Guidelines for Writing Faculty Research Assistance Grant Proposals (less than $2,500)
Faculty Research Committee — University of La Verne

Research Assistance Grants from the Faculty Research Committee:

Research grants from the Faculty Research Committee are designed to provide support for research and related professional activity of a creative or artistic nature by regular contracted faculty. They are not granted to support normal instructional activities nor routine research to support instruction. Research Assistance Grants of varying sizes less than $2,500 are awarded to assist in research projects/creative activity. Factors used by the Faculty Research Committee to rate proposals include:

a. the scholarly merit of the proposed research or activity.
b. the project’s potential for producing a worthy outcome
c. the potential impact on the image of the faculty member, program, and University
d. the degree to which the funds can actually facilitate the research/creative activity
e. the potential for bringing outside resources to the University will be looked upon favorably in making grant decisions.
f. the grantee’s record of accomplishment, especially that related to any previous Faculty Research Grants
g. the clarity of the proposal and its adherence to guidelines

Format for Research Assistance Grant Proposals:

1. Cover Sheet, Abstract, and Signatures of Support. Please use the Microsoft Word copy of the Research Assistant Grant Cover Sheet to print out the title, abstract, amount requested, and other descriptive information. Craft a brief but informative title that reveals the specific nature of the research/activity. The abstract should summarize in 3-5 sentences the objective, significance, method, and expected value of the research/activity to your field and to the University. Secure the signatures of your department chair and dean on the appropriate lines.

2. Description (1 page single spaced). Clearly state the objective of the research/activity and give sufficient background to put it in perspective. Describe the significance of the research/activity, outline your publication (or exhibition) plans for it, and indicate any future grant or other external funding that might be stimulated by the grant. Include a selected bibliography.

3. Materials and Methodology (1/2 page single spaced) Clearly define the methodology to be used including a description or list of materials needed.

4. Detailed Budget with Justification (1/2 page). Itemize the cost items.

5. Curriculum Vitae. Attach an updated curriculum vitae accompanied by any work relevant to the proposal.

Grant Application, Funding, Disbursement, and Reporting Timeline:

February 15 — Grant proposals due to the Provost’s Office
May 15 — Grant awards announced by the Faculty Research Committee
July 1 — Recipients may begin spending grant funds
June 30 — All grant funds must be spent
November 15 — Written reports are due describing how the grant money was used
Notes on Funding Restrictions and Other Requirements:

a. Grant money cannot be paid directly to the grantee; research grants cannot be used as salary supplements.

b. Books and related materials purchased with grant money become the property of Wilson Library after the research funded by the grant is completed.

c. Equipment and data purchased with grant money become the property of the department. It is for the grantee’s preferential use while conducting research supported by the grant. Research Committee grants cannot be used to purchase standard computer hardware.

d. Grant applications need to indicate future grant or other external funding that might be stimulated by the grant. The potential of bringing outside resources to the University will be looked upon favorably in making grant decisions.

e. Original receipts attached to completed and signed ULV Expense Reports are required for all disbursements of grant funds.

f. Grant funds will not be awarded for the writing of textbooks nor as subvention for publication.

g. Recipients of Major Grants are not eligible for another Major Grant during the following year.

h. Recipients of Research Assistance Grants are required to submit a report on the funded research project to the Faculty Research Committee and the Provost at the end of the grant period.

i. Faculty members may use grant money while on sabbatical leave.

j. Research Committee grants are not awarded to one-year faculty appointees.

Other Funding Sources for ULV Faculty Research:

ULV funding for research through the Faculty Professional Support Committee and the Summer Research Grant program is discussed on the ULV Faculty Information website, www.ulv.edu/facgov/private. Information on outside funding can be obtained from the development director of your college.