

**PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:  
COUNCIL GRANT PROGRAMS**

**Academic Year 2021 – 2022**

**July 1, 2021**

## Table of Contents

<b>COUNCIL GRANT PROGRAMS.....</b>	<b>3</b>
<b><i>Proposal Deadlines, Eligibility, and Limitations on Proposals and Awards.....</i></b>	<b>3</b>
Proposal Deadlines .....	3
Eligibility.....	3
Limitations on Proposal Submissions and Grant Awards .....	3
Revised and Renewal Proposals.....	5
<b><i>Planning a Council Grant Project.....</i></b>	<b>6</b>
Project Scope and Duration .....	6
Project Goals, Methods/Activities, and Outcomes.....	6
Project Costs .....	6
<b><i>Main Components of a Council Proposal .....</i></b>	<b>9</b>
Required Components for All Proposals.....	9
Required Endorsement Letters.....	9
Overview of Required Components by Council and Program .....	10
Descriptions and Purposes of Proposal Components.....	10
<b><i>Proposal Submission.....</i></b>	<b>14</b>
Navigating to the Council Proposal System .....	14
Instructions for Proposal Fields and Attachments.....	14
<b><i>Proposal Review.....</i></b>	<b>15</b>
The Proposal Review Process.....	15
Proposal Review Criteria.....	16
<b><i>REPORTING REQUIREMENT .....</i></b>	<b>17</b>
<b><i>Appendix A: PSC Proposal Requirements.....</i></b>	<b>19</b>
<b><i>Appendix B: QIC Proposal Requirements .....</i></b>	<b>20</b>
<b><i>Appendix C: URC Proposal Requirements .....</i></b>	<b>21</b>

# PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

## COUNCIL GRANT PROGRAMS

This document provides instructions for preparing and submitting proposals to the Council grant programs described in the *Council Grant Program Guide*. Instructions for paid leave applicants are provided separately on the following web pages:

- [URC Paid Leave Program](#)
- [QIC Paid Leave Program](#)

Instructions for academic units regarding recognition awards from the Councils are also provided separately on these web pages:

- [Spirit of Inquiry Award](#)
- [Excellence in Teaching Award](#)
- [Excellence in Public Service Award](#)

## Proposal Deadlines, Eligibility, and Limitations on Proposals and Awards

### Proposal Deadlines

The Councils accept proposals to the programs listed in the *Council Grant Program Guide* two times per academic year, once during the fall quarter and once during the spring quarter. The fall proposal deadline is October 15, and the spring deadline is March 15. Proposals may be submitted until midnight of the due date.

Out of fairness to all applicants and because proposal review begins soon after the due dates, late proposals will not be reviewed.

If endorsement letters are required, they must be submitted within three days of the deadline. Proposals lacking required endorsement letters will not be reviewed.

### Eligibility

Eligibility to submit a proposal for one of the grants described in the *Council Grant Program Guide* is limited to tenured and tenure-track faculty except for the *QIC: Competitive Instructional Grant – Term and Part-time Faculty* program. Additionally, for some programs, term and part-time faculty may participate in faculty teams led by a tenured or tenure-track faculty member, who must submit the proposal on behalf of the team. See the program descriptions in the *Council Grant Program Guide* for those.

To be eligible to receive a grant from the Councils, applicants must also have exhibited good stewardship of previously awarded Council grants and have fulfilled the reporting requirements associated with them.

### Limitations on Proposal Submissions and Grant Awards

In order to distribute grant funds widely, the Councils place reasonable limits on the resources that may be requested for and awarded to any one project or applicant.

### *By Project*

To avoid duplication in funding requests, the Councils will consider no more than one proposal per project per grant competition. (As described above, the Councils conduct two grant competitions per year, one in fall and one in spring.)

- For example, if a project involves engaging in travel to prepare for a study abroad course, multiple proposals by multiple faculty members planning to make the trip will not be considered. Instead, a single proposal from the lead faculty member that lists other collaborating faculty should be submitted.
- Similarly, the Councils will not consider, for example, both a URC Summer Research Grant proposal that requests a student assistant for a research project along with a URC Research Equipment Grant that requests equipment for the same project during the same grant competition. The applicant could, however, request the research equipment in the fall competition and the student assistance in the spring competition.

Once a project is funded, one follow-up proposal for continuation funding may be submitted as a renewal proposal timed to begin when the previous funding ends.

- The renewal proposal must cite the funding for the project already provided; report on what was accomplished; and describe what further activities will be undertaken with the additional support requested. A renewal proposal that does not meet these criteria, including one that is a duplicate of the original, will not be considered by the Councils.
- If the renewal is successful, the additional funding provided will conclude the Councils' support for that particular project.

### *By Applicant*

A faculty member may submit no more than two proposals per grant competition. In order for both proposals to be considered, they must be for different projects and submitted to different Council grant programs—either to different Councils or to different programs offered by the same Council.

- To meet the “different projects” criteria, the two proposals must be distinguished by more than variations in some sections such as the budget or the timeline, or by limited changes in the narrative. Instead, the proposals must be organized around different goals, methods, and outcomes, which in turn result in significant differences across all of the proposal components, including the abstract and the narrative. Each proposal must contain a reference to the other and briefly describe how the two proposed projects differ, as outlined above.
- If the above criteria are not met, the applicant will be asked to indicate which of the two proposals the Councils should review.

