

DePaul Migration Collaborative Solutions Lab Research Grant Program

Call for Proposals and Application Guidelines 2023

The [DePaul Migration Collaborative](#) invites scholars, practitioners, students and alumni to find solutions to society's most pressing problems in the areas of migration, protection, mobility and human rights. The Collaborative leverages the power of interdisciplinary scholarly collaboration to pursue dynamic, community and policy engaged projects, advocacy, and research, while establishing learning opportunities for students who will become the next generation of leaders and problem-solvers in this field. These efforts allow the Collaborative to advocate for and contribute to better public policy, stronger communities and a more just society.

The DMC seeks applications for its 2023-24 Solutions Lab Research Grant program. This program was established with funds from the Schreiber family to support interdisciplinary, community-engaged research projects aimed at directly addressing key challenges facing migrants in the United States and across the world. Successful projects will address critical areas of need as collaboratively identified by the scholars and community partner(s) on the project. The funding runs from June 15, 2023-June 15, 2024, though individual project timelines may vary.

- The program funds grants up to \$45,000 for six to twelve months of work, awarded to interdisciplinary teams comprised of DePaul faculty, staff, students, and/or, if desired, external academic colleagues.
- Each team must also include a community partner organization with whom the research project has been co-designed and for whom the project will be beneficial.
- Grant funding will be shared between the academic team and the community partner organization, with the academic team receiving up to \$25,000 and the community partner receiving a direct payment of between \$6,000-\$12,000, depending on the length of the project timeline, for its commitment to working with the team on the project through the life of the award.
- A team may elect to partner with two organizations, in which case the community partner award will be divided between the two.

Application Timeline

The application timeline for academic year 2023-24 is outlined below. Note that you are strongly encouraged to review the [FAQ](#) before applying. Please contact Dr. Shailja Sharma at SSHARMA@depaul.edu with any questions.

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STAGE	DATE
Call for Proposals and Application Guidelines posted	March 6
Online Application opens	March 15
Online Application closes	April 12
Award notifications	April 22

Eligibility

To be eligible for funding, projects must be co-designed by faculty and a community partner organization; it must also create opportunities for LAS students to participate as researchers on the team. In addition,

- The Principal Investigator (PI) must be a full-time faculty member at DePaul University who has a track record of academic or community-engaged work in the area of migration, immigration, or asylum. If a term faculty member is acting as PI, the award will be contingent on contract renewal for the following academic year.
- The Community Partner organization must be a non-DePaul domestic non-profit, governmental, or non-governmental organization.
- Additional subject matter experts may include full-time or adjunct faculty from across DePaul as well as researchers or practitioners external to the university.
- Faculty with experience working with external organizations in an academic context, or who have experience in community-based research are particularly encouraged to apply.

Application Requirements

Application requires submitting an online application between the application's opening date (March 15, 2023) and closing date (April 12, 2023, at 11:59 pm).

The application requires the following items, each of which is described in detail below.

1. Curriculum Vitae, Contact and Organizational Information for all Research Team Members
2. Project Narrative and Workplan (no more than 1000 words)
3. Budget & Budget Narrative
4. Letter of Support from Community Partner(s)
5. Letter of Support from Principal Investigator's Chair/Program Director and additional endorsements, if applicable 1

All CVs and Letters of Support submitted via the online application should be uploaded in **PDF format**.

1. Contact and Organizational Information for all Team Members

For all **DePaul Faculty Team Members**, provide the following via the online application form: name; faculty status (tenure-line, term, or adjunct); phone; email address; home department/program name; and Chair/Director's name, phone, and email address. Please indicate who will serve as Project Lead.

For **Community Partners**, provide the following via the online application form: name; organization name, address, and website URL; Executive Director's name, phone, and email address. If the partner organization will be contributing a team member as an active researcher, please also provide that individual's name; title; phone; and email address.

For all **Non-DePaul Team Members**, provide the following via the online application form: name; title; organization; phone; email address; home department/program name; and Chair/Director's name, phone, and email address.

2. Project Narrative and Workplan

Enter or copy/paste a narrative that describes the team's research project. The Project Narrative and Workplan should be **no longer than 1000 words, and use the following structure**:

Project Title

Project Start and End Dates: Start date must be no earlier than June 15, 2023 and end no later than June 15, 2024. All projects should continue at least six months.

