

Ignatian Center For Jesuit Education



Santa Clara
University



GRANT PROPOSAL GUIDELINES

FOR
BANNAN
GRANTS

OVERVIEW

The Bannan Institute offers two categories of grants for faculty, staff and students:

- ***Bannan Grants*** and
- ***Dialog and Design Grants***.

Proposals in both categories will be competitively reviewed.

GENERAL CRITERIA

A general criterion for both categories of grant is expressed in the Mission Statement of Santa Clara University describing the Bannan Institute and characterizing the university as a community of scholars dedicated to integrated learning in the Jesuit tradition:

By combining teaching and scholarship of high quality, integrated education in the Jesuit tradition, and a commitment to students as persons, Santa Clara University will excel in educating men and women of competence, conscience, and compassion; gain increased national recognition; and achieve greater success in attracting the students, faculty, staff and resources we seek.

(The University will) Develop a center for Jesuit education (the Bannan Institute) that critically examines and links the theory and practice of Jesuit education in ways that vitalize this 450-year tradition and contribute to Santa Clara's evolving distinctiveness and distinction.

More specific criteria are to be found in the Bannan Institute mission itself:

"... to assist the University in maintaining its Catholic identity and Jesuit mission at the center of the educational enterprise."

The Bannan Institute takes its foundation from **four aspects of the Ignatian and Jesuit vision**:

1) The Ignatian ideal of "finding God in all things": For the founder of the Jesuits, Ignatius of Loyola, all of reality was an arena of God's self-revelation.

Since all academic disciplines are media for God's work, the theme of the project need not be explicitly religious. However, the process and/or product of the scholarship must be designed to offer others a chance to reflect on or appreciate how God or some other spiritual force is working through the phenomena in question. In addition, since finding God in all things is an ideal, consideration should be given to accommodating those at different points in their spiritual or moral journey.

2) The focus of the education of the whole person: The Jesuit educational tradition recognizes the full individuality of each person, and seeks to integrate all aspects of that indi-

viduality—including the intellectual, aesthetic, moral, spiritual, affective, physical, and social.

Contemporary academic life is prone to specialization, professionalism, and careerism. Conferences, presentations, or curricula that span disciplinary boundaries or elaborate liberating directions within a discipline are especially welcome.

3) The practical spirituality of *The Spiritual Exercises*: This way of Christian prayer, developed by Ignatius, is premised in the belief that one can discover God’s presence in one’s life and the freedom to respond to that presence through a series of prayer exercises and personal conversations.

Proposals that study or incorporate prayer, contemplation, or reflection satisfy this criterion. Additionally, explorations of the moral imagination through narrative, the arts, or the exercise of spiritual creativity are invited. Since religious text is the basis for *The Spiritual Exercises*, the study or incorporation of inspirational literature (broadly construed) are welcome.

4) The commitment to the faith that does justice in the world: The intellectual aspect of faith in God inevitably drives beyond itself. It necessarily seeks an engagement with persons prevented from fulfilling the divine purpose of full integration by oppressive social systems and unjust structural remedies.

Studies of the history, activities, and future prospects of institutions (e.g., The Catholic Church) that power this commitment are consistent with this criterion. Moreover, since the nature of injustices themselves are worthy of scholarly examination, projects that explore the contemporary forms, systemic causes, and possible remedies of injustice in the world are encouraged. And, because injustice so often results in war and other forms of poverty and degradation, studies concerning the advancement of peace are welcome.

These criteria are not meant to restrict proposals to religious themes. Jesuit education has historically endorsed a wide range of humanistic, artistic, scientific and technical activities that help society and nature to flourish. It is inspired by the confidence that God is glorified wherever creation becomes fully alive. The Institute is premised on the belief that all members of the University community, regardless of their religious affiliation, can make important contributions to the evolving Catholic and Jesuit identity of Santa Clara. However, proposals for both types of grants should explain how the proposal is consonant with the overall mission of the Institute or is related to the exploration of one or more of the four foundational themes listed above. In addition, some attempt should be made to provide a reflective component to the methods, which will provide an opportunity for the participants to give thought to how this experience contributes to the Jesuit and Catholic identity at SCU.