Note: A faculty member may submit two proposals of their own while also appearing in the proposals of others in the role of collaborator or team member—for example, as a team member in a QIC Departmental Initiative Grant project for which another faculty member will serve as the lead. However, the limitations on proposals per project (see above) and on financial support awarded (see below) will apply.

### *By Financial Support Awarded*

As a general rule, a faculty member may receive financial support from a maximum of two grant awards per Council grant competition.

“Financial support” includes:

- Budget funds provided to cover project expenses.
- A stipend paid to the faculty member.
- Other support, such as a course release or an NCFDD Scholarship.

The following scenarios illustrate the maximum level of financial support per faculty member per grant competition:

- An applicant is awarded a PSC Applied Academic Expertise Grant and a QIC Competitive Instructional Grant.
- An applicant is awarded a URC Competitive Course release and a stipend for serving on a faculty team for a QIC Interdisciplinary Instructional Grant.
- An applicant will receive two stipends, one for participating in a PSC Community-Engaged Teaching Grant (Collaborative) project, and the other for involvement in a URC Provost’s Collaborative Research Grant.

During competitions where the number of meritorious proposals significantly exceeds the available funds, the Councils reserve the right to limit applicants to one grant award each in order to distribute funds as widely as possible.

Note: Eligibility to receive a summer stipend from a Council grant depends upon the faculty member’s overall summer load. Faculty with full summer loads of teaching and/or other DePaul duties for which they are being compensated are not eligible for a summer stipend. Faculty with summer support from external grants may not be eligible for a summer stipend, depending upon their level of external support. The Office of Research Services can advise on this.

### **Revised and Renewal Proposals**

Previously submitted Council proposals may not be resubmitted without revisions. If the original proposal was not funded, the resubmission should include substantive revisions made in response to feedback from the Councils along with a revised project timeline. The revised proposal must also include a section that outlines the reviewers’ comments and describes how they were addressed.

In the case of a renewal proposal, the proposal must cite the funding for the project already provided; report on what was accomplished; and describe what further activities that will be undertaken with the additional support requested.

In preparing a Council proposal, an applicant may use a previous proposal prepared for another purpose—to secure external funding, for example, or to apply for a paid leave—as the starting point, but the proposal that is ultimately submitted should be substantively revised to comply with the instructions in this document and with the description of the grant program in the *Council Grant Program Guide*. Endorsement letters that accompanied the original proposal must also be revised and updated.

# Planning a Council Grant Project

## Project Scope and Duration

In most cases, grants awarded by the Councils last for 18 months. Exceptions to this include the URC Summer Research Grant, which lasts for three months, and the QIC Summer Stipend. (See the *Council Grant Program Guide* for further details.) The project period for grants resulting from fall proposals is from January 1 to June 30 of the following year. The project period for grants resulting from spring proposals is from July 1 to December 31 of the following year. URC Summer Research Grants begin July 1 and end on September 30.

Applicants should propose projects that can be accomplished within these timeframes. A project need not consume the full 18 months available, but it should be doable within that period. If a summer project is part of a larger initiative, the proposal should identify interim goals and outcomes that can be accomplished during the summer months.

## Project Goals, Methods/Activities, and Outcomes

Council proposals should be organized around one or more clear, measurable goals that lead logically to a limited number of well-defined project outcomes. It is usually helpful to begin project planning with a definition of the goals and eventual outcomes since those, in turn, suggest the activities, or methods, needed to accomplish them.

The activities or methods should be mapped out in enough detail to enable the reviewers to fully understand how the project will be carried out. As the activities take shape, organizing them into major steps or stages can be helpful, both for project planning and as a means of organizing the proposal. Once the steps or stages are identified and fleshed out, developing a timeline facilitates further planning while also providing a means of testing whether the goals can be accomplished during the project period.

If the project will be a team effort, it is important to consider the roles and responsibilities of each team member. If the project will include student workers, their responsibilities and contributions to the project should be identified as part of the planning process.

## Project Costs

Determining what the project will cost is another crucial dimension of proposal planning. Proposal costs can include expenses such as student assistants, supplies or equipment, travel, professional services supplied by third parties, and small incentives for research participants. (See below for a detailed list of allowable costs.) As part of the planning process, it is important to obtain accurate estimates of the project costs by doing on-line research; requesting price quotes from contractors, as needed; inquiring about hourly rates for student assistants in your department or college; and other such means. These efforts should be briefly described in the budget narrative to give the reviewers a sense of how the costs in the proposal budget were derived.

As the project costs are identified, the scope of the project may need to be adjusted so that the costs do not exceed the funding available.

### *Funding Levels*

Most of the Council grant programs provide up to \$5,000 for budget costs such as the ones described above. Those grant programs that support team efforts typically provide \$7,500 to \$10,500. Since funding levels vary, it is important to note the maximum amount available for the grant program to which the proposal is directed and keep the budget total at or below that level. (See the *Council Grant Program Guide* for details.) Proposals whose budgets exceed the maximum funding level for their grant program will not be reviewed.

