
CFA Internal Continuing Faculty Research Grant Application

I. PREFACE to the Grant Application

Tenured and tenure-track faculty, who are in their 3rd year (or beyond) at LMU, are eligible for the 2025-2026 CFA Internal Continuing Faculty Research Grant (CFA Internal Grant). (Faculty apply for this grant during the 2024-2025 academic year and, if granted, funds become available during the 2025-2026 academic year.) CFA Internal Continuing Faculty Research Grants are given in support of original scholarship (e.g. research, writing, creative work). Preference will be given to projects that will prepare the faculty member to pursue ongoing or more complex scholarship and/or to fund work that is a good candidate for future external grant support. You may apply for a stand-alone project that will be completed or a portion of a larger project (such as a chapter in a book).

Funding priority will be given to applications submitted by faculty who have not received a CFA in one of the two previous funding cycles; while a factor in determining final funding decisions, this priority does *not* preclude funding of applications by faculty who have received funding in the previous two cycles who present applications that have been deemed either exceptional or highly promising.

There are two variations of CFA Internal Continuing Faculty Research Grants: Open Funding and Mission-Based Funding. These two variations on a single grant will rotate every other year. For this cycle, faculty will apply for Mission-Based Funding. In alignment with the College's ongoing commitment to diversity, equity, inclusion and antiracism, CFA's internal continuing faculty research grant initiative will place highest priority on work that furthers this commitment in its multiple manifestations. For purposes of this funding priority, projects related to internationalization are considered part of the larger diversity, equity, inclusion and antiracism initiative – both for the College and the University at-large.

Projects should be imagined and articulated in ways that are flexible enough to be completed within current—and evolving—public health guidelines and limitations, including restrictions on travel and access to public groups/communities. Awards under this funding cycle must be utilized during the specified timelines for this cycle and cannot be deferred to a future cycle.

Special Inclusion of Curriculum Development Projects for this Funding Cycle: Curriculum development projects may be proposed by Departments or by faculty members working on departmental initiatives. The curricular development funding opportunity has three possible funding ranges:

- Level 1: projects designed to address a single course revision or design goal (up to \$1,500)
- Level 2: projects designed to address moderate curriculum initiatives (e.g., revising student learning outcomes; revising course descriptions and or multiple courses) (up to \$2,500)
- Level 3: projects designed to address major curriculum initiatives (e.g., designing a new major, minor, or graduate program; developing student learning outcomes for a new/revised major) (up to \$3,500)

These curriculum development proposals must meet the overall priorities of the funding cycle, including Diversity, Equity, Inclusion and Antiracism and must come with clear Departmental support (meaning a departmental initiative) for full implementation of the completed project. For logistical and programmatic reasons, proposals for curriculum development projects are subject to certain parameters:

- Applications must specify a funding request and justify funding at that level;
- Projects that anticipate participation by more than one faculty member must specify how the funds will be allocated for payout
- Curriculum projects are also subject to the requirement for a completed outcome report

Please Note: CFA Internal Continuing Faculty Research Grants (under either variation) must culminate in a project suitable for professional distribution (e.g., scholarly and creative work that is published or made public through print distribution and/or presentation in a public forum; or concrete curricular outcomes that can be publicly shared with colleagues and implemented as part of one's teaching). Evidence of accomplishment must be documented in the required Continuing CFA Research Grants Outcome Report. *Failure to submit an outcome report by the deadline will negatively impact consideration for future funding applications.*

Instructions: Please follow the grant application procedures in this document paying careful attention to key dates. The grant application should be completed using the fillable form provided. As a fillable PDF the faculty member can use AdobeSign to route the form to sign the application and circulate it their Chair for signature. **Deadline for submitting to the Associate Dean: March 14, 2025.**

The completed, signed application must be submitted, as a PDF, to the Associate Dean who will forward the material to the CFA Faculty Affairs Committee. **Applications that are incomplete, late, or do not conform to the printed guidelines and instructions will not be considered. Paper copy applications will not be accepted.**

