Application Guidelines

**BEAUMONT FACULTY DEVELOPMENT FUND**

Deadline: **February 15, 5:00 P.M. CST**



Sponsored by Saint Louis University

Division of Research Administration

Raymond C. Tait, Ph.D.

Vice President for Research

Questions regarding these guidelines may be directed to Vicki Moreland in the Office of Research Development & Services, at (314) 977-7733.

**Purpose, Goals, and Objectives of The Fund**

The Beaumont Faculty Development Fund (BFDF) was established at Saint Louis University in 1976 with initial endowed support from the Beaumont Foundation. The Fund is administered through the Division of Research Administration (DRA). Its purpose is to meet three goals:

1. to encourage a positive atmosphere for research and scholarly activity at the University by making small grants available,
2. to stimulate pursuit of external support for faculty research and scholarly activities, and
3. to promote the University as an excellent place to teach and do research.

To achieve these goals, the Fund has four objectives:

1. to assist faculty in the pursuit of new or ongoing research,
2. to support pilot research and concept development prior to the submission of proposals to external funding sources,
3. to assist faculty in developing skills and competencies to pursue research and external support, and
4. to support faculty in the pursuit of scholarly activity, including course and curriculum development.

Projects with clear and demonstrable relationships to the objectives of the Fund are eligible. However, the purpose of the program is to assist rather than totally support a project.

**Deadline**

**To be considered for an award, a complete Application Package must be received by February 15, at 5:00 P.M. CST.** There is one competition annually. Should February 15 fall on a weekend or official University holiday, the deadline will be 5:00 P.M. CST on the following business day.

It is the sole responsibility of the Project Director or Principal Investigator (PD/PI) to follow these guidelines and ensure on-time submission. Late or incomplete proposals will not be accepted for review. *Applicants are strongly encouraged to allow sufficient time for submission of both the Cover Page and Application Package, as well as their chair’s review and approval.*

**Eligibility**

**Disciplines.** Full-time faculty in the following divisions are eligible to apply:

* Center for Advanced Dental Education
* Center for Health Care Ethics
* Center for Intercultural Studies
* Center for Sustainability
* College of Arts and Sciences, excluding humanities departments
* College of Education and Public Service
* Cook School of Business
* Doisy College of Health Sciences
* Parks College of Engineering, Aviation and Technology
* Saint Louis University Libraries
* School of Law
* School of Nursing
* School of Professional Studies
* School of Public Health
* School of Social Work

**Project Director/Principal Investigator (PD/PI).** Faculty of the School of Medicine are not eligible to apply. Faculty of all academic ranks in eligible divisions may apply, but funding is not granted for research or any other activity associated with degree candidacy (e.g., thesis or dissertation research). Faculty may collaborate on a project submitted to the Beaumont Fund, but only one faculty member may be designated as the Project Director or Principal Investigator (PD/PI).

**Previous Awardees.** While special consideration may be given to PD/PIs who have not received prior Beaumont Fund support, previous awardees are also eligible, provided the following conditions are met:

1. All requirements of the prior award(s) have been fulfilled, including timely submission of the final project report (due 30 days after the end of the award period).
2. No more than 2 awards have been received in any 3-year period.
3. Specific accomplishments arising from the prior award(s) have been demonstrated (e.g., articles in peer reviewed journals, conference presentations, working papers, pedagogical change or improvements, or other evidence of scholarly activity). **If the prior proposal was for a research project, the new application must contain evidence that the award led to at least one submission for extramural funding, or an explanation as to why that has not occurred. If the prior proposal was for a project involving curriculum or faculty development, the new proposal must describe any continuing activity or results arising from the prior award.**

**Award Amount.** The maximum total award amount is **$5,000**. Awards are made based on a competitive review process in which reviewers consider an application on the merits of the specific activities proposed, relative ranking among other applications, and the availability of funds.