Budget funds are provided to successful applicants by establishing restricted grant accounts. The Office of Research Services initiates these grant accounts, which are then finalized by Restricted Accounting. At that point the account chart fields are provided to the grant recipients through the Notice of Grant Award (NOGA).

### *Funding for Stipends*

Several Council grant programs provide stipends of up to \$3,500 instead of budget funds, or in combination with them. For example, the QIC Summer Stipend grant provides a stipend of \$3,500 to help support summer work on curriculum planning and course design. The URC Summer Research grant combines budget funds of up to \$4,000 with one or two stipends of up to \$3,500. The QIC Interdisciplinary Collaborative Instruction Grant program offers applicants the option of requesting budget funds, stipends, or a combination of the two. (See the *Council Grant Program Guide* for further details.)

Stipends are not included in the grant accounts established by ORS. Instead, they are paid directly to successful applicants via the payroll system, typically during the summer months. All stipend amounts included in the *Council Grant Program Guide* are pre-tax.

### *Allowable Costs*

The following list of allowable costs is intended to provide applicants with a sense of what expenses may appear in the budgets of Council proposals:

- Expendable materials not ordinarily provided by the applicant's department or college.
- Purchases of durable materials and equipment that are essential to the project but not ordinarily provided by the applicant's department or college.
- Rental of durable materials and equipment essential to a project that would be impractical for DePaul to acquire.
- Computer software essential to the project but not provided by DePaul.
- Hourly services of part-time staff, including students.
- Travel costs essential to the implementation of the grant project that do not exceed limits on such costs. (Note: The URC Competitive Research Grant program and the QIC Competitive Instructional Grant program limit travel costs to \$3,500.) Travel costs may include air and ground transportation, temporary lodging, and modest meal costs.
- Conference travel which directly facilitates implementation of the grant project in a specific way. The purpose served by the conference travel must be explained in the budget narrative. See the reference in the bullet point above to limits on travel costs.
- Professional services provided by third parties external to DePaul in cases where a review of internal resources determines that the services are not provided by the University. Note: DePaul employees may not be retained as contractors on Council grant projects.

- Out-of-the-ordinary long-distance, word processing, printing, postage, or other such office costs not covered by the applicant's department or college.
- Expenses associated with the publication of a manuscript under contract which the publisher requires the author to cover (e.g. indexing, illustrations, permissions).
- Page costs associated with the publication of a juried journal article.
- Open Access fees in the case of journals that comply with well-established peer review processes and maintain high publishing standards.
- Expenses associated with the presentation or exhibition of finished artistic work (e.g. the costs of entering a film in film festivals).
- Small incentives paid to research participants.

Note: The above list is not intended to be exhaustive. Other costs essential for the implementation of the Council grant projects are generally allowable if they:

- Are not excluded below.
- Fall within the parameters of the grant program to which the proposal is directed.
- Are consistent with DePaul policies and procedures.

(If in doubt, write to the appropriate Council mailbox for guidance: [URC@depaul.edu](mailto:URC@depaul.edu); [QIC@depaul.edu](mailto:QIC@depaul.edu); or [PSC@depaul.edu](mailto:PSC@depaul.edu)).

When considering proposals, the Councils reserve the right to exclude costs that are deemed not reasonable, prudent, or an appropriate use of Council funds. Any costs that are not adequately justified and documented in the proposal may also be excluded.

#### *Unallowable Costs*

Costs not allowable for inclusion in the budgets of Council grant proposals include the following:

- Stipend payments or overpayments to students and staff. The stipends described in the *Council Grant Program Guide* are intended to facilitate the work of lead or collaborating faculty on Council projects or of those serving on small project teams. Beyond this, stipends or overpayments are not allowable. Students or other part-time employees who work on Council grant projects should be paid on an hourly basis.
- Payments to DePaul employees as contractors on Council grant projects. Contractors must be external, third parties who qualify by IRS standards to be retained as contractors instead of employees.
- Replacement costs to secure release time from teaching responsibilities, with the exception of Global Engagement Grants and the URC Competitive Course Release Grant.
- Costs of food and drink other than modest meal costs incurred while the recipient of a Council grant award is engaged in grant-funded travel. This restriction includes catering costs and, more broadly, any food/drink-related costs for conferences, meetings, or other events, with the exception of the \$1,000 maximum for such costs allowed for URC Research Conference grants.
- Meals purchased by the grant recipient for others while traveling are also not allowable.
- Car rental costs when cheaper means of ground transportation are available.
- Air fare costs other than economy class.



- Travel insurance and costs involved in preparing for foreign travel such as passport applications and inoculations.
- Membership dues.
- Tuition costs.
- Costs of attending conferences or engaging in other professional development that does not directly facilitate implementation of the grant project in some specific way.
- Travel costs to collect research data that could be gathered remotely without affecting data quality.
- Costs previously expended or encumbered. (For example, a proposal seeking reimbursement from the Councils for costs such as travel or indexing that have already been incurred will not be considered.)
- Costs that will be incurred after the end date of a Council grant. (See the subheading “Project Scope and Duration” in the selection above on Planning a Council Grant Project.)
- Costs related to self-publishing. “Self-publishing” is defined as a transaction in which a third party publishes a manuscript in exchange for a payment from the author. In such a transaction, the payment rather than the work’s merit provides the motivation to publish. The following are not considered to involve self-publishing and are therefore allowable: payment of expenses such as indexing or page costs that some academic publishers pass on to authors; or the payment of Open Access fees in the case of journals that comply with well-established peer review processes and maintain high publishing standards.
- Costs of goods and services that are available via the applicant’s department or college, or from other units such as Information Services or the University Libraries.

