

Duquesne University Faculty Development Fund

Proposal Guidelines and Application Forms (Revised: 10/21/25)

1. General

The Duquesne University Faculty Development Fund (FDF) is administered as a competitive grants program. FDF awards are designed to help faculty begin their scholarly work or initiate work in a new direction.

Preference will be given to junior faculty and to multidisciplinary projects. Ideally, FDF grants will help advance a project to a point where the faculty member can apply successfully for external support to continue the work. Submissions are limited to one proposal per principal investigator (or co-principal investigator) per competition. Funding of eligible projects of up to **\$20,000** may be requested. Budgets may be readjusted at the discretion of the review committee, if deemed necessary.

2. Eligibility

Full-time faculty may submit proposals, regardless of the number of previous FDF grants that they were awarded, with the following restrictions applying:

1. An individual may not receive more than one grant in any two-year period and may not hold two FDF grants concurrently.
2. In order for an individual to receive subsequent FDF grants, the proposals must represent a significantly new project, and the reporting requirement for the prior award must have been met (see Reporting Requirements below).

Although the focus of the program is on individual faculty development, two or more eligible faculty may submit a collaborative proposal, with the following restrictions applying:

1. One participant must be designated as the project director, and that person **may not** reapply to this grant program for a two-year period after an award is made.
2. Other members of a group award **may** reapply within the two-year period, but priority will be given to faculty who have not received a previous award, either singly or as a member of a collaborative group.
3. A subsequent award will not be made to any member of a group award for work in any way related to the original project, even though a different faculty member is designated as the project director.

3. Fundable Activities

Funded budgets will align with the justified needs of the project. The following are some examples of items for which funds may be requested:

1. Stipend. Faculty on both academic (9-month) and calendar (12-month) contracts may request up to \$3,000 (total) as a stipend. This stipend is not tied to salary effort or supplemental summer salary and will have part-time fringe benefits (no retirement) calculated on it.
2. Special equipment required for the project and otherwise unavailable. As with other funded work, title to the equipment will remain with the University. Note that equipment requested must be intrinsic to the research project itself. Because equipment lasts beyond the life of any particular project, the FDF review panel usually approves funding for only a part of the cost of any equipment. Equipment for class use falls outside the scope of this fund.

3. Travel intrinsic to the research. Examples of approved travel are visits to research collections or to libraries to examine documents or visits to work in a laboratory or to collect data. You may include letters of invitation to use a collection, visit a laboratory, etc., to assure reviewers that the planned trip is feasible.
4. Computer literature searches.
5. Specialized computer software.
6. Wages for research or clerical assistants. Only currently enrolled Duquesne students may be hired and wages must be reasonable (i.e., comparable to what a student would be paid by the University for comparable work).
7. Consumable supplies not otherwise available.
8. Tuition or fees for a special course.

Following are examples of items for which funds may **not** be requested:

1. Travel for purposes other than research. This exclusion extends to travel to conferences or professional meetings of any kind.
2. Travel within or near the Pittsburgh area.
3. Wages, salary, or stipends for personnel other than the project director or currently enrolled Duquesne students (e.g., consultants, computer programmers); **however**, this item may be waived if the expertise can be shown to be unavailable at the University.
4. Costs associated with the thesis or dissertation research of a faculty member.

4. Proposal Format

A complete proposal consists of the following sections, in the order listed below. **The proposal (excluding Cover Sheet, Budget and Budget Narrative, and Curriculum Vitae) may be single or double-spaced and shall not exceed eight (8) pages; font size must be at least 10 point. All figures and tables, as well as references, must be included in the eight-page proposal.** Copies of surveys, tests, evaluation forms, or similar items, may be included as Appendix material, but are limited to five pages.