FOR PROCEDURAL/CONTENT-BASED QUESTIONS please contact: Associate Dean, Michele Hammers
<Michele.Hammers@lmu.edu>

PROCESS AND PATH OF APPLICATION:

- Applicant submits Application and signature page to the Chair
- Chair reviews Application and signs Chair's signature page. Chair returns the signature page back to the Applicant.
- Applicant submits signed and completed application to the Associate Dean via email (Michele.Hammers@lmu.edu).
- The Associate Dean, within a week following the final day to apply, creates a BOX folder containing the submitted PDF files and provides access to the CFA Faculty Affairs Committee (FAC).
- CFA Faculty Affairs Committee reviews the applications and forward recommendations to the Dean
- Dean reviews the applications and the FAC recommendations and makes final decision about awarding the Grant.
- Dean writes letter to each applicant with a copy to the Chair and sends a summary of awards to the CFA Faculty Affairs Committee.

SUMMARY – PATH OF APPLICATION

Applicant → Chair → Applicant → Associate Dean → CFA Faculty Affairs Committee → Dean → Results shared with applicants, chairs, and CFA Faculty Affairs Committee members

Please NOTE: Applicants who are awarded a CFA Grant must complete an Outcome Report and participate in a CFA “Talks on Teaching” or “Talks on Scholarly and Creative Works” event during a subsequent term.

II. PROJECT PROPOSAL APPLICATION

Instructions: In a separate Word.doc, please provide the information requested below. Numbers 1-6 should be no more than a total of 7 pages, double-spaced.

1. APPLICANT INFORMATION: Please include the following:

- a. Name
- b. Academic Rank (Assistant, Associate, or Full-Professor)
- c. Department
- d. Office address (Building & room number)
- e. Email
- f. Preferred phone contact (office or personal cell)

2. PROJECT TITLE:

3. Is this a proposal for a Curriculum Development Project?

Y (skip question 4, complete question 5) or

N (complete question 4, skip question 5)

4. PROJECT DESCRIPTION for a Research or Creative Project:

a. How the project furthers your scholarly/creative agenda and impacts your teaching (250 words/1375 characters);

b. A contextualization of the project within the larger discipline/field (250 words/1375 characters);

c. Methods, protocols, and practices to be used in the project (100 words/550 characters);

- d. A sample bibliography of no more than 7 sources;

 - e. The project's engagement with and contributions to LMU's Mission (250 words/1375 characters);

 - f. The project's clear and substantial contributions to CFA's diversity, equity, inclusion and anti-racism initiatives – including those focused on internationalization (250 words/1375 characters);

 - g. The applicant's qualifications, proficiencies, and/or potential to accomplish the project (100 words/550 characters);

 - h. List of up to 7 of the applicant's recent scholarly or creative achievements.
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5. PROJECT DESCRIPTION for a Curriculum Development Project:
- a. A general overview of the project (350 words/1925 characters);

- b. The scope of the project and requested funding level (100 words/550 characters);

 - c. Concrete deliverables to be achieved (250 words/1375 characters);

 - d. Contextualization of the project within larger curricular initiatives (100 words/550 characters);

 - e. Connections to LMU's Mission (200 words/1100 characters);

 - f. Contributions to CFA's diversity, equity, inclusion and anti-racism initiatives – including those focused on internationalization (200 words/1100 characters);
6. **TIMELINE OF PROJECT:** Include a proposed timeline of completion. Discuss the current state of the project, include any other grants applied for, previous funding, and work already completed that is related to the current proposed project, if applicable (300 words/1650 characters);

****Note:** Applications for other grants will not limit the possibility of receiving funding for this proposal. This information is requested in order for the College to catalogue faculty grant application activity**

7. **OUTCOMES:** Describe the projected outcomes of this project. Include any anticipated publications, conference presentations, performances, exhibitions, etc. (200 words/1100 characters);