Project Description: Describe the project and its origin, the specific problem or challenge the project is designed to address, and the anticipated outcomes/deliverables of the project.

Project and Community Engagement: Describe the role of the community partner in co-designing the project with the academic team, explaining how it will benefit the partner organization and/or the public they serve.

Team-Member Roles and Qualifications: Describe the role that each member of the team,

including the community partner and student researchers, will play in executing the project, including their qualifications to perform the proposed work (subject-matter expertise, prior relevant experience, prior relevant research projects, etc.). Please be specific about the anticipated duration of the community partner's work with the team.

Anticipated Student Experience: Describe how your student researcher(s) will benefit from working on this project. Address the ways that the student(s) will work with the team and the opportunities they will have to engage with the community partner organization.

Anticipated Timeline: Identify your project's timeline (including beginning and end dates), plan of work, and anticipated dates for key deliverables.

Potential Challenges, Questions, and Needs: Describe any potential challenges or problems you anticipate with this project.

Key Objectives & Measurable Outcomes: Identify your project's key objectives, methodology, measurable outcomes, and success criteria.

NOTE:

Projects involving human or animal research subjects must receive IRB approval before UCCRI funding can be authorized. A description of the proposed research and the consent forms must be submitted to the Institutional Review Board for the Protection of Human Subjects or to the Institutional Animal Care and Use Committee. The relevant committee(s) will review the research protocol and will notify both the principal investigator and the LAS Research Committee of their decision. For more information on either the IRB or the IACUC review process, please visit the website of the [Office of Research Services](#).

3. Budget & Budget Narrative

The budget will follow the template format below. Applicants should enter a list of budget items for the academic team (up to \$25,000) along with their estimated costs. A budget narrative explaining and justifying each line in the budget should also be entered. In addition, the budget narrative should clearly identify the partner organization(s) that will be receiving the direct award for their participation.

Eligible Expenses:

Expenses that can be covered by the UCCRI may include, but are not limited to:

- DePaul Faculty
- DePaul Research Staff
- DePaul Students
- Non-DePaul Subject Matter Experts (excluding staff of the Community Partner)
- Travel to research sites (travel restrictions permitting)
- Supplies and equipment
- Support for activities related to data collection (e.g. survey development, participant incentives, and focus groups)

NOTE:

All expenses must adhere to relevant DePaul guidelines. As you build your budget, please keep in mind:

Course Releases: One tenure-line DePaul faculty (typically the Principal Investigator) may have 1 course release per academic year on the Solutions Lab grant. Please note that this will generally represent a large portion of the grant funds as it is calculated at 11.1% of the base salary of the faculty member.

Summer Salary: All DePaul faculty on the team are eligible to be paid up to 1 month summer salary, calculated at 1/12th of base salary, from the Solutions Lab grant; however, summer salary or research expenses that are covered by grants or payments from other sources (internal or external) cannot also be funded by a Solutions Lab grant. However, the Solutions Lab grant can be held at the same time as another grant, provided the funds do not cover duplicate work. In no case may a grant from this program, combined with other grants or salary, result in more than two summer salary units.

Student Researchers: Student researchers should be paid at an hourly rate per campus student employment guidelines & pay categories. As you build your budget, please follow [guidance](#) from the Office of Student Employment.

Fringe Benefits: The budget should include as a line item any fringe benefits associated with personnel salaries. Fringe benefits must be assessed on all summer salary for faculty, as well as on student wages. Per university guidelines, the rate for faculty is 10% of summer salary; for students, it is 7.65% of total wages. For students, "summer" runs from the day after graduation through the day before the start of autumn quarter.

Professional Services: This includes all contracted services or time provided by external subject matter experts or organizations, including the community partner.

Funding Restrictions: All awarded funds must be used by June 15, 2024.

Please contact Shailja Sharma (SSHARMA@depaul.edu) with questions on how to build your budget.

4. Letter of Support from Community Partner

Upload a 1-2-page, single-spaced Letter of Support (PDF format) from the Community Partner organization, either written by or co-signed by the organization's Executive Director. If the Executive Director is a member of the Research Team, the Board Chair may write or co-sign the letter.