1. Cover sheet (included in this application packet below) containing a 100-200 word abstract of the project and the signature of the principal investigator's Department Chair/Director.
2. Project description (**not to exceed 8 pages**). The content of this section will vary, depending on the nature of the project and the academic field of the applicant. Typically, the description will include a discussion of the nature of the problem to be investigated and its significance; results of preliminary investigations, if any; goals and objectives; methodology, project design, or activities; and literature cited or bibliography. **Also, include plans for continuation of the grant activity.** This must be part of the project description.
3. Budget form. The maximum award is \$20,000. Do **not** submit a budget exceeding that amount. Budgets may be readjusted at the discretion of the review committee, if deemed necessary.
4. Budget narrative. **2 pages maximum.** A description of your budget needs. State how the funds will be used. Note that all persons hired must be currently enrolled Duquesne students.
5. Curriculum Vitae. **2 pages maximum.** The vita must address the following: professional resume; recent grants pending and received, both internal and external (if none, indicate this); list of representative publications in refereed journals, books, monographs, etc.; and a list of representative presentations at scholarly meetings.

Proposals that are late, incomplete or in a different format will not be reviewed. For additional information or assistance in completing a proposal, please contact Sponsored Research at phillips@duq.edu.

5. Budget Considerations

The grant period is for two years beginning May 1 of the current fiscal year. Funds must be used within the approved time. After the two-year period, no-cost extensions will be considered on a case-by-case basis. As with all grants, funds must be spent in accordance with University policies and procedures.

Coach airfare, bus fare, rail fare, and mileage are allowed in full for travel intrinsic to the research project itself, unless the travel takes place in the Pittsburgh area. If the mileage charge would exceed the cost of airfare, then the lesser amount will be allowed. When possible, advance purchase discounts on airfare should be utilized. A per diem is provided for overnight travel to compensate partially for increased away-from-home living expenses. Use of a University corporate card or other personal credit card is highly recommended. **Please review the Accounts Payable page on the University Controller's website for information concerning travel expenses.**

For stipend and student salary-related questions, contact David Carr at carrd8@duq.edu or x1537. All grant funds must be expended in accordance with the budget approved at the time a grant award is made. Budget revisions will be approved only under extraordinary circumstances.

6. Approvals

If your proposed research involves the use of human subjects or laboratory animals, no award will be made until the research has been reviewed and approved by the Institutional Review Board or the Institutional Animal Care and Use Committee. Likewise, projects involving the use of radioisotopes must be approved by the Radiation Safety Committee and research involving recombinant DNA must be approved by the Institutional Biosafety Committee before an award is made. Contact persons for these committees are:

Institutional Review Board for Human Subjects:

Dr. David Delmonico, 308 Administration Bldg. (Ext. 1886) delmonico@duq.edu

Institutional Animal Care and Use Committee:

Dr. Sarah Woodley, Dept. of Biological Sciences, 225A Mellon Hall (Ext. 6320)
woodleys@duq.edu

Radiation Safety Committee:

Ms. Paula Sweitzer, Room B-8 Mellon Hall (Ext. 4763) sweitzerp@duq.edu

Institutional Biosafety Committee:

Dr. Lauren O'Donnell, 441 Mellon Hall, (Ext. 5133) odonnell6@duq.edu

7. Submission Process

Please submit on or before the deadline, the complete proposal in one file, if possible, with the signature of the principal investigator's department chair/director on the cover sheet, via e-mail to phillips@duq.edu.

8. Review Process

All proposals from eligible applicants, submitted before the deadline and in accordance with the application guidelines, will be evaluated by a review panel composed of faculty members who have been awarded Faculty Development Fund grants in the past and/or who have received external funding for their own research and/or relevant scholarship.

9. Reporting Requirements

A final report to the Vice Provost for Research & Innovation via phillips@duq.edu is required for every project supported by the Faculty Development Fund. Reporting shall include success and setbacks regarding knowledge products and future directions. If your project is funded, the reporting requirements, including due date, will be explained in the award letter. Failure to file a final report by the due date will result in a reversion of any remaining funds to the Office of Research & Innovation.

No subsequent awards will be made to an awardee who fails to meet the reporting requirement.

APPLICATION COVER SHEET

RANK: _____ **DEPARTMENT:** _____

UNIVERSITY TELEPHONE: _____

DATE SUBMITTED: _____ **AMOUNT REQUESTED:** _____

BRIEF PROJECT SUMMARY:



Date _____