## Main Components of a Council Proposal

### Required Components for All Proposals

All Council grant proposals are required to contain the following components:

- Abstract
- Narrative
- Budget Narrative
- Budget Form
- Abridged CV(s)

Details regarding each of these components are provided in the “Descriptions and Purposes” section below.

**Note: All components of the grant proposal must be submitted as PDF documents.**

### Required Endorsement Letters

In addition, approximately three-quarters of the Council grant programs require that the applicant include one or more endorsement letters in the proposal. In most cases, the endorsement letter is provided by the head of the applicant’s academic unit, if applicable, or by the applicant’s dean if the school or college

is not divided into academic units. For collaborative projects, an endorsement letter is typically required from the head of each academic unit represented on the project team.

However, letter requirements for some programs depart from this pattern. For example, some endorsement letters required for PSC proposals must come from a community partner or from the Steans Center. URC Faculty Recognition Grant proposals must include two endorsement letters, one external and one internal. For details regarding endorsement letter requirements, see the proposal requirement tables at the end of this document as well as the *Council Grant Program Guide*.

Names and email addresses of the letter writers must be submitted into Blackbaud with your proposal. Once the proposal has been submitted, an email notification is sent to the letter writer with a link to submit their letter. All letters must be submitted within 3 days of the deadline, therefore it is recommended to submit proposals prior to the deadline to give ample time. **Proposals lacking required endorsement letters will not be reviewed.**

All endorsement letters submitted must be specifically written in support of the proposal to which they are attached. Letters written at other times or for other purposes will not be accepted.

## Overview of Required Components by Council and Program

For an overview of required components by Council and grant program, see the proposal requirement tables (Appendix A, Appendix B, and Appendix C) at the end of this document. These tables lay out the grant programs, funding levels, and proposal requirements for each of the three Councils in an easy-to-read format.

## Descriptions and Purposes of Proposal Components

### *Abstract*

The abstract, which typically consists of a paragraph of between 150 and 250 words, should provide a complete overview of the project in language that is accessible to reviewers from other disciplines. The abstract is typically written after the proposal narrative and provides a summary of it.

### *Proposal Revisions* (required when submitting a revision of a previous proposal that was not funded)

If your proposal was not funded in a previous competition and you are submitting a revised version of it, include one or two paragraphs at this point about the feedback from the Councils you received and the changes you have made in preparing your proposal for resubmission. If this is your first submission of this proposal, there is no need to include this section.

### *Reference to Second Proposal* (required when submitting two proposals to the same competition)

If you are submitting two proposals to the same Council grant competition, refer to the other proposal at this point and briefly describe how the other proposed project differs from the one described in this proposal.

### *Narrative*

The narrative is the heart of the proposal. It should be from 4 to 6 pages, with formatting as follows:

- Margins: 1" on all sides
- Spacing: single spaced

- Font style and size: Times New Roman 12 point, or equivalent
- PDF file

The narrative should leave the reviewers with a concrete and complete sense of what the proposed project will involve, why it is necessary, how it will be carried out, what the outcomes will be, and how they will be evaluated. In order to do so, the narrative should address the following:

- **Need for and Significance of the Project**  
The need addressed could range from a local one—for example, the need to revise a dated curriculum in a DePaul degree program—to a gap in the research conducted within the applicant’s discipline. In any case, this section should establish the need for the project in manner that is understandable to and convincing for the reviewers. Along with the need, this section should address the overall importance of the project, whether that is to DePaul, the surrounding community, or the applicant’s discipline or field of creative endeavor.
- **Relationship to the Applicant’s Teaching, Research, or Service Interests**  
This section should also enable the reviewers to grasp the significance of the project, this time in the context of the applicant’s teaching, research, or service.
- **Council Funding for the Project (required when submitting a renewal proposal)**  
Cite the previous or current Council funding for the project. Summarize what was accomplished as well as what further activities will be undertaken with the additional support requested. If the project has not previously been supported by the Councils, a sentence stating that will suffice for this section. (Note: As indicated earlier in the “Limitations on Proposal Submissions and Grant Awards,” a project funded by the Councils is eligible for a limit of one renewal award.)
- **Project Goal(s) and Anticipated Outcomes**  
The goals, which should be measurable, should clearly define the scope and direction of the project, providing a framework for the activities or methods that follow. In the case of a research project, a research question or a hypothesis to be tested may serve as the goal. Outcomes are typically a limited number of tangible or measurable benefits that will derive from the accomplishment of the project goals. They should be described along with the methods used to gauge their effect.
- **Project Activities/Methods**  
In this section, describe how the goals will be accomplished over time, providing enough detail to leave reviewers with a clear, concrete understanding of how the project will be implemented. If collaborators or team members will be involved, identify them and explain what their contributions to the project will be. This same requirement applies to any external partners. Student assistants need not be named, but their responsibilities should be clearly described, leaving the reviewers with a firm sense of why student assistants are needed and how they will contribute. If your project is subject to federal regulations involving human subjects, research animals, or biohazards but you have not yet obtained approval or a waiver from the relevant review board or committee, be sure to include that step as part of your project activities. Include that step, as well, in the work plan/timeline (see below).
- **Work plan/Timeline**  
Use this section to provide an overview of the project implementation in a manner that the reviewers can easily grasp. Timelines, workflow, and/or Gantt charts may be used, with the level

