



Loyola Marymount University
Bellarmine College
of Liberal Arts

BCLA FACULTY RESEARCH EXPENSE ACCOUNT

2023 BCLA FACULTY RESEARCH EXPENSE ACCOUNT (\$2,500) APPLICATION

The Bellarmine College of Liberal Arts invites proposals for the 2023 BCLA Faculty Research Expense Accounts. These expense accounts are given to support faculty research-related expenses. Awards are made in the amount of **\$2,500**.

The deadline will be 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 Expense Account in the past.
- Faculty are only eligible to apply for either the Faculty Research and Writing Grant or a Faculty Research Expense Account in the same academic year.
- A faculty member may defer the award 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.
- Qualifying expenses may include travel for the purposes of conducting research (such as transportation, lodging, and meals), books, journal subscriptions, membership fees in professional organizations, software for research, and travel to conferences after the applicant has exhausted the currently allotted \$1500 obtained through one's academic department. Purchases may also include needed computer equipment beyond the standard LMU faculty computer setup, subject to LMU regulations.
- Non-qualifying expense include personal travel, travel insurance, direct payments of any kind to the faculty member (e.g., stipends), and course materials.
- If a faculty member is unsure about whether an expense qualifies for reimbursement through the Faculty Research Expense Accounts, they should consult Associate Dean Eliza Rodriguez y Gibson before incurring the expense. Otherwise, the faculty member may be required to reimburse LMU for the expense.

Disbursement of Funds

Funding is deposited in full in the research account when awarded and available for the faculty member's use, with reimbursement of up to \$2500 maximum per year. Funds do NOT roll over from one year to the next. To access the faculty research account, the faculty member will be issued an LMU credit card, known as a Travel ad Expense card, and the applicant must record all expenses using the "Workday" system at LMU. All accounts must be reconciled/ closed out on May 1 each year that the grant is awarded. **Grant start date:** Immediately upon written acceptance of the grant.

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).



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APPLICATION CHECKLIST:

Applicant:

BCLA Faculty Research Expense Account 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 Expense Account 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 8-3766 or sheryle.bush@lmu.edu.



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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:



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III. PREVIOUS FUNDING 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: _____



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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. **Budget table and rationale.** Provide a budget table that gives rough estimates for projected expenditures by category (e.g., travel, supplies, etc.). The rationale should explain how the funds will assist you in carrying out your research.
6. **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.



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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	Award Conditions
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_____	I understand that the funding of a 2023 BCLA Faculty Research Expense Account requires that I sign and return a valid contract for full-time teaching at LMU for the 2023-2024 academic year.
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_____	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. <i>(If you believe that your project is exempt from Human Subjects Use, you must still complete the Application for Exemption.)</i>
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_____	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.
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_____	I have read and agree to the award conditions regarding qualifying and non-qualifying expenses and realize that if I am in breach of these conditions I may be required to reimburse LMU for expenses.
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I have read and agreed to all of the above BCLA Faculty Research and Writing Grant Conditions.

Applicant's signature

Date