Loyola University Maryland

New Investigator Grant Program

Program Overview

In accordance with its Strategic Plan, Loyola University Maryland seeks to provide numerous opportunities to support faculty in the professional development of their research. External grants and contracts provide an important avenue for faculty to pursue their research interests while providing valuable benefits to students and the University. Loyola recognizes that preparing a grant application can be a demanding and time-consuming process, with no guarantee of success. Therefore, to encourage new investigators to submit external funding proposals, Loyola's New Investigator Grant Program will provide monetary assistance to faculty who have not previously been the lead investigator on a grant from an outside agency to the University.

Program Eligibility

To apply to the New Investigator Grant Program award, an individual:

- must be eligible to serve as a principal investigator (PI) on an extramural proposal submitted by Loyola (generally full-time tenured and tenure-track faculty),
- must not have not been a PI or the lead investigator for Loyola on a grant or contract awarded to the University, and
- may not have received a previous New Investigator Grant Program award.

Project Eligibility

All projects must result in a grant application of at least \$20,000 to an outside funding agency.

Use of Grant Funds

The New Investigator Grant Program is intended to help provide the professional development needs, travel funds, and/or a modest stipend that will assist in the preparation of an effective proposal. Use of the funds is at the discretion of the applicant.

Award Amount and Schedule of Payments

The grant will provide \$2,475. Grant payments will be made in two stages. The faculty member will receive:

- 25 percent of the award amount upon approval of the New Investigator Grant Program application; and
- 75 percent upon submission of a grant proposal requesting at least \$20,000 to an external funding agency.

Deadline

There is no application deadline; however, New Investigator Grant Program applications must be submitted at least two months prior to submission of an application to the external sponsor. Availability of funds is at the discretion of the Vice President for Academic Affairs.

Application Format

New Investigator Grant Program applications should be submitted to the Office of Research and Sponsored Programs and must include the following:

Cover Page (complete form)

- Provide your name, the date of application, department, phone, fax, e-mail and project title.
- Indicate the sponsor that you plan to submit your project to for funding. Include the name of the funding agency, the specific program you plan to apply to, the projected funding request, and the application deadline. Describe the contact you have had with the program officer.

Brief Description: not to exceed 2 pages

Define the problem to be addressed, methods to be used and the anticipated outcomes. If the project involves other departments or areas of the University, specify the nature of the involvement, and indicate whether or not they have agreed to participate.

Budget

• Include an estimated budget for the project that you will be submitting to the external sponsor(s). Clearly specify any anticipated support required by Loyola (matching funds, course release, space needs, etc.), and indicate by whom that support is to be provided.

Have your department chair review, approve and sign the application. The chair's signature indicates that the project is consistent with departmental objectives, and the chair will support the institutional commitments made within the New Investigator Grant Program application if a grant is awarded by one of the external sponsors. (Any institutional support required for the project must also be indicated on the routing form that accompanies the grant submission to the external funding agency.) Once the application is complete, it should be delivered to the Office of Research and Sponsored Programs (ORSP), HU 143B.

Review

Upon receipt, the ORSP will verify that the applicant has not previously received a New Investigator Grant Program award or been listed as the lead investigator for a previously awarded grant or contract to Loyola. The ORSP will then forward the application to the appropriate Dean who will review the application based on the following criteria:

- 1. The proposed project is consistent with University goals.
- 2. The University is able to provide the support necessary to conduct the project (funds, facilities, course release, etc.).

- 3. For projects requiring collaboration with other departments or areas of the University, there is evidence that the collaborating parties are in agreement with the proposed project.
- 4. Initial contact with the external sponsor indicates that the project is appropriate to the identified funding source.

Approval

Once the dean has indicated support for the project, it will be forward to the Vice President for Academic Affairs for final approval. Applicants will be notified in writing of the results of the review within four weeks.

Questions

Contact Nancy Dufau, Office of Research and Sponsored Programs, at ext. 2004 or ndufau@loyola.edu for questions about the New Investigator Grant Program.



New Investigator Grant Program Application Cover Sheet

Project Director:		
Department:		
		E-mail:
Project Title:		
Anticipated Funding Agency:		
Grant Program Name:		
Grant Program Name:		Submission
Anticipated Grant Request:		Deadline:
Summary of Contact with Sponsor:		
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New Investigator Grant Pr	oject Review	
I have reviewed this application and verify that the proposed project is consistent with departmental goals. I am aware of and will accept responsibility for the departmental commitments outlined herein should the project receive a grant(s) from the aforementioned funding agency.		
Signature of Chair:		Date:
I have reviewed this application and verify that the proposed project is consistent with University goals. I am aware of and will accept responsibility for the institutional commitments outlined herein should the project receive a grant(s) from the aforementioned funding agency.		
Signature of Dean:		Date:
Final Approval		
Timothy Law Snyder, Vice President for Academic Affairs Date		