



Loyola Marymount University
Bellarmine College
of Liberal Arts

BCLA FACULTY RESEARCH AND WRITING GRANT

2023 BCLA FACULTY RESEARCH AND WRITING GRANT (\$7,500) APPLICATION

The Bellarmine College of Liberal Arts invites proposals for the 2023 BCLA Faculty Research and Writing Grants. These grants are given in support of original research or creative work. Awards are made in the amount of \$7,500 each.

The deadline for applications is 5:00 p.m. PT (US) on Friday, January 20, 2023 Faculty will be notified by Friday, March 10, 2023.

Eligibility and Conditions

- All BCLA tenure-line and tenured faculty who have not received either the BCLA Faculty Research and Writing Grant or the BCLA Faculty Research Expense Account in the last two years are eligible to apply.
- Priority will be given to applicants who have not received a BCLA Faculty Research and Writing Grant in the past.
- Faculty are only eligible to apply for either the Faculty Research and Writing Grant or the Faculty Research Expense Accounts in the same academic year.
- A faculty member may defer the grant to the following year, but only under urgent and unexpected circumstances.
- Applications that are incomplete, late, or do not conform to the stated guidelines and instructions will not be accepted or considered by the BCLA Faculty Development Committee.

Disbursement of Funds

BCLA Faculty Research and Writing Grants are disbursed through payroll checks and are considered taxable income. Partial payment (70%) is funded through regular payroll checks in May, and the remaining portion (30%) is paid once the faculty member has presented his/her research to the College in the BCLA Faculty Research Symposium to occur in November 2023. Payment of the final 30% of funds will be disbursed through regular payroll checks by December.

Application Instructions

Please follow the grant application procedures described in this document, paying careful attention to key dates. Please note that applications should be submitted electronically as a single PDF file to BCLAGrantsAwards (bclagrantsawards@lmu.edu).

Review Process

Applications are reviewed by the BCLA Faculty Development Committee, composed of faculty in the Humanities (2), Interdisciplinary (1), and the Social Sciences (2). The Committee members evaluate applications based on the clarity of expression, attention to detail, and adherence to the application guidelines (see page 5 for guidelines).



Loyola Marymount University
Bellarmine College
of Liberal Arts

BCLA FACULTY RESEARCH AND WRITING GRANT

APPLICATION CHECKLIST:

Applicant:

- BCLA Faculty Research and Writing Grant Application (I, II)
- Previous Funding Information (III)
- Project Narrative (IV) – (THREE PAGES, SINGLE-SPACED)
- Statement Regarding Previously Funded Work (V) – (ONE PARAGRAPH)
- BCLA Faculty Research and Writing Grant Condition Form (SIGNED)
- Curriculum vitae

Please submit the application electronically as a single PDF file to BCLAGrantsAwards
(bclagrantsawards@lmu.edu)

If you have any questions about these application procedures, contact Sheryle Bush in the BCLA Dean's Office at 338-3766 or sheryle.bush@lmu.edu.



Loyola Marymount University
Bellarmine College
of Liberal Arts

BCLA FACULTY RESEARCH AND WRITING GRANT

2023 BCLA FACULTY RESEARCH AND WRITING GRANT (\$7,500) APPLICATION

FOR CONTINUING TENURED AND TENURE-LINE FACULTY

All entries on this cover sheet MUST be typed.

I. APPLICANT INFORMATION

Name: _____

Academic Rank: (check one) Assistant Professor Associate Professor Professor

Department: _____

Campus Building: _____ Suite/Room: _____

Email: _____ Campus Phone: _____

II. ACADEMIC VITAE INFORMATION

Highest Degree: _____ Year: _____

Institution: _____

A. List relevant projects during the past 5 years. This may include postdoctoral study and appointments:

B. List up to 5 of your recent publications or creative works and indicate which, if any, are pertinent to the proposed project:



BCLA FACULTY RESEARCH AND WRITING GRANT

III. APPLICANT INFORMATION

If you have received internal or external funding for any projects in the past 5 years, please state the funding source, project title(s) and year(s) funded. Indicate whether any of these prior projects are related to the proposed project. Provide complete citations of any resulting publications or presentations.

No Previous Funding

Project Years: _____ Related to Project? Yes No

Funding Source: _____

Project Title: _____

Publication/Presentation/Creative Work: _____

Project Years: _____ Related to Project? Yes No

Funding Source: _____

Project Title: _____

Publication/Presentation/Creative Work: _____

Project Years: _____ Related to Project? Yes No

Funding Source: _____

Project Title: _____

Publication/Presentation/Creative Work: _____

Project Years: _____ Related to Project? Yes No

Funding Source: _____

Project Title: _____

Publication/Presentation/Creative Work: _____



BCLA FACULTY RESEARCH AND WRITING GRANT

IV. PROJECT NARRATIVE

Provide a title and a project description with the five headings listed below, addressing all items in specific order. The narrative should speak to an educated lay audience.

- Use 11 point font or higher with 1-inch margins on 8½ x 11 inch paper. Please number your pages.
- Project narrative must not exceed 3 single-spaced pages.
- An additional bibliography page listing references/citations pertinent to the project may be added as a fourth page.
- No other attachments or supplementary materials of any kind may be included.

PROJECT NARRATIVE: Project narratives should address the following (no bulleted lists, please). Please use subheadings so it is clear which items you are addressing.

1. **Description of overarching research project.** Describe your overarching research project (not necessarily limited to the portion of work you will undertake during the grant period) and the bodies of knowledge and/or theoretical frameworks that inform your work.
2. **Research questions.** Describe the central questions you address and/or seek to answer through your research.
3. **Research methods or interpretive approach** (whichever is more applicable to your discipline). Describe the methods or interpretive approach you will use to address your research questions.
4. **Work to be completed during grant period.** Describe the portion of the overarching research project you will work on during the grant period. Please describe in concrete terms how this work will be completed (e.g., consulting records at an archive, analyzing transcripts, or drafting and revising a manuscript), including the process or procedures you will use.
5. **Significance.** Describe the anticipated contribution of the project to existing bodies of knowledge.

V. STATEMENT REGARDING RELATIONSHIP TO PREVIOUSLY FUNDED WORK

To be completed only if you have previously received funding for the research project described in this application. Please limit to one paragraph. This should be a separate page attached to the application.

Statement Regarding Relationship to Previously Funding Work: If you have received funding for any portion of your overarching research project, please provide a short statement describing the relationship between work previously funded and the work to be completed during the proposed grant period.



BCLA FACULTY RESEARCH AND WRITING GRANT

BCLA FACULTY RESEARCH AND WRITING GRANT CONDITIONS

Please carefully read the following items. Please initial and sign to signify your consent of the following items.

Initial	Grant Conditions
---------	------------------

_____	I understand that the funding of a 2023 BCLA Faculty and Writing Grant requires that I sign and return a valid contract for full-time teaching at LMU for the 2023-2024 academic year.
-------	---

_____	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 the funding of a 2023 BCLA Faculty Research and Writing Grant requires the final disbursement of funds (30%) to be paid once I have presented my research at the BCLA Faculty Research Symposium in November 2023.
-------	---

I have read and agreed to all of the above BCLA Faculty Research and Writing Grant Conditions.

Applicant's signature

Date