

Faculty Scholarship Community Partnership Seed Award Bradley University and University of Illinois College of Medicine-Peoria

This award program supports collaborative faculty scholarship between the University of Illinois College of Medicine-Peoria (UICOMP) and Bradley University.

Bradley University and University of Illinois College of Medicine Peoria (UICOMP) are anchor institutions in Greater Peoria and Central Illinois. In recent years, an emerging strategic partnership has developed between the two institutions. This request for proposals supports the partnership by fostering inter-institutional collaboration in research and innovation.

Award: Up to \$6,000 for the Bradley project team and up to \$6,000 for the UICOMP project team to work collaboratively on the project. The award is jointly supported by the Office of Interdisciplinary Studies, Bradley University, and by the Regional Dean's Office of the University of Illinois College of Medicine-Peoria.

Deadline: March 13th, 2026

Submit proposals to: montg@fsmail.bradley.edu and sed03@uic.edu

Proposal Guidelines

Eligibility. Full time faculty status at Bradley University. UICOMP paid faculty (with > 51% FTE paid from UICOMP).

Instructions: Complete the following sections. One-inch margins and 11 pt. or larger font must be used (images, charts, or tables may use a smaller font). Failure to follow the proposal guidelines will result in the proposal not being reviewed. PDF format preferred.

Project Description (items A-G, no more than 6 pages total): Use the following subheadings:

- A. **Rationale and Objectives:** Clearly state what problem, question, or need the project addresses. Explain why the issue is significant within your discipline or across fields. Summarize the objectives of the proposed activity. If applicable, include a summary of the work that has been previously completed by the applicant(s) and others on this or similar projects.
- B. **Methodology/Design:** As applicable, describe the methods/workplan and data analysis plan for achieving the objective(s). Include any alternative approaches, as applicable, if the original approach fails to achieve the desired outcome(s).
- C. **Timeline/Gantt Chart:** Provide a timeline with milestones for completing the objective(s). Timeline should generally not exceed one year. If a longer duration is proposed (up to 18 months), provide a justification.
- D. **Outcomes or Products:** How will the results from the project be disseminated? How will funding strengthen future applications for external funding to continue the project or related projects? Are there other benefits specific to your discipline that will be achieved through this work?

- E. **Collaborative Partnership:** Indicate why cross-institutional collaboration will contribute to meeting the project objectives. Consider opportunities such as (but not limited to) the potential for future external funding, knowledge translation between basic and clinical research, student training opportunities across institutions, complementary expertise of each collaborator, and/or specialized equipment or lab space at one institution. Indicate specific roles of each team member and how the team will operate for the duration of the project.
- F. **Student Engagement Plan** (no more than 250 words). Describe the plan for selecting and engaging student(s) meaningfully in the project.

G. **Approvals**

- a. Plan for Securing IRB (CUHSR) for human participants or IACUC (animal studies) Approvals: Although these approvals do not need to be in place at the time of submission, they **MUST** be secured before an award is executed. Failure to secure appropriate approvals may result in the award being rescinded.
- b. Department Chair/Head Support: Completed proposals must also include statements of support from each applicant's home department chair, limited to one paragraph.

Budget and Budget Justification Guidelines

The applicants' budget and budget justification are used in the review process. Applicants are encouraged to give the budget and budget justification as much attention as they do their project description. Applicants must provide:

- An itemized budget (table format or itemized list) that uses the headings found in the list of allowable costs with an itemized breakdown of each category.
- A separate budget justification (narrative) describing why each line item is necessary for the project's success and include a brief explanation for how each amount was determined (calculations, quotes, vendor websites, etc.). *Do not include the actual quotes, webpages, etc.*
- The table below is a template. Applicants may use any format they find suitable.
- Please note that funding will not be exchanged between institutions, so please budget accordingly.