I. BANNAN GRANTS

Within the basic mission, the Institute offers faculty, staff, and students opportunities to explore the implications of the Ignatian and Jesuit spirituality in the ongoing life of the contemporary University. *Bannan Grants* are designed to fund scholarly and pedagogical efforts by Santa Clara faculty, staff, and students which also further the mission of the Institute.

SPECIFIC CRITERIA FOR BANNAN GRANTS

Scholarly grants may be used to support or develop a scholarly project which relates to the Institute's mission. Research assistance, travel, scholarly resources, and conferences are some types of activities the grants will support.

Pedagogical grants may be used to support or develop a pedagogical project which relates to the Institute's mission. Course development or enhancement, the support or development of co-curricular activities which further the Catholic and Jesuit character of Santa Clara, and faculty, staff, or student development workshops are some of the types of activities the grants will support.

Grants may not be used to replace full-time faculty in the classroom. Moneys must be used within eighteen (18) months of the time the grant is awarded.

Examples of Funded Proposals for Bannan Grants:

The Bannan Institute awarded funding to a psychology faculty member for a conference at SCU on "Contemporary Issues in Formation and Education of Priests: Understanding Boundary Conflicts." Another award was granted to a faculty member for the study of three contemplative traditions (Zen, Trappist, and Jesuit) for the development of a course in the Psychology of Consciousness. As these examples indicate, the Institute seeks to foster a wide range of scholarship and pedagogy.

BANNAN GRANTS - PROPOSAL FORMAT

Proposals should be written in the normal manner prescribed for University internal grants. Each proposal must be accompanied by a **Grant Proposal Cover Page**, which can be found on the Ignatian Center web site under "Grants." The proposal should not exceed five single-spaced pages and should include each of the following sections: (1) project title, (2) statement of problem, (3) methods — including a reflective component (4) timetable, (5) relevance to past and future research or teaching of applicant, (6) relevance to Bannan Institute Criteria for Funding, (7) grants or fellowships received during past three years, (8) publication or other results of most recent internal grant completed, (9) approval of your academic department chairperson or supervisor, and (10) an itemized budget with explanation.

Bannan Grant proposals require the approval of the appropriate academic department chairperson or a department supervisor. Please have this person sign the Grant Proposal Cover Page. An email stating approval from the appropriate person is acceptable.

Proposals for pedagogical grants should also discuss the anticipated impact of the project on student learning and the curriculum. They should include an assessment plan describing how the success of the project will be evaluated.

Proposals should be submitted to the Office of the Bannan Institute. Applicants are encouraged to consult with the Institute's staff or with any member of its steering committee before submitting a proposal.

II. DIALOG AND DESIGN GRANTS

These grants are meant to support the development of scholarship focused on efforts central to the Jesuit mission and identity of Santa Clara University. *Dialog and Design* is intended to encourage early and creative collaborative scholarly efforts by faculty or staff. Usually we can only access traditional channels of faculty support when a project has already been well developed conceptually. *Dialog and Design* is intended as "seed" funding. Grants will range from two to five thousand dollars to support the early stages of collaborative projects.

SPECIFIC CRITERIA FOR DIALOG AND DESIGN GRANTS

Faculty and/or staff focus groups will identify themes for new scholarship inspired by the Jesuit mission and identity which are linked to current faculty interests and competencies. These themes would spark mutual interest among several faculty and would likely have a larger scope than individual scholars can address. They are likely to be embryonic and not yet sufficiently developed to attract grant funding.

The Bannan Institute will support two to three *Dialog and Design* groups for one to two quarters in an amount up to five thousand dollars. Funding might support activities such as:

- Regular luncheon or dinner meetings over a quarter
- Off campus *Dialog and Design* conferences or retreats
- Bringing in resource faculty from other universities to support the discussion and planning.
- A regular series of "working papers" with discussion and group commentary
- Funding for books or other media products pertinent to the common effort
- Any other collaborative efforts by the faculty group to address their chosen theme

Examples of Funded Proposals for *Dialog and Design* grants :

A grant was made to the Program for the Study of Women and Gender to fund a two-day workshop to convene five Santa Clara University faculty with an outside consultant to plan a major conference on women and Catholic higher education.