8. BUDGET: Provide an itemized, line-item budget for the proposed project (e.g, materials, paints, canvas, brushes, travel, airfare, hotel, taxis, explanation of *per diem* rates if any, etc.). Please keep the following expectations in mind when preparing a budget: a) the College does not directly compensate faculty for research time; all requests for funds should be linked to clear, material objectives (e.g., obtaining materials, paying for transcription or other supportive professional services); b) travel must comply with the expectation that it is critical to the proposed project, but not otherwise fundable under CFA's Travel funding policy. *For travel, or other budgetary items that are potentially subject to public health restrictions, an alternate budgetary item/request should be included in order to support funding that portion of the overall budget;* and c) proposals to use funds to compensate other individuals for services performed will have reasonable restrictions placed upon the timing and nature of payments to be made and may require additional budgetary oversight. Generally, payments to other individuals are made at the completion of services and not in advance – contractors and vendors should be made aware of this practice in advance.

*Note: CFA INTERNAL GRANTS do not fund students as research assistants. For further information, contact the Office of the Dean**

DISBURSEMENT OPTIONS

Name of Faculty Member:

Department:

Title of Project:

There are 3 options. Please choose one of these options and the appropriate semester.

Option 1: Course Remission (select one)

FALL 2025

SPRING 2026

Applies to one course during the selected semester with the prior approval of the Chair. Chair's initial signifies approval. Please note: A course remission only indicates that with appropriate department chair approval, will not teach one course in their formal assignment, in one academic semester. The replacement cost of hiring a Part-Time Faculty/Lecturer to cover the course is the compensation in this option. There is no additional financial compensation to the faculty member choosing this option. This is the only mechanism for a faculty member to receive paid time off for research. Please note, the course remission option is not available for a curriculum development project proposal.

Option 2: Payout Option (select one)

SUMMER 2025

FALL 2025

SPRING 2026

This is paid through payroll as one check and it is subject to all payroll tax withholdings as required by law. According to IRS regulations, a grant is considered taxable income, and will be reported as such for the year it is received. With the Payout Option, all purchases made remain the property of the individual professor and neither an accounting nor receipts are required to be submitted to the University. While the payout option does not require a formal accounting or receipts, it is intended that these funds will be used to cover project-related expenses (e.g., cost of materials, project related travel costs). Funds disbursed through the payout option will be disbursed in two separate payments. A first payment of 60% of the awarded amount will be made on or about the disbursement date listed in the time-table provided below. The remaining 40% of the awarded amount will be paid upon successful completion of the Research Grant Outcome Report. Failure to complete the required Outcome Report in a timely manner may negatively impact payment of the final award amount. *All Outcome Reports must be submitted and approved no later than May 1, 2025, in order to comply with budgetary cycles and end-of-year closing processes.*

Option 3: Research-Related Expense Funding

SUMMER 2025 (beginning June 15th)

FALL 2025

SPRING 2026 (ending May 15th)

1. Be cognizant that expense receipts must be submitted for reimbursement via an expense report in Workday to utilize these funds. Additionally, travel must be requested via the travel request form and through Workday for approval. There are no cash advances related to research grant expenditures. A full accounting of all valid expenses is required. This accounting requires original valid receipts. Purchases/expenses documented by receipts are treated as University expenses and the grant is not considered income to the individual professor as long as all receipts are deemed appropriate and adhere to strict LMU guidelines. If this option is chosen for the summer or fall semester, a full accounting of all valid expenses must be submitted no later than December 15th of the fiscal year (2025). If this option is chosen for the spring semester, a full accounting of all valid expenses must be submitted no later than April 15th of the fiscal year (2026). (If either of these dates fall on the weekend, the due date is the following Monday).
2. Payments to be made to others for services rendered must comply with LMU payroll requirements and may have tax implications for recipients.
3. An itemized list of expected expenses is required in the application. This disbursement option does not compensate faculty for research time and does not allow for faculty to otherwise monetize their time. Hence the itemized list must only include actual costs (e.g. services, copying, traveling, compensation for participant-researchers, supplies, etc.)
4. Failure to submit the original receipts for expenses by the deadline will result in the grant becoming taxable income and you will be given a 1099 form.
5. All equipment purchases made using the expense fund become the property of LMU (i.e., equipment purchases such as laptops, cameras, etc.) and must be turned into the CFA Associate Dean no later than May 15, 2026. (If that date falls on the weekend, the due date is the following Monday).

