

## **Guidelines for O'Leary Covid Support Award**

**Deadline(s) – Last call for this particular grant.**

**February 5, 2024**

### **Purpose**

These funds are intended to jump-start research interrupted by the COVID epidemic and to facilitate scholarly activity that will ultimately enhance the case of Associate Professors applying towards promotion to the rank of Full Professor. Preference will be given to applications describing more mature projects versus those that are in initial stages of development. The strongest proposals will describe how the completed project will further the scholarly development of the applicant. Applicants may request funding for a wide variety of scholarly activities. The merits of the proposal will be the first criterion of evaluation.

Each project requires a separate grant application. An applicant is limited to two applications per year (one each during the October and February calls for funding). However, an applicant can only receive a single award of \$4,000. Ten awards of \$4,000 will be awarded during each of the three years (FY22 (completed), FY23 (completed), and FY24). An individual can only be awarded a single award during this three-year period. Awards will be made in one of two forms elected by the recipient, a \$4,000 summer stipend (note that taxes will be withheld prior to receipt) or a \$4,000 expense account with a dedicated chart string. Recipients electing the stipend option will receive their stipend as a one-time payment during the summer following their application. Recipients electing the expense account option will have two fiscal years over which to spend their funds. The expectation is that recipients of funds will follow the terms established in the proposal and in the award letter. If the recipient needs to alter the terms of the proposal and award letter, they must make a request to the committee Chair and explain the need for this change. Requests for on-going projects that have been funded previously will be considered, but the need for additional funding requires explicit justification. The award letter will set the deadline for the expenditure of funds. Requests for extensions may be submitted to the Committee through the Office of Sponsored Research.

### **Eligibility**

These funds are restricted to Associate Professors only and those who have not applied for promotion; Associate Professors who have recently submitted their materials for consideration of promotion to Full Professor are ineligible. Faculty who have significant current external grants and have funds to continue their research will not be eligible.

**Funds WILL support:**

1. Activities that directly support research.
2. Research supplies (direct costs of equipment, materials, subject payments, etc.).
  - a. Items such as iPads, cameras, cell phones, and other items not considered equipment with an average useful life of 1+ year, are generally not allowable expenses except when the item is necessary for the project and not achievable without it. These expenses will be reviewed case by case based on your explanation and documentation.
3. Travel to sites, libraries, and individuals to consult a scholarly source.
  - a. PRE-TRAVEL EXPENSES - For expenses incurred prior to the fiscal year in which travel is taking place, i.e.: airline tickets, etc., will be held in an advance account and then later grouped into the rest of the expenses when the travel has taken place.  
Travel must comply with the College's current [travel policy](#).
4. Relevant tuition or registration fees.
5. Fees for library access/archival visits:
  - a. To receive funding for archive visits, applicants must specify the location, reason for the visit, and methodology. Applicants must also indicate whether or not they have been invited, or if other permissions that are necessary for the visit have been obtained. Any documentation pertaining to the visit must be included in the application.
  - b. Costs for commuting to or parking at local sites are unlikely to be funded.
  - c. Individual requests for special circumstances will be reviewed on a case-by-case basis.
6. Funds for specialized computer software and hardware:
  - a. Information Technology Services (ITS) provides standard computer software and hardware on a routine basis, coordinated through department chairs. Each year, a limited number of specialized software and peripheral devices are also provided by ITS, again coordinated through department chairs with approval from the Deans of the Faculty. Applicants to the Committee on Faculty Scholarship should provide written evidence that ITS rejected their request (e.g., a printout of email correspondence with ITS).

Requests for the kinds of conventional computer software and hardware now being provided routinely by the College will not be granted, but rather should be made to the department chair as a departmental equipment request. However, under rare circumstances, a request for a computer dedicated to research will be considered, provided that the proposal details are very clear for the need for computer support.

b. Consultant expenses:

- a. For consultant expenses, applicants should provide a scope of work that specifies who the consultant is, qualifications pertaining to the applicant's project, reason for collaboration with the consultant, and the agreed upon payment amount. Please attach any supporting documentation such as the CV, Consultant Agreement or Personnel Services Agreement, in the Supplementary Materials section.
- b. Please do not pay consultants directly. Consultants should be paid via the College.

c. Wage Expenses:

- a. Wage expenses are for labor/services of an hourly or daily employee. When using funds toward wage expenses, please indicate why the services are necessary to the project. These expenses will be considered on a case-by-case basis. Please contact the Office of Sponsored Research to inquire about the fringe benefits rate and costs for wages.

**Funds will NOT support:**

1. Projects relating primarily to teaching or enrichment. *Note however, that discipline-based research in education that is conducted for the purpose of publication may be funded.*
2. The purchase of meals.
3. The purchase of books or periodicals normally acquired by department library funds.
4. Costs related to Ph.D. dissertations. Applicants who are working toward a Ph.D. should clarify the difference between the research project for which funds are requested and their dissertation research.
5. Conference travel (please contact the Dean's office).
6. Salary expenses for Holy Cross Faculty during the academic year.

## APPLICATION GUIDELINES

1. A 250-word abstract of research plan or project summary.
2. Detailed research plan or project in clear and non-technical terms, not to exceed 1250 words. This proposal should establish the project's relationship to your previous professional work and to current literature or creative developments in the field. Included in this request should be a clear timeline establishing when the requested resources will be used. This proposal is the only document that members of the Committee on Faculty Scholarship will have to evaluate the substance of the project, the contribution it can make to a field of knowledge, and the general quality of the proposed research. Therefore, it is essential that the proposal narrative include enough detail about the ideas, objectives, and methods of the project to enable the panelists to assess its quality, significance, and feasibility. The proposal should communicate this information in language easily understandable to those outside your academic discipline.
3. Applicants electing to receive funds as an expense account should provide a detailed budget listing the direct costs requested in their application.
4. A timeline for the expenditure of funds is required. Note that applicants receiving an expense account will have approximately 2 fiscal years to use allotted funds.
5. Curriculum vitae. Vitae must be up-to-date and indicate current and expected leaves. **Please limit CVs to 4 pages.**
6. Response to fields in the faculty support portal about other support:
  1. All other internal College financial support received in the past three years (other than through the department or for conference travel), and indication of whether this support was related to this proposed project.
  2. Any current external support you have applied for related to this project. If external support has been applied for, identify the funding agency, amount, and status of the request. If external support has not been applied for, please state, "None" on the application cover page (this question is for internal record-keeping purposes only).
7. Report of most recent award (if any).

**Tips – Reviewers will be looking for the following:**

1. **Objectives:** States specific goals and outcomes that are very clear, logical and measurable.
2. **Methodology:** Provides a clearly defined explanation of the proposed methods.
3. **Significance:** Clearly defined demonstration of likelihood that project will have significant impact on research discipline and impact on personal career, institutional mission, societal good, etc.
4. **Budget:** is clear and reasonable. Rationale is provided and clearly justifies the need for each budget item. Budget and rationale have strong correlation to objectives of the project.
5. **Timeline:** Proposed timeline is very clear and feasible.

**For Research in the Arts:**

In lieu of methodology, progress/approach is substituted. Please provide a compelling and convincing explanation of the artistic/creative process and approach.