Ignatian Center's Bannan Institute

A grant was given to the Catholic Studies Steering Committee to fund a series of three two-hour luncheon meetings for any interested faculty members to discuss the topic of “Academic Intellectuals, Religion, and Institutional Identity: The Case at Santa Clara.” The anticipated product would be a trio of articles addressing the issue of identity from the standpoint of this particular Jesuit university.

The Institute funded a proposal jointly submitted by faculty from the Management and Psychology Departments. They were interested in gathering together a small group of SCU faculty for dialog related to the third aim of the Bannan Institute: spirituality. They wanted to design an opportunity for conversation related to contemplative practice in contemporary life.

DIALOG AND DESIGN GRANTS PROPOSAL FORMAT

A **lead faculty or staff** member will need to **prepare a brief proposal** including a list of the other faculty, staff, and departments interested in the dialog. The proposal should describe a topic for continuing *Dialog* that will move toward a more detailed *Design* of a common project. The proposal should describe how it specifically addresses the listed General Criteria for Funding (refer to pp. 1 & 2 of these guidelines).

Each proposal should be accompanied by a **Grant Proposal Cover Page**, which can be found on the Ignatian Center's web site under “Grants.” The proposal should not exceed three single-spaced pages and should include each of the following sections: (1) project title, (2) statement of problem, (3) methods — including a reflective component, (4) a list of the individuals and departments that will participate in the dialog (5) relevance to Bannan Institute Criteria for Funding, (6) timetable, and (7) itemized budget with explanation.

Dialog and Design Grant proposals require the approval of the appropriate academic department chairperson or a department supervisor. Please have this person sign the Grant Proposal Cover Page. An email stating approval from the appropriate person is acceptable.

The proposal should include a list of the specific proposed outcomes that will result from this “seed” funding such as:

- Papers that develop preliminary conceptualizations of the common theme
- Research proposals that can elicit support from traditional funding channels
- Proposals for curriculum innovations
- Proposals for a conference or other public forums
- Increased faculty communication on critical issues.

III. SUBMITTING A GRANT PROPOSAL

BUDGET PREPARATION FOR BANNAN GRANTS OR DIALOG AND DESIGN GRANTS:

Funds are not generally awarded for faculty or staff salaries or stipends, course reductions, sabbatical projects, or tuition remission for the person writing the proposal, or equipment replacement. Proposals may request up to \$5,000.

Requests for student research assistants should include fringe benefits as well as wages. Benefits should be calculated at .85% during the academic year and 8.5% during the summer for Santa Clara students.

Requests for SCU faculty and staff stipends, if approved, should include fringe benefits. (Set at 10% for FY 2007). In addition, these stipends will have to go through the normal university payroll system, and faculty and staff should be prepared to see taxes withheld from a stipend. Grant proposals should not plan to absorb taxes owed by the individual receiving a stipend.

A **grant deadline** is established at the time it is set up, usually after 12—18 months depending on what time of the year the grant begins. A request for extension beyond this deadline date will require authorization from the Bannan Institute. Grants can be extended only once for one additional year. After that, unspent funds revert to the Bannan Institute general fund.

If you need advice in preparing your grant or grant budget, please feel free to call Paul Woolley at (408) 554-4383 or email at pwoolley@scu.edu.

APPLICATION DEADLINES

Grant applications will be reviewed twice a year. Deadlines for submission for both types of grant proposals will be October 15 and April 15. Grants will normally be announced by mid-November and mid-May respectively.

Grant proposals are reviewed competitively by the Bannan Institute Steering Committee (see page 8) who make recommendations for approval to the Director. The Ignatian Center Executive Director makes the final decision to approve grants.

There is an expectation that grant recipients be prepared to work with Bannan Institute staff to schedule an open meeting on campus to report out on what has emerged at the end of their proposal or to write a report to be included in an issue of *explore Magazine*.

On-line submission of grants as attachments to an email are highly encouraged –send to: pwoolley@scu.edu. (MS Word or WordPerfect Docs are acceptable.)

However, proposals may also be delivered or mailed as hard copies to:

Grant Application for: (*Bannan Grant or Dialog and Design Grant*)
Bannan Institute , Sobrato Hall Room 30
Santa Clara University, 500 El Camino Real
Santa Clara, CA 95053-0452

Ignatian Center's Bannan Institute Staff

Ignatian Center

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Bannan Institute Steering Committee

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