**Performance Period.** Support can be requested for a period of up to **one year**, typically from July 1 through June 30. If a different 12-month period is requested, applicants must clearly specify the desired begin and end dates and justify the need for those dates in the Narrative. ***Disbursement of funds are July 1, no exceptions.***

**Save the Application Package to your computer, and complete the following 6 sections:**

1. Abstract
2. Narrative
3. Budget and Justification
4. Curriculum Vita/Biosketch
5. Current/Pending Support
6. Previous Support from the Fund

**Acceptable file formats for receipt of your completed Application Package are either a single Microsoft® Word (.doc, .docx) file OR a single Portable Document Format (.pdf) file.**

**[\_\_] 1. ABSTRACT - 1 page maximum.**

It is essential that a *non-technical* abstract be carefully and clearly written for reviewers who may have some knowledge of the field, but may not be specialists in the PD/PI’s specific area or discipline. The Abstract may not exceed 1 single-spaced typewritten page, with 1-inch margins, in a font no smaller than 12-point.

**[\_\_] 2. NARRATIVE - 5 pages maximum, including references.**

The Narrative may not exceed 5 single-spaced typewritten pages, with 1-inch margins, in a font no smaller than 12-point.

**Required Sections:**

1. Background/Need and Significance
2. Objectives
3. Methodology
4. Expected Outcomes
5. Dissemination Plan for Results (research)–OR–Continuation Plan after the Award Period Ends (curriculum or professional development)
6. Student Benefit – If student labor is proposed, an explanation of how the student(s) will contribute to the project and benefit from working with the PD/PI
7. Literature Cited

**Grantsmanship.** Although Research Peer Review Committee members represent all fields of study at the University, reviewers may not be experts in a PD/PI’s particular field. Applicants are advised to prepare their narratives accordingly. Grammar, punctuation, and appropriate writing style are considered in peer review, and careful proofreading is recommended. As the body responsible for administering the program, Office of Research Development and Services (ORDS) staff will not be available to assist with proposal preparation.

**[\_\_] 3. BUDGET AND JUSTIFICATION - 1 page maximum.**

Itemize and justify all expenses using the form provided in the **Application Package**. EXAMPLE: A request for travel funds to collect data must be detailed with a clear explanation of the necessity to go to a particular location to conduct the research, as well as estimates of the cost of transportation, lodging, etc.

**Eligible Expenses.** Expenses that are essential and directly related to the proposed project are allowed. To provide some guidance to proposal writers, some examples of activities and expenses appropriate for the BFDF award are discussed below. This list is not intended to be all-inclusive, and questions regarding eligibility of particular activities or expenses should be directed to [Vicki Moreland](mailto:vmorelan@slu.edu).

Expenses may include, for example, materials and supplies necessary for the specific project, software not normally provided by the University, transcription expenses, travel expenses for field work or research, and minor equipment (i.e., tape recorders for interviews).

**Student Labor.**

1. Student labor may be performed by either undergraduate or graduate students.
2. Salaried positions for students are not permitted; however, hourly student labor directly associated with the proposed project is allowed.
3. For undergraduates an hourly wage of $8-10 is recommended; for graduate and professional students, $12-15.
4. If student labor is requested in the proposal, the activities of the student and educational benefits to the student must be described clearly in the Budget Justification.

**A student is eligible to work on a BFDF project only if ALL of the following conditions are met:**

1. [\_\_] The student is enrolled full-time.
2. [\_\_] The student is in good academic standing.
3. [\_\_] The student does not hold another paid position at the University in any capacity at the time he/she works on a Beaumont research project.
4. [\_\_] The student is not compensated by the University with a salary (i.e., staff member, adjunct instructor, graduate assistant, or teaching assistant) while working on the Beaumont research project.

**Travel.** Travel to attend conferences is eligible if the applicant clearly explains the necessity to attend in direct relationship to the Beaumont application (i.e., to present papers or participate in research panels related to the proposed project). Travel expenses for the sole purpose of attending conferences are ineligible and will not be approved.

**Equipment.** Minor equipment needs must be particularly well documented, and are eligible only if they are considered direct and essential for the project and are not normally covered in departmental budgets. The University threshold for major equipment is $5,000; therefore, major equipment purchases are not eligible expenses.

