The Joan and Bill Hank Center for the Catholic Intellectual Heritage

Faculty Research Funding

Application Information

Loyola University Chicago’s Joan and Bill Hank Center for the Catholic Intellectual Heritage (CCIH) supports research by full-time Loyola University faculty on topics concerned with or connected to the Catholic intellectual heritage. The purpose of this support is to facilitate advanced scholarly study of Catholic thought as it touches upon the arts, humanities, and sciences. Such study normally involves a semester or year-long research commitment.

Research Funding

CCIH funds individual research projects for full time faculty on topics linked to Catholic intellectual concern. These research projects are expected to culminate in the publication of a journal article or book; however, alternative venues for the presentation of project results are also welcomed. Once approved and research begins, faculty are expected to report on the progress of their research as well as participate in activities that the CCIH develops to communicate this research—both inside and outside of Loyola University. Successful applicants are expected to submit a mid-year research progress report as well as a final report that describes the outcome of the research for which the funds were awarded. The maximum amount of funding for individual faculty research projects is $6,000 (pre-tax); funding for collaborative projects where two or more faculty members are involved will be awarded on a case by case basis. In most cases research funding is granted as remuneration and the faculty person’s funding is received as supplemental salary. Once awarded, research funding is verified and received by submission of expense receipts to CCIH.

The due date for submission is November 10th. Applications are reviewed and evaluated by the CCIH Advisory Board. Proposals are judged on the merit of the project in relation to topics of Catholic intellectual concern. Critical, too, are the project’s clarity, focus, intended objectives, and likelihood of completion. The announcement of awards is made early in January for the funding period to run from July 1 (of that same year) through June 30 (of the following year).

Application Guidelines

Applications for research funding must include the following:

A. Application Cover Sheet (See below)

B. Project Description
As an attachment to the application cover sheet, a 3-4 page description of the project must be provided. This description should succinctly indicate the following elements:

- The principal question the research project is addressing and how the project explores, articulates, or connects to the Catholic intellectual tradition.
The project’s specific research methodology.
A preliminary bibliography.
The forum/venue intended for the project’s completion (e.g. publication, colloquium, conference, interdisciplinary course, lecture series, etc.).
A project timeline.

C. Compliance Issues
Applicants are reminded that all projects involving human subjects, bio-hazardous materials, radiation, or the use of live vertebrate animals require approval by the appropriate compliance committee before funds are awarded and the research can begin. Please view the Office of Research Services homepage: www.luc.edu/ors/index.shtml for more details. You will be required to provide a copy of your approval notification or protocol number for approved projects.

D. Project Budget
As an attachment to the application cover sheet, a one-page project budget must be provided. Support is available for things such as stipends, honoraria, travel, subvention fees, books, and other material costs. The maximum amount of funding for individual faculty research projects is $6,000 (pre-tax) and $TBD (pre-tax) for group projects. If appropriate, the applicant may indicate whether partial funding would be accepted if the total funding request cannot be accommodated.

E. Allowable Expenses:
Funds may be requested for such items as payment to research assistants (i.e., students – undergraduates must be full time Loyola University Chicago), supplies, equipment/instruments, software, and travel necessary to conduct research. Computers are not supported by these funds because of the University Computer Replacement (UCR) policy.

E. Current Curriculum Vitae:
As an attachment to the application cover sheet, the current curriculum vitae of the faculty researcher(s) must be provided.

F. Signature of Applicant(s) and Department Chair:
All applications must include the signatures of the applicant(s) and department chair.

Applications must be submitted electronically by November 10th to:
Mmurphy23@luc.edu

Questions? Please contact CCIH:
Dr. Michael Murphy, Director Catholic Studies Program
Mmurphy23@luc.edu 773.508.3822

Dr. Mark Bosco, S.J., Director, The Joan and Bill Hank Center for the Catholic Intellectual Heritage (CCIH)
Mbosco@luc.edu 773.508.2358
The Joan and Bill Hank Center for the Catholic Intellectual Heritage

Application Cover Sheet

Project Title: _____________________________________________________________

Applicant Name: _________________________________________________________

Department: _____________________________________________________________

University / Department Address: __________________________________________

University Phone: _________________________________________________________

Home Phone: _____________________________________________________________

University E-mail: ________________________________________________________

Previous Applications to CCIH: _____________________________________________

Previous Funds made available from CCIH: $____________________ on:_____________

Any other funding source other than CCIH: _________________________________

Total Amount Requested: _________________________________________________

Date of Application Submission: _____________________________________________

_________________________________________________________

Applicant’s signature Date

_________________________________________________________

Department Chair’s signature Date
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## Budget Proposal

### Salary
- Remuneration: $
- Student(s): $
- Independent Contractor(s): $\_\_\_\_\_
  Total Salary: $

### Equipment
- Item: $
- Item: $
- Item: $
  Total Equipment: $\_\_\_\_

### Materials and Supplies
- Item: $
- Item: $
- Item: $\_\_\_\_
  Total Materials and Supplies: $

### Travel
- Local Destination: $
- Domestic Destination: $
- Foreign Destination: $
- Lodging: $\_\_\_\_
  Total Travel: $

### Other Expense(s)
- Item: $
- Item: $\_\_\_\_
  Total Other: $

### TOTAL:

$\_\_\_\_\_\_\_\_

(A timeline for spending must accompany this page.)