of detail depending on the complexity of the project. When presenting timelines, keep in mind the typical project periods for Council grant awards described in the earlier “Project Scope and Duration” section. If your project is subject to federal regulations involving human subjects, research animals, or biohazards but you have not yet obtained approval or a waiver from the relevant review board or committee, be sure to include that step as part of your project timeline, allowing a realistic interval for it.

- Bibliography

A bibliography (list of references) or works cited list should be appended to the narrative, as needed. The bibliography is not included in the page count.

To ensure that the above information is included in the narrative and to make it readily accessible to the reviewers, the Councils recommend using the bulleted items above as headings in the text, in the order in which they appear above. If a one or more of the above items is not relevant, include the header and a brief note to that effect so that reviewers will know it was not overlooked.

Some variation in sequencing and emphasis may be needed to effectively describe certain projects, or to address special proposal instructions for certain grant programs in the *Council Program Guide*. For example, proposal narratives for the URC NCFDD Faculty Success Scholarship should describe “why the applicant wants to participate in the Faculty Success Program and how they hope to benefit from it.” For this reason, it is important to refer to the *Council Program Guide* carefully when preparing the narrative.

#### *Budget Form*

The budget form should be used to present the project costs, organized by DePaul budget categories. Funds requested from the Councils go in the first open column. Additional columns are available to depict other DePaul support as well as external support for the project, but this is not required. If the grant program makes stipends available to the applicant and collaborators or team members, the stipends requested should be detailed in the budget narrative rather than included on the budget form, which should be reserved for direct project costs.

The Office of Research Services provides budget guidelines for external grant proposals on its website: <https://offices.depaul.edu/research-services/pre-award-services/proposal-development-review-and-approval/Pages/budget-guidelines.aspx>. Applicants should check there for current fringe benefit information for students and part-time staff, as needed.

The budget should be uploaded as a PDF file.

#### *Budget Narrative*

The budget narrative should provide a clear and complete understanding of how the costs included on the budget form were derived and explain the need for them. It should include calculations for the costs of student assistants (hourly rate x hours anticipated) as well as indicating how the hourly rate was derived. Travel costs should be broken out into categories such as airfare, ground transportation, lodging, and meals, with calculations included so that reviewers can easily assess the reasonableness of the costs. Other costs should be similarly broken out and itemized so that reviewers are not left wondering how the budget numbers were derived. However, it is not necessary to include web clippings or other cost documentation such as links to price quotes.

If a grant program makes stipends available for the applicant and (in some cases) for collaborators or team members, the stipend requests should be included in the budget narrative and not on the budget form. The narrative should specifically list who is to receive stipends and in what amounts.

The budget narrative should be uploaded as a PDF file.

#### *Abridged CV(s)*

Each CV is limited to no more than 5 single-spaced pages. The abridged CV should emphasize recent and selected accomplishments, especially those that are relevant to the proposed project. It should have a section on all Council grants awarded, including project title, Council Program title, and time period for the each grant award. Publications, creative work, and synergistic activities related to the proposed project should be highlighted.

The CV should be uploaded as a PDF file.

#### *Endorsement Letter(s)*

The names(s) and email(s) of the endorsement letter writers will be entered into Blackbaud by the faculty during the proposal submission process. Once the proposal is submitted, the letter writers will receive an email notification from Blackbaud that contains a link for them to submit their letter. Required endorsement letters must be submitted no later than 3 days after the deadline for proposal submission. For this reason, applicants should plan ahead, contacting the letter writer(s) well in advance of the proposal deadline and providing an advance draft of the proposal, or at minimum an overview of it, so the letter can be ready on time. Submitting your proposal before the deadline will provide more time for your letter writer to submit their endorsement.

A successful endorsement letter typically does several of the following:

- Documents that the writer is aware and supportive of the proposed project.
- Confirms the need for the project described in the proposal.
- Highlights the ways in which the project will benefit the applicant's academic unit.
- Notes how the project will contribute to the applicant's discipline and/or prior work.
- Describes the careful planning that has gone into the proposed project.
- Describes the support that the project will have within the academic unit.
- In the case of QIC proposals, provides assurance that the new course, curriculum, or other innovation will be implemented.
- In the case of PSC proposals, provides assurance that any community partners have been consulted and are willing participants.

Letters submitted should clearly pertain to the proposed project. Those written for other projects or purposes will not be accepted. Letters should be prepared on electronic letterhead or be PDF scans of paper copies on letterhead.

As noted above, most Council grant programs require one or more endorsement letters, but some do not. For details regarding endorsement letter requirements, see the proposal requirement tables in the Appendices at the end of this document as well as the *Council Grant Program Guide*.

