

Patricia (A&S '69) and Michael (A&S '71, Law '74) Forster

Faculty Enrichment Research Fund

College of Arts and Sciences — Saint Louis University

Funding and Proposal Guidelines

I. Fund Overview

The Forster Faculty Enrichment Research Fund is a named, non-endowed gift fund established in February 2026 through a \$250,000, three-year pledge from Patricia (A&S '69) and Michael (A&S '71, Law '74) Forster. The fund honors the Forsters' educational experience at Saint Louis University and is intended to advance academic excellence for faculty and students in the College of Arts and Sciences.

The fund is administered at the discretion of the Dean of the College of Arts and Sciences and is open to faculty across all disciplines within CAS.

II. Annual Funding Guidelines

Funding Pool & Annual Cap

Annual spending is capped at \$25,000, consistent with the gift agreement's provisions to protect the longevity of the fund. The Dean retains full discretion over how annual funds are distributed. The recommended award structure to maximize impact is as follows:

Award Tier	Funding Range	Anticipated Awards per Cycle
Seed Research Grant	\$1,000	10 awards
Research Advancement Grant	\$2,500	4 awards
Distinguished Research Grant	\$5,000	1 award

Note: The total of all awards each year must not exceed \$25,000.

Annual Competition Cycle

Phase	Timeframe
Call for Proposals Issued	September 15
Proposal Submission Deadline	November 1
Dean's Office Review Period	November – December
Awards Announced	January / February
Funds Available to Awardees	March 1 – December 31 (within same calendar year)
Final Project / Expenditure Report Due	Within 60 days of project completion

III. Eligible Uses of Funds

In accordance with the gift agreement, research costs may include, but are not limited to:

- Salary (e.g., summer research salary, student research assistant support and collaboration)
- Equipment necessary for the proposed research (requires detailed justification)
- Conference attendance to present findings (registration, travel, lodging; must provide proof of project acceptance for presentation)
- Travel and associated costs directly related to research activities

IV. Eligibility

- Full-time faculty from any discipline in the College of Arts and Sciences on the St. Louis campus.
- Previous awardees are eligible to reapply; priority given to faculty who have not previously received the award.
- Proposals may be individual or collaborative; collaborative proposals should designate a single CAS faculty PI.

V. Proposal Format

Proposals should be concise, no more than 4 pages (excluding budget and CV), and submitted as a single PDF to the Dean's Office by the stated deadline, using 12-point font, minimum half-inch margins. *Failure to follow template guidelines will result in a proposal being returned without review.*

Forster Faculty Enrichment Research Fund — Proposal Template

Cover Page

- Project Title
- Principal Investigator: name, department, rank
- Co-Investigator(s), if applicable
- Requested amount
- Project period (start and end dates)
- Submission date

Section 1 — Project Abstract (250 words maximum)

A brief, non-technical summary of the proposed research, including its purpose, methodology, and significance/impact.

Section 2 — Project Narrative (2 pages maximum)

- **Research Questions and Objectives:** Clearly state the problem, question, or creative inquiry being pursued.

- **Background and Significance:** Situate the work within the relevant field; articulate why this research matters.
- **Methodology / Approach:** Describe the methods, data, or creative process to be employed.
- **Expected Outcomes:** Describe deliverables (publications, presentations, creative works, data sets, grant applications, etc.) and timeline for the 10-month award period (March-December).

Section 3 — Budget and Budget Justification (1 page; may be separate attachment)

Provide an itemized budget with line-item justification for each expense. All items must fall within the eligible expense categories outlined in the gift agreement. Round numbers are acceptable at the proposal stage; final budgets will be confirmed upon award.

Expense Category	Description	Amount Requested
Salary / Stipend		
Student Research Support		
Equipment		
Travel / Conference		
Other (specify)		
Total		

Section 4 — Other Support (half page)

List any other active or pending funding for this project or closely related work. Note: if this proposal is intended to serve as pilot work toward an external grant application, please indicate (this is encouraged and viewed favorably).

Section 5 — Brief CV or Biosketch (2 pages maximum)

Standard academic CV excerpt or NSF/NIH-style biosketch highlighting relevant research experience and recent publications or creative works.

VI. Review Criteria

Proposals will be evaluated by the Dean and an advisory group comprised of 3 faculty based on the following criteria:

- Scholarly merit and significance/impact of the proposed research.
- Feasibility of the project within the proposed timeline and budget.
- Potential for broader impact, including publishable outcomes, external funding leverage, or student engagement.
- Connection to Jesuit mission, including the Jesuit Apostolic Preferences.
- Demonstrated need for this specific funding (i.e., expenses not otherwise covered).

VII. Award Administration & Reporting

- Award funds will be deposited to a designated account managed through the Dean's Office.
- A final report is due within 60 days of project completion, summarizing outcomes, publications/presentations resulting from the work, and any external funding generated.
- Unused funds must be returned at the end of the award period; no-cost extensions may be requested in writing, but will only be granted under exceptional circumstances that prevented the funded project from being completed within the award year.

VIII. Fund Citation

In any public acknowledgment of work supported by this fund, awardees should use the following citation, per the gift agreement:

"This research was supported by the Patricia (A&S '69) and Michael (A&S '71, Law '74) Forster Faculty Enrichment Research Fund, College of Arts and Sciences, Saint Louis University."