

## **The Charles Henry Leach II Fund for Duquesne University Request for Proposals**

Review these guidelines carefully and submit your proposal in the format outlined below. Proposals that do not follow the required format *will not be considered for funding*.

### **The Grant Program**

The Leach Fund for Duquesne University is designed to benefit Duquesne University faculty and University-related projects that foster and promote the following:

- 1) the prevention of cruelty to animals;
- 2) the mental and/or physical health and education of underprivileged and/or abused children;
- 3) the protection of the environment;
- 4) scientific research.

### **Application Process**

Grants will be awarded to projects that directly advance one or more of the purposes cited above. No grants will be awarded to individuals, government agencies, political organizations, for lobbying, or for projects not directly related to and benefitting Duquesne University. Grant funding may be used for a modest faculty stipend and/or to pay for undergraduate or graduate student stipends.

Applicants must meet the following criteria:

- Affiliated with Duquesne University—no funding for outside organizations or projects.
- Full-time faculty may apply; faculty on 9 or 12-month contracts, may request up to 25% of their total budget as a stipend (not tied to time/effort related to IBS). Fringe benefits should be included at a rate of 11%.
- Faculty collaboration across campus and between disciplines is encouraged but not required.
- If Duquesne students are hired to work on the project, wages must be reasonable (i.e., comparable to what a student would be paid by the University for comparable work).
- For collaborative proposals, if the expertise for part of a project can be shown to be unavailable at the University, an external collaborator may be proposed along with, if necessary, minimal payment; the greater percentage of the funds must remain with Duquesne University. External collaborators must be paid as outside consultants via a Request for Payment or similar procurement procedure (payment will not be transmitted to their employer for disbursement, i.e., a subaward will not be created.)
- One-time, short-term (one year maximum) projects beginning August 1 of the year that the award is made.
- All projects that receive funding are required to submit the Grant Follow-Up Report Form within 30 days of the one-year deadline. *Failure to do so will disqualify applicant from receiving Leach funding in the future.*

## **Application Procedures**

Submit application by email as a **word document attachment** containing all of the items specified below. Acknowledgement of application receipt will be made after review for compliance with the guidelines.

## **Application Contents**

Your application must include:

1. Contact information for the principal investigator/project director, including full title and academic department. This information will be used to communicate funding decisions so please ensure it is accurate and up-to-date.
2. Campus mailing address, preferred email address, and primary contact phone number.
3. Cover letter, on department or school stationery, signed by appropriate dean, stating knowledge of and support for proposed project.
4. Project description (**no more than three pages**) that includes:
  - Name of project
  - Brief summary
  - Goals and objectives
  - Target population
  - Project activities and timeline
  - Plan for measuring results
5. Project Budget
6. Amount Requested (range is \$1,000 to \$25,000)

## **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](mailto:delmonico@duq.edu))

Institutional Animal Care and Use Committee:

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

Radiation Safety Committee:

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

Institutional Biosafety Committee:

Dr. Lauren O'Donnell, School of Pharmacy, 441 Mellon Hall (Ext. 5133)

[odonnell6@duq.edu](mailto:odonnell6@duq.edu)

### **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 Leach Fund grants in the past and/or who have received external funding for their own research.

### **Application Submission**

Applicants must submit their proposal via email by 4:30pm to:

James Phillips

Senior Director of Sponsored Research & Compliance

Duquesne University

[phillips@duq.edu](mailto:phillips@duq.edu)

### **Deadline**

All proposals are due **no later than 4:30pm EST on May 4, 2026.**