Guidelines for Writing Proposals for Grants and Course Releases
Faculty Research Committee — University of La Verne

The Faculty Research Committee awards major grants ($2,500 to $5,000), research assistance grants (up to $2,500), and research-related course releases. Research grants are designed to provide support for research and related professional activity of a creative or artistic nature by regular contracted faculty. Grants are not awarded to support normal instructional activities nor routine research to support instruction. Major grants are designed as catalysts for the completion of major research projects beyond the terminal degree that will result in a significant publication or representation recognized by the wider scholarly community. Research Assistance Grants of varying sizes less than $2,500 are awarded to assist in research projects/creative activity. Course releases from the Faculty Research Committee are designed to provide faculty time to do research or related professional activity of a creative or artistic nature. They are not granted for the purpose of writing curricula, preparing new classes, or to support other normal instructional activities nor for routine research to support instruction. A course release may be requested on its own or in conjunction with a research grant from the Faculty Research Committee. Factors used by the 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/course release can actually facilitate the research and/or publication/creative activity
e. the grantee’s record of accomplishment, especially that related to any previous Faculty Research Grants
f. the clarity of the proposal and its adherence to guidelines
g. the potential for bringing outside resources to the University will be looked upon favorably in making grant decisions.

Application Procedures: Complete the Faculty Research Committee’s “Outline and Cover Sheet for Applications for Research Grants and Course Releases” with all signatures and attachments.

Grant Application, Funding, Disbursement, and Reporting Timeline:

- February 15 — Grant proposals due to the Provost’s Office
- May — Grant awards announced by the Faculty Research Committee
- July 1 — Recipients may begin spending grant funds
- June 30 (365 days later) — All grant funds must be spent
- November 15 — Written reports are due describing how the grant money was used
- Oral presentations by recipients of major grants will be scheduled during the academic year

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. Travel Authorization Forms must be completed and required signatures obtained prior to the purchase of tickets or hotel reservations for all University-funded travel.

f. Original receipts attached to completed and signed University of La Verne Expense Reports are required for all disbursements of grant funds.

g. Grants and course releases are not awarded to one-year-only faculty appointees.

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

i. Recipients of major grants are not eligible for another major grant during the following year.

j. Recipients of grants and course releases are required to submit a report on the funded research/release to the Faculty Research Committee and the provost at the end of the grant period. Recipients of major grants and course releases also must present a lecture on their research to the campus community.

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

l. Faculty who receive course releases are not allowed to teach overloads during the term of course release.

m. An official request to hire a part-time faculty member to teach a released course is required for authorization of funds to pay for a course release.