Budget Items	Cost	Justification
Bradley University		
	Total: (no more than \$6,000)	
University of Illinois College of Medicine-Peoria		
	Total: (no more than \$6,000)	
	Grand Total:	

Allowable Costs Include:	Unallowable Costs Include:
<p>Undergraduate or Graduate project associate wages: Compensation at an hourly rate for current, degree-seeking Bradley University undergraduate and graduate students, regardless of enrollment modality, to facilitate their engagement on the project. For UICOMP, a portion of this funding may be used to support one Craig Scholar (\$3,000 for the summer). No other funding can go to UICOMP student wages for this project due to complications with financial aid that this can create.</p> <p>Consultants/contractual services: Services necessary for the proposed project (e.g., interpretation or translation services, transcription or annotation services, printing costs, or use/submission of samples to another facility for testing).</p> <p>Participant Costs: Costs related to involving human subjects in a study, such as participation incentives, fees for the purchase/use of a survey instrument or assessment tool, or other costs that are directly related to the involvement of human subjects an approved study.</p> <p>Course Release: Costs that will be incurred by the department or unit to cover the course release.</p>	<p>Compensation for students who are not current, degree-seeking Bradley University students</p> <p>Funding for graduate assistantships or tuition (To clarify, you may pay students an hourly rate to work on the project, but you may not use the funds to provide a portion of a graduate assistantship or pay any portion of the student's tuition or fees.)</p> <p>Compensation for external research (outside of Bradley or UICOMP) collaborators/presenters/co-authors</p>
<p>Materials and Supplies: Items required to conduct the project (e.g., expendable materials and supplies that are less than \$5,000) that are covered or provided by the department/unit.</p> <p>Do not use this line item to just replenish departmental stock.</p>	<p>Routine costs (administrative, supplies, etc.) that are a standard line item in departmental/center/college budgets</p>
<p>Equipment or Instrumentation: Funds may be used to purchase capital equipment (items with a value greater than or equal to \$5,000) that falls beyond the ordinary scope of departmental, divisional, center, or college funding. Such items are the property of the University but will be housed in the department or center of the award recipient once the funded project period is over. Applicants must justify why the award should cover such expenses rather than the departmental, center, or college.</p>	
<p>Travel: Funds may be used to support travel costs (excluding meals) required for the performance of the project (fieldwork, access to archives, service sites, etc.).</p>	<p>Meal expenses or other food costs unless such items are required to conduct the proposed research project</p>

Questions about costs not listed above should be addressed to: montg@fsmail.bradley.edu and sed03@uic.edu.

Additional notes related to the budget:

- It is expected that Bradley students supported by this award will earn at least Illinois' state minimum wage rate, unless a lower hourly rate is justified.
- Bradley University Policy: Students cannot receive both compensation and course credit for the same effort. Students may receive compensation if the duties are in addition to their course work as students. There must be a clear delineation between the course work and the duties being performed for compensation. Work duties versus course assignments must be specifically documented and there can be **no** overlap of responsibilities or the appearance thereof.
- It is uncommon for the total budget request to exactly equal the maximum allowed award if actual values are used for budget calculations. More commonly, budgetary needs will exceed the maximum award limit.
- If the budget exceeds the allowable limit, you must list the other funding sources that will be used to achieve the project's objectives and indicate which line items will be covered by other sources (i.e., department or college resources, external grant funding, etc.) However, it is not enough to list all of the project costs and indicate that a percentage of the total cost will be covered by another funding source.
- Costs that could be construed as standard costs and typically covered through departmental or college budgets must be justified. Supervisors should verify that such expenses are outside the scope of the departments/unit's or college/division's budgetary allocations.
- For UICOMP, the budget must be submitted to and reviewed by Research Services (researchservicesdept@uic.edu) prior to submission of the application. Research Services is happy to help you with the development of the budget for this proposal.

Evaluation Rubric for Proposals

	Very Strong (3 pts.)	Strong (2 pts.)	Adequate (1 pt.)	Inadequate (0 pts.)
Rationale and Objectives (25%)				
Well-articulated purpose; addresses a meaningful problem. Objectives are clearly aligned with rationale.				
Method/Workplan (25%)				
Project design and analysis are clearly aligned with project objectives/rationale.				
Timeline (10%)				
Realistic fit between objectives, method/plan and timeline.				
Outcomes (10%)				
Clear, feasible dissemination plan (publications, presentations, creative outputs); strong alignment to objectives.				
Budget (10%)				
Budget is justified and sufficient for attaining project objective(s).				
Collaborative Partnership (15%)				
Collaboration is justified; clearly defined, complementary roles and resources; collaboration clearly enhances scope, innovation, or future funding potential.				
Student Engagement Plan (5%)				
Meaningful engagement and outcomes.				