of the SRAs is aimed at redressing that imbalance.

The types of research supported by the SRA include:

* Pilot research and concept development, prior to the submission of proposals to external funding sources
* A specific component of ongoing or new research that may be completed in the summer time frame
* Scholarly activity, including course and curriculum development

**Deadline**

**To be considered for an award, a complete Application Package must be received by February 15, at 5:00 P.M. CST.** There is one competition annually. Should February 15 fall on a weekend or official University holiday, the deadline will be 5:00 P.M. CST on the following business day.

It is the sole responsibility of the Project Director or Principal Investigator (PD/PI) to follow these guidelines and ensure on-time submission. Late or incomplete proposals will not be accepted for review. *Applicants are strongly encouraged to allow sufficient time for submission of both the Cover Page and Application Package, as well as their chair’s review and approval.*

**Eligibility**

**Disciplines and Project Director/Principal Investigator (PD/PI).** Full-time faculty in a humanities department proposing projects that fall under the categories of the humanities may be funded by the SRA. We understand “humanities” to reflect the founding legislation of the National Endowment for the Humanities (NEH):

*“The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”*

**Previous Awardees.**

* Faculty who have received two awards in any 3-year period are not eligibleto apply to an SRA competition for 2 years following the last award. For example, a faculty member receiving an SRA in 2010 and 2012 must wait until 2014 to be eligible for another award.
* **Recipients of Summer Research Awards may teach no more than 3 credit hours during the summer.**

**Award Amount.** The total award amount ranges from **$5,000 to $10,000.** Awards are made based on a competitive review process in which reviewers consider an application on the merits of the specific activities proposed, relative ranking among other applications, and the availability of funds.

**Performance Period.** Support can be requested for the period from July 1 through September 30. Extensions are not granted. ***No expenses may be incurred prior to July 1 or after September 30. Disbursement of funds are July 1, no exceptions.***

**Application Format**

**Acceptable file formats are either a single Microsoft® Word (.doc, .docx) file OR a single Portable Document Format (.pdf) file. Using the Application Package provided, complete the following sections.**

**[\_\_] 1. ABSTRACT - 1 page maximum.**

It is essential that a *non-technical* abstract be carefully and clearly written for reviewers who may have some knowledge of the field, but may not be specialists in the applicant’s specific area or discipline. The Abstract may not exceed 1 single-spaced typewritten page, with 1-inch margins, in a font no smaller than 12-point.

**[\_\_] 2. NARRATIVE - 5 pages maximum, including references.**

The Narrative may not exceed 5 single-spaced typewritten pages, with 1-inch margins, in a font no smaller than 12-point.

**Required Sections:**

1. Background/Need and Significance
2. Objectives
3. Methodology
4. Expected Outcomes
5. Dissemination Plan for Results (research)–OR–Continuation Plan after the Award Period Ends (curriculum or professional development)
6. Student Benefit – If graduate student labor is proposed, an explanation of how the student(s) will contribute to the project and benefit from working with the PD/PI
7. Literature Cited

**Grantsmanship.** Although Research Peer Review Committee members represent humanities disciplines in general, reviewers may not be experts in an applicant’s particular field. Applicants are advised to prepare their narratives accordingly. Grammar, punctuation, and appropriate writing style are considered in peer review, and careful proofreading is recommended.

**[\_\_] 3. BUDGET AND JUSTIFICATION - 1 page maximum.**

Three categories of expenses are allowed for Summer Research Awards: Faculty Stipends, Graduate Student Research Assistants (including stipend and tuition), and Research Expenses.

**Faculty Stipends.** Stipends are determined by the rank and length of employment contract, and are not calculated on actual salary:

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| --- | --- |
| **Faculty Rank / Length of Contract** | **Stipend Amount** |
| Associate Professor or above / 9-month appointment  | $4,300 |
| All other faculty / 9-month appointment | $3,100 |
| Associate Professor or above / 11-month appointment  | $1,433  |
| All other faculty / 11-month appointment | $1,033 |
| 12-month appointments | $0 |

* Only one stipend per project is awarded, and cannot be split among multiple faculty.
* Faculty are limited to teaching only 3 credit hours during the summer
* Awardees who receive funding from any other source—internal or external—or any other compensation from SLU for activities conducted during the SRA performance period are required to notify the Office of Research Development and Services.

**Graduate Student Research Assistants.** One graduate student Research Assistant may be paid a $1,000 stipend and up to 3 hours of summer tuition scholarship. Research assistants are expected to spend no more than 160 hours working on the project. **If student labor is requested in the proposal, the activities of the student and educational benefits to the student must be described clearly in the Budget Justification.**

**A graduate student is eligible to work on an SRA project only if ALL of the following conditions are met:**

1. [\_\_] The student is enrolled full-time.
2. [\_\_] The student is in good academic standing.
3. [\_\_] The student does not hold another paid position at the University in any capacity at the time he/she works on an SRA research project.
4. [\_\_] The student is not compensated by the University with a salary (i.e., staff member, adjunct instructor, graduate assistant, or teaching assistant) during the time of the Summer Research Award project.

