Villanova University
University Summer Grant Program Guidelines
2017-2018

1. Purpose

The University Summer Grant (USG) Program provides support to faculty to be engaged in research, scholarly activities, and creative artistic projects. Overarching goals of the USG program are to foster the intellectual development of faculty and to facilitate faculty efforts to achieve national and international recognition in their scholarly field.

More specifically, the USG Program aims to support:
- efforts of pre-tenured tenure-track faculty to build a successful research program,
- preparation of proposals for external funding in areas where extramural support is available,
- faculty pursuing research, scholarly, creative, or artistic activities in disciplines where external support is not regularly available, and/or
- efforts of established faculty to take an existing research program in a new direction.

2. Eligibility

Eligibility for USG awards is limited to full-time tenured and tenure-track faculty. Individuals may receive USG awards no more frequently than every other year.

3. Award Amounts and Restrictions

Faculty may request one month of summer salary (1/9 of the faculty member’s academic year salary, capped at $10,000), half a month of summer salary (1/18 of the faculty member’s academic year salary, capped at $5,000) or no summer salary. Summer salary is to be paid in June or July of the summer award period and is subject to any limitations that may pertain as outlined in the University’s Compensation Policy.

Proposals also may request support for reasonable research-related expenses (RRRE), including, but not limited to: travel to research sites, libraries, and archives; supplies; instrumentation; software; and statistical consultation. Funds may be used to pay students on an hourly wage basis to assist the faculty member in the execution of the proposed research. However, funds may not be used to provide summer stipends for graduate or undergraduate students to work on their own thesis/dissertation research.

Total award amounts (faculty summer salary plus RRRE) for single faculty principal investigators will be capped at $12,500, with no more than $4,000 of this amount applied toward RRRE and no more than $10,000 applied toward salary. The distribution of funding between salary and RRRE will be at the discretion of the faculty member and within the guideline that faculty may receive no more than one month of summer salary.

Collaborative proposals between two faculty members are allowed. For such proposals, each faculty member may request summer salary (subject to the caps indicated above); RRRE for the collaborative effort will be capped at $4,000.

Funds may not be used to support travel to conferences. The USG Program does not provide support for course development or textbook preparation.
4. Proposal Preparation

There is no specified format for proposals. Faculty should structure their proposals in a way that clearly articulates the nature of the activities to be undertaken, with the understanding that proposals will be evaluated based on the four criteria given below in section 6. Proposals should state the anticipated significant outcome that will result from USG support, the nature of which may be specific to a particular discipline, and how this outcome will advance the research of the faculty member, enhance his or her professional stature, and contribute to the national and/or international visibility of Villanova University. Proposers should be cognizant that review committee members may not have expertise in the specific topic of every proposal. Proposals would benefit from minimizing discipline-specific terminology or jargon, and/or defining discipline-specific terminology when it cannot be avoided.

Proposal narratives should not exceed 6 double-spaced pages with 1-inch margins, using no smaller than 12 pt. font. In addition to the narrative, proposals must include separate a cited literature section, and a separate resume/CV (maximum 2 pages). If RRRE funds are requested, a separate RRRE budget must be submitted, indicating how the funds requested would be used. For proposals requesting summer salary, please do not specify salary dollar amounts anywhere in the proposal.

5. Proposal Submission

All applications must be submitted electronically through the WizeHive web portal. If you are new to this application process, please sign up by entering your email address and password (your Villanova email address or any other email address – your choice). You will then be taken to the application form. If you have already created an application, please log in to review/edit your application or to fill in other requested information. Please note that all automatically generated email communications will be sent to the email address that you choose to use when you initially sign up.

6. Proposal Evaluation and Review Criteria

Each proposal will be peer reviewed by an internal Evaluation Committee of distinguished Villanova scholars and researchers. Review of proposals will be based on the following criteria (adopted from the American Council of Learned Societies):

- The potential of the project to advance the field of study in which it is proposed and make an original and significant contribution to knowledge.
- The quality of the proposal with regard to its clarity, methodology, scope, theoretical framework, and grounding in the relevant scholarly literature.
- The feasibility of the project and the likelihood that the applicant will execute the work within the proposed timeframe.
- The scholarly record and career trajectory of the applicant.

Applicants should note that any research activities involving human subjects - “whether such research is undertaken on a large or small scale, whether it is preliminary or fully designed, whether it is student or faculty research, whether it is funded or non-funded, and whether it involves minimal risk or more than minimal risk” (https://www1.villanova.edu/villanova/provost/ora/InstitutionalReviewBoard.html) will require approval from Villanova University’s Institutional Review Board. USG proposals involving human subjects that are recommended for funding will require IRB approval before awards can be made.

Applicants should note that any research activities involving vertebrate animal subjects - will require approval from Villanova University’s Institutional Animal Care and Use Committee (https://www1.villanova.edu/villanova/provost/ora/institutional_animalcareandusecommittee.html). USG proposals involving vertebrate animal subjects that are recommended for funding will require IACUC approval before awards can be made.

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7. Critical Dates

- Proposal submission deadline: **First Friday in December, 5:00 pm EST**
- Announcement of Awards: **Third Friday in February**

8. Post-award requirements

After receiving an award, and in order to be eligible for future awards, awardees will be required to prepare a Final Report, to be submitted through the WizeHive platform, due by May 1, 2019.

9. Questions?

Questions about proposal preparation or review can be addressed to Dr. Amanda Grannas, Associate Vice Provost for Research (amanda.grannas@villanova.edu). You also may contact any member of the Evaluation Committee for advice about proposal preparation.

10. Members of the Evaluation Committee

The Evaluation Committee consists of tenured faculty, appointed by the Associate Vice Provost for Research, striving to achieve a breadth of expertise across the Colleges. At least one member of the Evaluation Committee will be selected in consultation with the Faculty Congress. In general, Evaluation Committee members will serve three year terms. Members of the Evaluation Committee for 2016-2017 were:

- Dr. Mary Ann Cantrell, College of Nursing
- Dr. Samantha Chapman, Department of Biology, College of Liberal Arts and Sciences
- Dr. Metin Duran, Department of Civil and Environmental Engineering, College of Engineering
- Dr. Vijay Gehlot, Department of Computing Sciences, College of Liberal Arts and Sciences
- Dr. Jeremy Kees, School of Business
- Dr. Catherine Kerrison, Department of History, College of Liberal Arts and Sciences
- Dr. Rayna Markin, Department of Education and Counseling
- Dr. Jennifer Palenchar, Department of Chemistry, College of Liberal Arts and Sciences
- Dr. Allison Payne, Department of Sociology and Criminology
- Dr. Andrej Prša, Department of Astrophysics and Planetary Science
- Dr. Gabriel Rockhill, Department of Philosophy, College of Liberal Arts and Sciences
- Dr. Lauren Shohet, Department of English
- Dr. R. Kelman Wieder, Office of the Provost
- Dr. Amanda Grannas, Office of the Provost

As soon as the Evaluation Committee for 2017-2018 is assembled, it will be posted online.