The Letter of Support should address the following:

- a. Why is the organization interested in collaborating on this project with DePaul?
- b. What, if any, prior relationship exists between the organization and the other members of the research team? Has the organization worked with DePaul or other higher education entities in the past?

- c. What will the Community Organization do to support this research project?
- d. What might the proposed partnership, project, and relationship bring to the organization and its mission?

5. Letter of Support from PI's Chair/Program Director

In the event that a course release is being requested by the Principal Investigator (PI), the application must be supported by a confidential letter of support from that faculty member's Chair/Program Director (the person who writes one's annual review). Please provide the following submission URL to that individual, so that they may provide an endorsement directly to the application system:

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The letter of support should address the following:

- a. Please explain the value and significance of this Solutions Lab project.
- b. Do you support funding this project? Why or why not?
- c. Please explain how you will address the instructional needs of your unit in response to the requested course release for the grant.

Letters of support are due one week after the application deadline. *Applicants are very strongly encouraged to alert their chair or director early in the process of their intent to apply for a course release through a DMC grant.*

NOTE:

If the PI is currently serving as a Chair or Director, the recommendation letter should be written by the Dean or the Associate Dean overseeing Faculty Affairs in the applicant's College or School.

Recommendation letters and endorsements may be uploaded by the Chair/Program Director directly **by 11:59 pm on April 19**. All letters and endorsements are confidential and will not be shared with applicants.

Review Process

All applications will be reviewed by a committee of faculty from the DMC Steering Committee

--scroll to next page to view a how-to guide of the application system--

How to Start an Application


From the Welcome screen, an application may be started by clicking on:


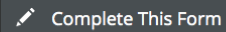
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1. DMC Faculty Grant Application – Click here to begin a new application.
2. Complete This Form – Click here to begin a new application.

Welcome to Dynamic Forms

Let's get started, Cristina.

1  The UCCRI Faculty Grant Application form needs to be completed.

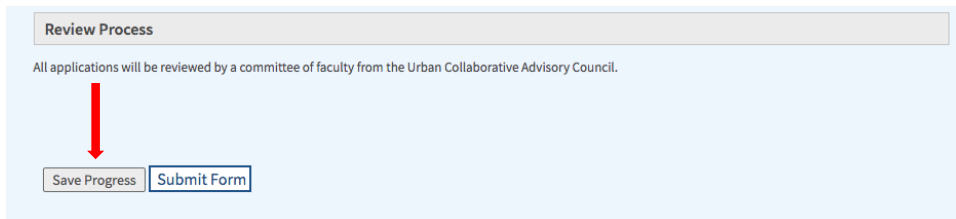
2  

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

How to Save an Application

An application may be saved and returned to at a later time. In the application, scroll to the bottom of the form and click Save Progress to save the application.



The screenshot shows a section titled "Review Process" with a light blue background. Below the title, it states: "All applications will be reviewed by a committee of faculty from the Urban Collaborative Advisory Council." At the bottom of this section, there are two buttons: "Save Progress" and "Submit Form". A red arrow points from the text above down to the "Save Progress" button.


How to Continue a Saved Application

To continue a saved application, return to the application system's Welcome screen and click on Pending/Draft Forms.

Welcome to Dynamic Forms

Let's get started, Cristina.

The UCCRI Faculty Grant Application form needs to be completed.

 [Complete This Form](#)

You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed Forms History.

Thank you for using Dynamic Forms!




How to Submit an Application

To submit an application, scroll to the bottom of the form and click Submit Form.



Review Process

All applications will be reviewed by a committee of faculty from the Urban Collaborative Advisory Council.

[Save Progress](#) [Submit Form](#) 

After an application has been submitted, a PDF copy of the submitted application may be saved/printed from the Thank You screen.

Thank you! Your form has been submitted.

 [View Form PDF](#) 


How to View a History of Submitted Forms

To view previously submitted forms, go to the Welcome screen and click on Forms History.

Welcome to Dynamic Forms

Let's get started, Cristina.

The UCCRI Faculty Grant Application form needs to be completed.

 [Complete This Form](#)

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