**Ineligible Expenses.** The following are inappropriate requests for support from the Fund:

* Expenses considered typical departmental responsibilities (e.g., local telephone charges, routine photocopying expenses, office supplies, administrative or secretarial assistance, standard University computers or software, etc.)
* Honoraria
* Maintenance contracts or agreements of any kind
* Maintenance or repair of equipment
* Major equipment
* Professional dues, membership fees, periodicals, or subscriptions
* Rental of facilities, furniture, or equipment
* Salaries or stipends for research assistance other than student labor
* Salaries to anyone outside of the University
* Salaries to other University employees
* Salary for Project Director/Principal Investigator
* Support for students other than hourly wages (i.e., tuition, room and board, health insurance)
* Travel expenses for anyone other than the PD/PI
* Travel solely for “consultation" meeting"
* Travel solely for the purpose of attending a conference or professional meeting
* Tuition or fees related to degree candidacy

**[\_\_] 4. CURRICULUM VITA/BIOSKETCH - 2 pages maximum.**

Provide a current curriculum vita or biosketch for the PD/PI only. Content should emphasize the applicant’s special qualifications, training, pertinent publications, awards, grants, or other data related to the proposed project. There is no required font or margin format for the Curriculum Vita/Biosketch.

**[\_\_] 5. CURRENT/PENDING SUPPORT – no page limit.**

List all current and pending support with the exception of academic year salary, whether the funding source(s) are internal or external. Include salaries for teaching summer classes. For all projects, include the following:

* award amount
* source of funding
* PD/PI name
* performance period
* BFDF applicant’s project role
* BFDF applicant’s time devoted to the project (as annual percent of effort or months/year)
* project title
* brief summary of the project (1 or 2 sentences)

**[\_\_] 6. PREVIOUS SUPPORT FROM THE FUND – no page limit.**

If applicable, list prior Beaumont awards received over the past five years. In addition, provide the submission date of final report(s) and the specificoutcomes of each award, e.g., publications, papers, proposals for external support, grants received, pedagogical impacts, or other results. A copy of the final report as submitted would fulfill this requirement.

**Appendices Not Allowed.** Appendices and/or other extraneous information are not allowed in the Application Package, and will not be reviewed if included in the application. If a PD/PI believes an item which is not explicitly allowed in the Application Package is necessary to understand the project, the PD/PI may include a note in the narrative indicating that these items are available upon request of peer reviewers to the Division of Research Administration.

**Application Submission – THREE REQUIRED STEPS.**

**Email your final Application Package to** [**bfdf@slu.edu**](mailto:bfdf@slu.edu)**, copying your department chair.**

1. Acceptable file formats are either a *single* Microsoft® Word (.doc) OR a single Portable Document Format (.pdf) file. Files submitted in other formats or requiring assembly into a single file will not be reviewed.
2. Application Packages received via email without copying the department chair will not be reviewed.

**IT IS THE SOLE RESPONSIBILITY OF THE APPLICANT TO ENSURE HIS/HER CHAIR HAS SUFFICIENT TIME TO REVIEW AND APPROVE THE APPLICATION ON-TIME.**

**Revisions Prior to Deadline**

PD/PIs may revise and resubmit the Application Package until 5PM on February 15. Only the most recent version of the Cover Page and Application Package will be reviewed.

**Institutional Compliance**

Projects including the use of human subjects, animals, hazardous materials, etc., must have the appropriate committee approval(s), e.g., Institutional Review Board (IRB), Animal Care Committee, Institutional Biosafety Committee, etc., prior to the start of the project.

In the event a Beaumont award is made and required approvals are not received prior to the start date, the award will be delayed until approval is received.

**Review Process**

More detailed information regarding review criteria is available in the Standard Review Form for Internal Awards. Applicants are advised to take these review criteria into consideration when writing their proposals.

Upon determination of compliance with guidelines, applications are distributed to at least two primary peer reviewers, who make submit written recommendations for funding. Peer reviewers represent each eligible school or college, and every attempt is made to match the applicant’s discipline and expertise with qualified peer reviewers.

The Vice President for Research makes the final funding determination after considering the Committee’s comments and recommendations. All applicants will be notified of the final funding decisions approximately 6 weeks following the submission deadline, and written peer reviews will be shared with each applicant, regardless of the funding determination.