# Proposal Submission

## Navigating to the Council Proposal System: Blackbaud

Council grant proposals are submitted via a new, web-based proposal system, Blackbaud. (For eligible faculty, a link to the system should appear in the Faculty Center menu accessible via the Self Service option following a Campus Connection login.)

To navigate to the Council proposal system:

- Go to the Internal Grants page and click on the 'To apply to a Council grant, click here' link or go to <https://go.depaul.edu/grants>
- There will be a listing of internal grant programs available to faculty and staff with brief information about the programs and their proposal requirements.
- To apply to an internal grant program, you must first sign in with the same user name and password you use to access Campus Connect (your BlueKey credentials). The Sign In button is located in the top, right hand corner.
- You will then have the opportunity to complete a general application. This must be completed before you can apply to an internal grant program.
- Once your general application is complete, grants that you are eligible to apply for will appear.
- To begin your application, click Apply for the specific internal grant program.

If you are unable to sign in the Internal Grants page, send an email to [URC@depaul.edu](mailto:URC@depaul.edu) requesting that you be granted access to the proposal system. In the email include your college and your employee ID.

You may return to your application at any time to finish or update it if needed.

## Instructions for Proposal Fields and Attachments

Note: All documents must be uploaded as PDF files.

For the most part, the grant proposal form is self-explanatory. Following are notes concerning particular fields and attachments:

### *Project Abstract*

Paste the abstract for your project into this field.

### *Total Budget Amount Requested*

Include all budget costs in this field, including any stipends requested. *Note: this is a change from prior years.* Before entering the Amount Requested, double check the description of the grant program to which you are applying in the *Council Grant Program Guide* to ensure that you are not requesting more than the maximum allowed.

### *Total Stipend Budget*

Even though the stipend budget was included in the Total Budget above, the stipend amount should also be separated out from the total. If there are no stipends in your grant proposal, enter "0".

### *IRB/IACUC/IRB Status*

These abbreviations refer to DePaul's three research compliance review committees: the Institutional Review Board (IRB); the Institutional Animal Care & Use Committee (IACUC); and the Institutional Biosafety Committee (IBC). If your proposal involves research that falls within the purview of one of these committees, select an item from the drop-down menu that indicates that status of your request for review and approval. If your project falls outside the purview of these committees, simply select the "Project approval not needed" option for each.

### *Budget Narrative*

Upload your budget narrative into this field if you are requesting budget funds. The dollar amounts in the Budget Narrative should match those entered into the Budget Form (see below) except for any stipends requested, which should not be included on the Budget Form. If stipends are requested, be sure to include the names of those receiving them along with the exact amounts. Any stipend requests must be consistent with the stipends allowed for the grant program, as described in the *Council Grant Program Guide*. Please note that stipend payments are intended to facilitate the work of lead or collaborating faculty on Council projects or of those serving on small project teams. Compensation for part-time staff, including students, must be calculated on an hourly basis and included in the budget form.

### *Budget Form*

Use the Council Request column of the budget form to enter the funds being requested from the Councils, broken out into DePaul budget categories. Use the Other DePaul Support and External Support columns to indicate any other existing or anticipated support for the project. The availability of funds included in the Other DePaul Support column must be confirmed via an endorsement letter from the head of the academic unit committing the funds.

Note: If your proposal does not include a budget (stipends only), enter \$0.

### *Attachments*

The proposal system requires applicants to attach copies of the CV, Narrative, Budget, and Budget Narrative. All attachments must be in PDF format. If there are multiple CVs, they should be attached as separate documents.

### *Proposal Preview Before Submission*

It is recommended to review the proposal before submitting it. If you need to make a change after a proposal has been submitted, you may do so by logging into Blackbaud and "Update" your proposal. This can only be done prior to the deadline. Once the deadline has passed, no updates/changes can be made.

## Proposal Review

### The Proposal Review Process

Once submitted, proposals to the Councils undergo a preliminary review to determine whether they conform to the proposal instructions, guidelines, and criteria included in this document. For example:

- ✓ Is the applicant eligible for Council funding? (See the Eligibility section at the beginning of this document for overall eligibility criteria. The *Council Program Guide* includes eligibility criteria that are specific to certain grant programs.)
- ✓ If the applicant has submitted two proposals, are they substantially different?

- ✓ If the project has been previously funded, is the applicant applying for the one continuation award that is allowed?
- ✓ If the proposal was previously not funded, has the applicant submitted a revision that addresses the feedback provided?
- ✓ Are all of the required proposal components present, including any required endorsement letters?
- ✓ Are the amount requested and any stipend requests consistent with the grant program guidelines?
- ✓ Does the budget narrative line up with the budget form?
- ✓ Are the anticipated project expenses allowable?
- ✓ Is the applicant's CV an abridged version of 5 pages or less?
- ✓ Are the CVs of any collaborating faculty or team members included?

After this preliminary technical review, proposals are sent on to the Councils to be reviewed on their merits. Applying the criteria described below, the Council members rate each proposal on a holistic, 1 to 5 scale. Written comments are required for those proposals that are not highly rated; this facilitates providing revision suggestions to applicants whose proposals are not funded should they wish to reapply in a future cycle.

The ratings are compiled in advance of proposal review meetings, during which the Council members discuss the proposals and then vote on whether to recommend each for funding. The Associate Provost for Research, who conducts the review meetings, then presents these recommendations to the Provost. If there are not sufficient dollars available to fund all of the proposals recommended, those with the higher numerical rankings are selected.