I certify all work will be completed by May 15, 2026.

Applicant's Signature

Date

III. GRANT CONDITIONS:

Please provide an original set of signatures or use Adobe Sign to provide verified electronic signatures.

Your application cannot be considered unless all items are initialed and an original signature given.

Initial or X	Grant Conditions
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_____ I understand that Awards under this funding cycle must be utilized during the specified timelines for this cycle and cannot be deferred to a future cycle.

_____ I understand that I may accept only one CFA Continuing Faculty Research Grant for this project at this time.

_____ I understand that the funding of a CFA Continuing Faculty Research Grant requires that I sign and return a valid contract for full-time teaching at LMU for the academic year when the grant is being awarded and funded.

_____ If my project uses human subjects, I agree to submit an IRB protocol to the Human Subjects Review Board (HSRB), which requires approval on or before the start date of my project. (If you believe that your project is exempt from Human Subjects Use, you must still complete the Application for Exemption.)

_____ If my project uses animal subjects, I agree to submit a protocol for the Institutional Animal Care and Use Committee (IACUC), which requires approval on or before the start date of my project.

_____ I understand that funding of a CFA Continuing Faculty Research Grant requires that I submit to the Dean a CFA Continuing Faculty Research Grant Outcome Report on or before the date specified in the time-table below. For funds being distributed by the direct pay-out method, failure to complete an Outcome Report in a timely manner will result in the forfeiture of the second distribution payment.

_____ Failure to submit an outcome report of my scholarship may affect my Faculty Service Report (FSR) and future college grant eligibility.

_____ Should I receive grant funding, I agree to participate in the CFA Talks Teaching, Scholarship & Creative Work Series at a future date.

I have read and agree to all of the above CFA Internal Continuing Faculty Research Grant Conditions.

Applicant's Signature

Date

I hereby acknowledge the above-noted application and grant conditions form, and if said faculty chooses the "course remission" option that arrangements will be made to seek a replacement(s) to fill his/her course(s), and that I will notify the Dean's Office as soon as a replacement is identified.

Chair's Signature

Date

**CFA INTERNAL CONTINUING FACULTY RESEARCH GRANT
TIME TABLE FOR 2025 -2026 Cycle (Dates Subject to Review and Revision)**

Steps		CFA Continuing Faculty Research Grant
1	Application due to the Associate Dean (PDF)	03/14/25
3	Faculty Affairs Committee recommendations to the Dean	04/15/25
4	Grant recipients notified	05/09/25
5	Grant recipient's written confirmation of acceptance is due to the Dean	05/16/25
6	Dean's Office notifies the Budget Office	05/30/25
7	Grant disbursement option is funded (Payout) (estimated dates for first payout disbursement)	06/30/25 09/15/25 01/15/26
8	Chair will identify part-time faculty replacement (if course remission) and notify the Dean's Office.	06/20/25(Fall) 09/19/25 (Spring)
9	Full accounting of valid research-related expenses due to Budget Office (expense reimbursement option only)	12/15/25 (Summer/Fall) 04/15/26 (Spring) Note: All materials must be returned to the Dean's Office by May 15, 2026
10	Final research outcome report and cover sheet, signed by applicant & Chair due to the Associate Dean	10/10/25 (Summer 2025) 02/13/26 (Fall 2025) 05/01/26 (Spring 2025)