Application Instructions for Solutions Lab Grant Program

DePaul University College of Law and College of Liberal Arts and Social Science

Applicants will be asked to submit the following information to Dynamic Forms.

Section 1: Curriculum Vitae, Contact and Organizational Information for all Research Team Members

Principal Investigator Information:

First name, Last name, DePaul ID, Confirmation of Tenure-Line status, Email, phone Number

Upload PI's curriculum vitae (in PDF format).

Home department/program

Are you currently a Chair or Program Director: Y/N

Do you have additional DePaul faculty on your research team? Y/N

Community Partner Information:

Organization Name, Address, Executive Director's Full Name, Executive Director's Email, Executive Director's Phone, Organizational Website

Will there be an active researcher from this community partner organization on your research team? Y/N

Will there be an additional community partner on your research team? Y/N

Will there be a non-DePaul / non-Community Partner researcher on your team? Y/N

Section 2: Project Narrative, Methodology, and Workplan (no more than 1000 words)

Describe and upload 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, 2024 and end date no later than June 15, 2025. 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: If proposing an experiential learning course, identify how the project is best suited to a course, how students will benefit, collaborate with the community organization, and what their roles will be; if student researchers will be involved 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 of key deliverables.
- Potential Challenges, Questions, and Needs: Describe any potential challenges or problems you anticipate with this project.
- Key Objectives, Methodology & 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 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.

Section 3: Budget and Budget Narrative for DMC Solutions Lab Research Grant Proposals

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.

Name/describe the project expenses in this column under the appropriate budget categories.	In this column, briefly show how you calculated the dollar amounts of the expenses described in column A (e.g. 100 hours @ $18/hr)
Course Release for PI (if needed)	(Per university guidelines, the budget for a course release is calculated as 11.1% of salary.)

Fringe Benefit on Course Release for PI (if needed)	(Fringe benefits must be assessed on all salary and wages. For faculty, the rate is currently calculated at 34%.)
Student Researchers	(As you build your budget, please follow guidance from the Office of Student Employment.)
Faculty Summer Salary	(Calculate summer salary as 1/12th of salary.)
Fringe Benefits on Summer Salary and Wages	(Fringe benefits must be assessed on all summer salary and wages. For faculty, the rate is currently calculated at 10% of the summer salary. For students, the rate is currently calculated at 7.65% of the current wages.)
Equipment	
Office Expenses	
Professional Services	
Meeting Expenses	
Supplies	
Travel - Domestic	
Travel - Foreign	
Miscellaneous	
Describe other sources of funding, if any.	
Total Requested Budget	

Community Partner Receiving Direct Award Information

Organization name, budget contact full name, budget contact email, budget contact phone, commitment start date, commitment end date.

Section 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:

- Why is the organization interested in collaborating on this project with DePaul?
- Identify, as precisely as possible, the role of the organization will play in this project.
- What services will the organization be providing for this project?
- 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?
- What might the proposed partnership, project, and relationship bring to the organization and its mission?

Upload Letter of Support from Community Partner (in PDF format).

Section 5: Letter of Support from Principal Investigator's Chair/Program Director or Dean/Associate Dean

In the event that a course release is being requested by one of the faculty on the team, the application must be supported by a confidential letter of support from that faculty PI's Chair/Program Director (the person who writes one's annual review).

The letter of support should address the following:

- Please explain the value and significance of this community-engaged research project.
- Do you support funding this project? Why or why not?
- 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 Solutions Lab Research 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.

Letters of support and endorsements may be uploaded by the Chair/Program Director directly by 11:59 pm on May 19, 2024. All letters and endorsements are confidential and will not be shared with applicants.