At the end of the process, applicants are notified via email of the status of their proposals. When a proposal has not been funded, the email will include suggestions for revising the proposal if the applicant decides to revise and resubmit it for the next proposal competition.

## Proposal Review Criteria

When rating a grant proposal, Council members are asked to consider the extent to which it meets the following criteria:

### *Overall Impact*

- The project is innovative and has the potential to make an original contribution--to DePaul, to the applicant's discipline, or across disciplines.
- The project, if funded by the Councils, has the potential to develop into an externally funded project. (This is not essential, but rather a "plus" if the case.)

### *Project Goals, Activities, Outcomes, and Metrics for Success*

- The goals are well-stated and feasible for the project period.
- The proposed activities are aligned with the project goals.
- The expected outcomes of the project are explicitly described and the proposal has a clear mechanism to assess success.

### *Team Qualification*



- The individual applicant, and the collaborators or team members, if any, are well qualified to carry out the project.
- The role of each team members has been explicitly described with respect to the proposed activities.
- The proposal documents the support of participating academic units or partners, as required by the grant program. (Note: some Council grant programs do not require endorsement letters.)

#### *Program Relevance and Requirements*

- The proposal is a good fit for the grant program to which it is directed and is in compliance with the program guidelines.
- The proposal is well organized, with all of the required components, and is of professional quality, reflecting significant thought and effort.
- The proposal reflects an effort by the applicant to explain the project to reviewers from other disciplines.
- The proposal includes a reasonable budget (if a budget is required), with costs sufficiently explained, that is consistent with the project and will provide an adequate level of support to carry out the proposed work.

#### *Renewals and Resubmissions*

- In the case of a resubmission of a previously unfunded proposal, the resubmission describes and adequately addresses the Council's previous concerns from prior review.
- In the case of a renewal request, the proposal describes what was accomplished with the previous grant, including specific results/outcomes, as well as what further activities will be undertaken with the additional support.

#### *Council-Specific Considerations*

- If the proposal is submitted to the PSC program, the proposed project demonstrates:
  - ✓ Evidence of reciprocal collaboration between the faculty partner(s) and the community partner(s) during the planning and/or implementation stages, including clearly stated interest by the primary community-partner contact;
  - ✓ Reflective and critically aware community engagement that seeks to build on the communities' assets and capacity to solve problems; and
  - ✓ An orientation towards achieving positive social change or social equity.
- If the proposal is submitted to the QIC program, the proposed project is one that will contribute to pedagogical innovation and excellence at DePaul.
- If the proposal is submitted to the URC program, the proposed project reflects a commitment to innovation and excellence in research.

## REPORTING REQUIREMENT

Faculty who receive a grant award from the Councils are required to report on their project within the month following their grant end date. You will receive an email from Blackbaud with a link to submit your report. All information will be entered directly into Blackbaud. It is recommended that you write your answers to the questions in a Word document and then copy and paste them into the system. Please be sure to save your work frequently.

The report will address some of the following questions. If there is nothing to report for a specific question, just specify “nothing to report”:

- Overall goal and key objectives
  - What was the overall goal or purpose of your project? In short, what was it that you wanted to accomplish with the funding provided?
  - Within this overall goal or purpose, were there any key objectives or research questions that guided the project?
- Activities
  - What activities did you or others involved in the project undertake in working toward the goal and objectives? (In some cases, discussion of the activities can be organized around phases of the project or a project timeline, but this is not required or appropriate for all projects.)
  - As you implemented your project activities, did you encounter any unexpected obstacles, complications, or delays that had a significant effect? If so, what steps did you take to deal with them?
- Participants
  - Did the project involve students and, if so, in what roles?
  - What other faculty, academic units, or individuals and organizations outside DePaul were involved in the project, if any?
- Outcomes
  - Did the project yield specific outcomes such as research results, scholarly books/articles, grant proposal submissions, software, artworks, new curricula, courses, or teaching methods? (There is no need to attach such outcomes to your report or to submit them along with it. Just provide a detailed list of these outcomes. Wherever available, include a link to the respective outcomes so the reader should be able to view them.)
- Impacts
  - What is the impact on the development of the principal discipline(s) of the project?
  - What is the impact on other disciplines and/or on society?
  - What is the impact on technology transfer?

## Appendix A: PSC Proposal Requirements

Grant Program	Abstract	Narrative	Budget Narrative	Budget Form	Abridged CV(s) of lead faculty and collaborators or team members	Endorsement Letter (s)
Applied Academic Expertise Grant (up to \$5,000 in budget; no stipends)	X	X	X	X	X	X
Community-Engaged Teaching Grant (Individual) (up to \$5,000 in budget; no stipends)	X	X	X	X	X	X
Community-Engaged Teaching Grant (Collaborative) (up to \$7,500 in budget; one stipend of \$3,500, or co-applicants may split the stipend)	X	X	X	X	X	X
Community-Engaged Research Grant (up to \$5,000 in budget; no stipends)	X	X	X	X	X	X
Global Engagement Grant (up to \$4,000 in budget; no stipends)	X	X	X	X	X	X