**Undergraduate Students.** If no graduate student is available, an upper-class undergraduate student in the department may be eligible if all of the above criteria are met. Undergraduate student work must be approved by the Vice President for Research prior to assigning him or her to a Summer Research Award project. For undergraduates, an hourly wage of $8-10 is recommended.

**Research Expenses.** Expenses that are essential and directly related to the proposed project are allowed up to a maximum of $3,000. These may include, for example, materials and supplies necessary for the specific project, software not normally provided by the University, transcription expenses, travel expenses for field work or research, and minor equipment (i.e., tape recorders for interviews).

Itemize and justify all research expenses using the budget form provided in the Application Package. EXAMPLE: A request for travel funds to collect data must be detailed with a clear explanation of the necessity to go to a particular location to conduct the research, as well as estimates of the cost of transportation, lodging, etc.

**Travel.** Travel to attend conferences can be funded if the applicant clearly explains the necessity to attend in direct relationship to the SRA application (i.e., to present papers or participate in research panels related to the proposed project). Travel expenses for the sole purpose of attending conferences are ineligible and will not be approved.

**Equipment.** Minor equipment needs must be particularly well documented, and are eligible only if they are considered direct and essential for the project and are not normally covered in departmental budgets. University policies regarding equipment purchases must be followed. The University threshold for major equipment is $5,000; therefore, major equipment purchases are not eligible expenses.

**[\_\_] 4. CURRICULUM VITA/BIOSKETCH - 2 pages maximum.**

Provide a current curriculum vita or biosketch for the PD/PI only. Content should emphasize the applicant’s special qualifications, training, pertinent publications, awards, grants, or other data related to the proposed project. There is no required font or margin format for the Curriculum Vita/Biosketch, except that it be contained in the 2-page limit.

**[\_\_] 5. CURRENT/PENDING SUPPORT – no page limit.**

List all current and pending support with the exception of academic year salary, whether the funding source(s) are internal or external. Include salaries for teaching summer classes. For all projects, include the following:

* award amount
* source of funding
* PD/PI name
* performance period
* SRA applicant’s project role
* SRA applicant’s time devoted to the project (as annual percent of effort or months/year)
* project title
* brief summary of the project (1 or 2 sentences)

**[\_\_] 6. PREVIOUS SUPPORT FROM THE SRA – no page limit.**

If applicable, list prior SRA awards received over the past five years. In addition, provide the submission date of final report(s) and the specificoutcomes of each award, e.g., publications, papers, proposals for external support, grants received, pedagogical impacts, or other results. A copy of the final report as submitted would fulfill this requirement.

**Appendices Not Allowed.** Appendices and/or other extraneous information are not allowed in the Application Package, and will not be reviewed if included in the application. If a PD/PI believes an item which is not explicitly allowed in the Application Package is necessary to understand the project, the PD/PI may include a note in the narrative indicating that these items are available upon request of peer reviewers to the Division of Research Administration.

**Application Submission – THREE STEPS REQUIRED.**

**Email your final Application Package to** **resummer@slu.edu****, copying your department chair.**

1. Acceptable file formats are either a *single* Microsoft® Word (.doc) OR a single Portable Document Format (.pdf) file. Files submitted in other formats or requiring assembly into a single file will not be reviewed.
2. Application Packages received via email without copying the department chair will not be reviewed.

**IT IS THE SOLE RESPONSIBILITY OF THE APPLICANT TO ENSURE HIS/HER CHAIR HAS SUFFICIENT TIME TO REVIEW AND APPROVE THE APPLICATION ON-TIME.**

**Revisions Prior to Deadline**

PD/PIs may revise the Application Form and Application Package until the submission deadline. The most recent submission will be the submission entered into the review process.

**Institutional Compliance**

Projects including the use of human subjects, animals, hazardous materials, etc., must have the appropriate committee approval(s), e.g., Institutional Review Board (IRB), Animal Care Committee, Institutional Biosafety Committee, etc.) prior to the start of the project.

In the event a SRA award is made and required approvals are not received prior to the start date, the award will be delayed until approval is received.

**Review Process**

Awards are made based on a competitive review process in which reviewers consider an application on the merits of the specific activities proposed, relative ranking among other applications, and the availability of funds. The Summer Research Awards are competitive, and proposals must demonstrate exceptional merit and value for the field of study, the individual, the department, the College or School, and the research mission of the University More detailed information regarding review criteria is available in the Standard Review Form for Internal Awards. Applicants are advised to take these review criteria into consideration when writing their proposals.

Upon determination of compliance with guidelines, applications are distributed to at least two primary peer reviewers, who make submit written recommendations for funding. Peer reviewers represent each eligible school or college, and every attempt is made to match the applicant’s discipline and expertise with qualified peer reviewers.

The Vice President for Research makes the final funding determination after considering the Committee’s comments and recommendations. All applicants will be notified of the final funding decisions approximately 6 weeks following the submission deadline, and written peer reviews will be shared with each applicant, regardless of the funding determination.