

## Application Guidelines for University Grants

Santa Clara University

November 30, 2010

### I. Proposal Format

The grant proposal should not exceed five single-spaced pages and should include each of the following sections: (1) title and description of project; (2) timetable; (3) relevance to past and future research or teaching; (4) grants or fellowships (internal or external) received during past three years; (5) report on previous internal grants; (6) an itemized budget with justification.

Proposals for Teaching 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.

Proposed research that entails the use of human subjects, laboratory animals, radiological hazards, biohazards, or recombinant DNA must comply with University policies. Please consult the SCU Office of Research Compliance and Integrity webpage for more information: <http://www.scu.edu/provost/research/Research-Support-and-Compliance.cfm>. If compliance committee approval is needed for a project, then such approval must be obtained *before* any grant is awarded.

### II. Budget

Funds are ordinarily not awarded through this program for faculty salaries, sabbatical projects, tuition remission, conference travel, equipment replacement, personal computers, office furniture, or electronic equipment not explicitly required for the proposed project.

Requests for student research assistants should include fringe benefits. Benefits should be calculated at .85% during the academic year and 8.5% during the summer. Applicants needing advice in preparing the budget should feel free to call Sophia Hinojosa in Sponsored Projects for assistance (x4297).

### III. Proposal Deadlines

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| Feb. 23 | Applicant submits copies of proposal and current C.V. to all of the following: Chair, Dean, and <a href="mailto:grants@scu.edu">grants@scu.edu</a> . Please include the type of grant you are applying for in the subject line (e.g. Teaching grant; Research grant; and etc.). <b><u>Electronic submission of proposals is required.</u></b> |
| Mar. 2  | Chair submits brief evaluation of proposal with recommendation to Dean and Associate Provost for Research and Faculty Affairs. A chair applying for a grant should ask a senior colleague in the department to write the evaluation of the chair's proposal.  |
| Mar. 9  | Dean submits evaluation and ranking of proposals to Associate Provost for Research and Faculty Affairs.   |
| Mar. 23 | Announcement of awards.   |

### IV. Evaluation Criteria

Evaluators may take the following into consideration: the quality of the proposal and the project; the likelihood that the project will be completed; the likelihood that the grant will lead to future external funding; and the likelihood that the project will lead in the foreseeable future to a publication/performance or a significant contribution to student learning. Chairs and Deans should also take into consideration faculty rank. Other things being equal, priority will be given to tenure-track faculty, tenured faculty, senior lecturers, and other full-time faculty, in that order.

**If you have any questions, please contact Anne Riconosciuto in Research and Faculty Affairs at x2746.**