### Notes:

- Applicants should attach **abridged CVs** that are **no more than 5 single-spaced pages in length** and highlight recent and selected accomplishments. For proposals involving collaborators or team members in addition to the lead faculty member, a CV is required for each.
- **Applied Academic Expertise Grant:** Endorsement letter from the community partner required.
- **Community Engaged Teaching Grant (Individual):** Endorsement letter from the Steans Center required.
- **Community Engaged Teaching Grant (Collaborative):** Endorsement letter required from the head of each applicant's academic unit (if applicable) or dean.
- **Community Engaged Research Grant:** Endorsement letter(s) required from any community partners. No letter required if focus is on assessing the impact of community-engaged pedagogy.
- **Global Engagement Grant:** Endorsement letter required from the head of the applicant's academic unit (if applicable) or dean.

**Proposals lacking required endorsement letters will not be reviewed.**

## Appendix B: QIC Proposal Requirements

Grant Program	Abstract	Narrative	Budget Narrative	Budget Form	Abridged CV (s) of lead faculty and collaborators or team members	Endorsement Letter (s)
Competitive Instructional Grant (up to \$5,000 in budget; no stipends; travel may not exceed \$3,500)	X	X	X	X	X	X
Competitive Instructional Grant-Term and PT Faculty (up to \$2,500 in budget; no stipends)	X	X	X	X	X	X
Departmental Initiative Grant (up to \$7,500 in budget and/or up to two stipends of up to \$3,500 each)	X	X	X	X	X	X
Global Engagement Grant (up to \$4,000 in budget; no stipends)	X	X	X	X	X	X
Interdisciplinary Instructional Grant (up to \$10,500 for budget and/or up to three stipends of up to \$3,500 each)	X	X	X	X	X	X
Summer Stipend (no budget; one stipend of \$3,500, or two co-applicants may split the stipend)	X	X	N/A	N/A	X	X

### Notes:

- Applicants should attach **abridged CVs** that are **no more than 5 single-spaced pages in length** and highlight recent and selected accomplishments. For proposals involving collaborators or team members in addition to the lead faculty member, a CV is required for each.
- **Competitive Instructional Grant:** Endorsement letter required from the head of the academic unit that will offer the new course, curriculum, or other innovation resulting from the grant project.
- **Competitive Instructional Grant-Term and PT:** An endorsement letter from the head of the applicant's academic unit must confirm the applicant's eligibility, and speak to the merits of the project (see the program description in the *Council Grant Program Guide* for eligibility requirements)
- **Departmental Initiative Grant:** Endorsement letter required from the head of the academic unit that will carry out the project, or from the dean if the unit head is included in the proposal. Budget and budget narrative are not required if only stipends are requested.
- **Global Engagement Grant:** Endorsement letter required from the head of the applicant's academic unit (if applicable) OR dean.
- **Interdisciplinary Instructional Grant:** Endorsement letter(s) required from the head(s) of the academic units(s) that will offer the enhanced course, curriculum, or instructional innovation to students. Budget and budget narrative not required if only stipends are requested.
- **Summer Stipend:** Endorsement letter required from the head of the academic unit that will offer the new course, curriculum, or other innovation resulting from the summer work.

**Proposals lacking required endorsement letters will not be reviewed.**

## Appendix C: URC Proposal Requirements

Grant Program	Abstract	Narrative	Budget Narrative	Budget Form	Abridged CV(s) of lead faculty and collaborators or team members	Endorsement Letter(s)
Collaborative Research Grant (up to \$5,000 in budget; no stipends)	X	X	X	X	X	
Competitive Course Release (no budget)	X	X	N/A	N/A	X	X
Competitive Research Grant (up to \$5,000 in budget; no stipends)	X	X	X	X	X	
Faculty Recognition Grant (up to \$5,000 in budget; stipend of up to \$3,500)	X	X	X	X	X	X
Global Engagement Grant (up to \$4,000 in budget; no stipends)	X	X	X	X	X	X
NCFDD Faculty Success Scholarship (no budget)	X	X	N/A	N/A	X	
Provost's Collaborative Research Grant (up to \$10,000 in budget + up to four stipends of up to \$3,500 each)	X	X	X	X	X	X
Research Conference Grant (up to \$4,000 in budget; no stipends included)	X	X	X	X	X	
Research Equipment Grant (up to \$3,500 in budget; no stipends included)	X	X	X	X	X	
Summer Research Grant (\$4,000 max + up to two \$3,500 summer stipends)	X	X	X	X	X	

### Notes

- Applicants should attach **abridged CVs** that are **no more than 5 single-spaced pages in length** and highlight recent and selected accomplishments. For proposals involving collaborators or team members in addition to the lead faculty member, a CV is required for each.
- **Competitive Course Release:** Endorsement letters required from the head of the applicant's academic unit (if applicable) AND dean.
- **Faculty Recognition Grant:** One external and one internal endorsement letter required. See the *Council Grant Program Guide* for details.
- **Global Engagement:** Endorsement letter required from the head of the applicant's academic unit (if applicable) OR dean.
- **Provost Collaborative Research Grant:** An endorsement letter required from the head of each of the academic units represented on the research team.

**Proposals lacking required endorsement letters will not be reviewed.**