Application Guidelines for University Grants
Santa Clara University
December 7, 2018

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 teaching; (4) anticipated impact of the project on student learning and curriculum; (5) assessment plan describing how success of project will be evaluated; (6) an itemized budget with justification.

**To complete your application, complete the Grants Application Form via GoogleDocs and submit all supporting documentation to grants@scu.edu.**

II. Budget

Funds are ordinarily not awarded through this program for faculty salaries, tuition remission, equipment replacement, personal computers, office furniture, or electronic equipment (including iPads) 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.

III. Proposal Deadlines

Applicant submits copies of proposal and current C.V. to grants@scu.edu. Please include the type of grant you are applying for in the subject line (e.g. Teaching grant; Research grant; and etc.). **Electronic submission of proposals is required. Completion of the Grants Application Form is also required.**

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.

If you have any questions, please contact Pam Cuilla in Research and Faculty Affairs at x4408.

University grants cannot be used to supplement faculty salaries.