

Faculty Summer Research Grant

SUMMER 2023

Jarvis College of Computing and Digital Media

PURPOSE:

The Jarvis College of Computing and Digital Media will award summer stipends to full-time tenured or tenure-track faculty to recognize and support research projects and creative activities that have the potential of making an original scholarly or artistic contribution in their field. The 2023 summer research stipend consists of a summer payment of \$7,000 for full-time tenured or tenure-track faculty.

Faculty are encouraged to submit simultaneous proposals to the University Research Council to support additional expenses, including for instance equipment, travel or research assistants (e.g. URAP).

The goal of the program is to enhance the research environment and creative activities at CDM and to help faculty be more competitive when applying for external grants. The program is designed to support ongoing research and creative activities as well as to provide support for faculty who want to develop new projects. Proposals to develop courses or instructional materials will not be funded under this program.

ELIGIBILITY AND PROCEDURES

The faculty summer research stipend program is open to all CDM full-time tenure-line faculty (tenured or tenure-track). Eligible faculty must submit an application for the Summer Research stipend by 5pm on Monday April 10th, 2023. Support is intended to cover the 2023 summer quarter from mid-June to late-August 2023.

A standing subcommittee of the CDM Research Environment and Scholarship Committee including members of each of the three schools is responsible for reviewing the applications and recommending the awards to the Dean. A faculty member who applied for a summer research stipend for the current year will not be eligible to serve as a reviewer. Each proposal will be reviewed by at least two faculty members who belong to the same school as the faculty applicant. The subcommittee submits the recommendations for the awards for approval by the Dean by May 1st, 2023. The Office of the Dean will send award notifications to faculty by May 10th, 2023.

Projects will be evaluated according to the following criteria:

1. The project description is clear and coherent, and is written in a way that can be understood by a general audience.
2. The proposal clearly describes the project's original research or artistic contribution and the potential impact on the faculty's area of interest.
3. The proposal describes clear and appropriate outcomes that are expected, as well as a reasonable timeline.
4. The proposal explains how the stipend can lead to one or more publications and/or external funding.

5. The proposal connects the project to the faculty member's previous work, explaining how it is related and/or how it contributes to a new area of the faculty member's research or creative work.

In the event that more funds are requested than available, priority will be given in the following order:

1. Pre-tenured faculty.
2. Faculty member who have not been awarded a Faculty Summer Research Stipend in the past.
3. Intention to apply for external funding.
4. Faculty who provide evidence that past internal funding has led to external grant proposal submissions.

CONDITIONS

- Priority consideration will be given to faculty who did not receive a CDM Summer Research Stipend in the previous year. If there are unassigned stipends, applications from faculty who were awarded the stipend in the previous year will be considered.
- Faculty will maintain a continuing full-time commitment to DePaul University for at least one subsequent academic year following the receipt of the stipend. Note: A research leave is typically considered part of such a full-time commitment.
- Summer salary or research expenses that are covered by grants or payments from other sources (internal or external) cannot be funded by a CDM Summer Stipend. However, two or more grants can be held at the same time provided they do not cover the same research work.
- In no case can a stipend from this program, combined with other grants or salary, result in more than two salary units. A stipend from this program constitutes a fraction of a salary unit proportional to the faculty applicant's monthly salary. [For example, if the award is for \$7000, and a faculty has a 10-month salary of \$100,000, resulting in a 1-month summer salary of \$10,000, then this award would constitute 0.7 salary unit ($\$7000/\$10000 = 0.7$)]. Note that teaching summer courses constitutes as one salary unit. In the event that an applicant receives an award that increases the applicant's summer salary units to more than two, the applicant may be offered an alternative award subject to the Dean's approval. Applicants are encouraged to consult the Dean's Office if they are receiving other summer grants or salary.
- Summer stipends may not be used to support a faculty member's dissertation research or writing, or consulting.

GUIDELINES FOR PROPOSAL

- The project description must be written in such a way that colleagues from another discipline can understand it. This is particularly important for specialized and/or technical projects.
- This program will not fund proposals to develop courses or instructional materials. Faculty interested in developing such a proposal should apply to the University's Quality of Instruction Council mechanism.
- If applicant has multiple funding sources for the same period, applicants must clearly differentiate how this summer research stipend is different from the other active sources for research funding. Applicants are encouraged to consult the Dean's Office if they are uncertain of the overlap significance.

PROJECT DESCRIPTION

The project description must not exceed three single-spaced pages or six double-spaced pages (excluding references). Proposals with project descriptions in excess of the page limit will not be reviewed. Address each of the following points in your project description. Failure to develop each of these points will put your proposal at a disadvantage when it is compared with other proposals. The description must be written in non-technical terms that are understandable to a colleague from another discipline. The narrative should also present a compelling argument in favor of the project that includes a clear description of the project's goals and objectives, and the significance of the project.

- Explain and state the importance of the project (why it needs to be undertaken and/or its connection with related efforts in your field).
- Describe the methods and approaches that will be used.
- Describe the outcomes of this research or creative project (specific publications, presentations, internal and external grant proposals) that are expected during the summer and over the course of the year.
- Provide a timeline that outlines the tasks associated with the project for the summer and beyond for specific products that will be completed based on this work.
- Discuss how this project relates to your previous work or how it contributes to a new area of your professional development. If applicable, include up to five relevant products (publications, patents, creative activities, etc) that support your previous work and are related to the project.

PROJECT SUMMARY

Give a brief (one-paragraph) summary of the project and its objectives in non-technical terms understandable to a colleague from another discipline. Include the main area(s) of research and creative activities at the top of the summary. This summary will be used in announcing your project, if funded.

REPORTS ON PROGRESS AND COMPLETION OF PROJECT

A final report must be submitted to the Associate Dean in charge of this program by December 1st of the year of the award. This report (1 -2 pages) should delineate the activities conducted during the summer the stipend was awarded and describe the achievement of the project outcomes as outlined in the proposal, such as submissions for external funding. Failure to submit a report that addresses these points will result in the faculty member being ineligible for future funding under the CDM Faculty Summer Research Stipend program.

Faculty receiving awards through this program are encouraged to participate in the CDM Research Colloquium or other CDM events to present their work.