

Faculty Summer Grant Application Guidance for Summer Competitive and Contractual Grant Proposals

Introduction

Faculty Summer Grants are distributed through the Office of the Provost and provide funding support to high-quality research applications that further Bentley University's mission. All full-time faculty are eligible to apply. Awards are given to support basic, applied, and pedagogical research proposals. Applications are required for both *competitive and contractual* summer grants. Because funding is limited, not all proposals may be awarded.

Applicants for competitive awards can specify a portion of their award be directed towards materials, supplies, or other non-salary expenses. Individual expense accounts will be created for faculty. Total requests for support and expenses may not exceed \$10,000. Unlike awards paid as compensation, expense accounts have no income tax implications to the faculty member. Income tax on grants paid as compensation are subject to individual tax situations and include the following types of taxes: federal, state, social security and Medicare. Please estimate your expense amount carefully. If you designate an amount for expenses, and do not spend that designated amount by August 31, any unused portion will not be returned to you.

Funding criteria

Proposals will be evaluated based on their potential to accelerate and enhance the University's mission across one or more impact areas. Individual faculty will submit their proposal to their chair. Chairs will rank proposals for funding priority for their deans. Deans will make final funding decisions and will consider:

- Significance - possibility to extend or elevate quality standards including:
 - The potential to advance the field of study in which it is proposed and make an original contribution to knowledge.
 - Contribution to research agenda.
- Benefit
 - Contribution to pedagogy and capacity to translate research into classroom experience or broader academy.
 - Interest from industry and potential for applied use.
- Impact
 - The feasibility of the project and the likelihood of outcomes within the proposed timeframe. This would include consideration of the stage of the project (*e.g.*, journal manuscript revisions, data collection, status of book production, external grant proposal applications) and outcomes from prior summer grants.
 - The quality of the proposal with regard to its methodology, scope, and grounding in the relevant literature.

- Potential for visibility and use beyond academia, including the ability to attract external funding.
- Potential to influence stakeholders beyond academia (e.g., influence on policy, societal, or cultural matters)

Please note that in addition to the merits of the research proposal, priority will be given to those who don't have other forms of university support or whose prior grants were in the distant past. In addition, overall teaching and service contributions to Bentley (widely defined) will be considered.

Narrative guidance

Proposals should be no more than 3-5 pages in length. They may be written as a separate document or using the optional template. Proposals should include a general description of the project, work plan, and an indication of the outcomes and benefits to Bentley. In addition, applications for competitive awards which include expenses should provide a simple budget of estimated costs. Expenses should be reasonable and be directly related to the work undertaken during the period of performance. Narratives should respond to the sections below.

Introduction: Provide a brief overview of the project.

Contribution: Describe the significance of the proposed project. Explain how the project will complement, challenge, or expand relevant work.

Methods and work plan: Describe approach and clarify the part or stage of the project that will be supported. Provide a work plan, describing what will be accomplished.

Impact, products, and benefit: Describe the intended audience(s) and benefit of the project. This may include anticipated conference/publication outlets for the proposed work and other dissemination strategies as well as likelihood of use by stakeholders beyond academia. Please see description above for benefit and impact considerations.

Required supplementary materials:

- Include a copy of your CV;
- Complete cover sheet to narrative; and
- Include a copy of your most recent summer grant accomplishment report, if applicable.