

This is a draft of the FDG application as of September 1st, 2026, provided to help faculty prepare their applications. THIS IS NOT THE ACTUAL APPLICATION. THE FINAL APPLICATION WILL BE AVAILABLE THROUGH MICROSOFT FORMS.

Please note that there may be minor differences between this draft and the final application. Some sections, such as the IRB

section, use branching logic, so certain questions may or may not appear depending on your responses.

Please contact research@mercy.edu with any questions.

Faculty Development Grant Application

Faculty Development Grants support research and scholarship (or, in the arts disciplines, creative activity). All contracted faculty can apply. Faculty are not eligible to receive more than one Faculty Development Grant in a single academic year. Full-time faculty may request up to \$3,000, and part-time faculty may request up to \$1,500.

The competition for each award period takes place during the preceding semester. For example, the competition for the Spring 2027 award period takes place in Fall 2026.

Fall Award Period (for projects taking place 7/1-12/31):

Applications Open: 2/1

Applications Close: 4/1, EOD

Spring Award Period (for projects taking place 1/1 - 6/30):

Applications Open: 9/1

Applications Close: 11/1, EOD

After submitting your answers, **please click the box at the end of the form that says "Save my responses"** so that you can have a record of what you submitted. Please reach out to research@mercy.edu with any questions.

Applications will be evaluated by the following criteria:

- (1) Scholarly significance, both to the applicant's academic field and a broader audience.
- (2) Impact of anticipated outcomes.
- (3) Methodological quality.
- (4) Project feasibility.
- (5) Alignment with Mercy's mission (considered as an additional factor, but not required).
- (6) Budget justification and compliance.

Applicant Information

1. PI's First Name *

2. PI's Last Name *

3. PI's Email Address *

Please enter an email

4. PI's Mercy CWID *

5. PI's Title *

- ☐ Lecturer
- ☐ Senior Lecturer
- ☐ Instructor
- ☐ Senior Instructor
- ☐ Assistant Professor
- ☐ Associate Professor
- ☐ Professor
- ☐ Other

6. PI's School *

- ☐ School of Business
- ☐ School of Education
- ☐ School of Health and Natural Sciences
- ☐ School of Liberal Arts
- ☐ School of Nursing
- ☐ School of Social and Behavioral Sciences
- ☐ Libraries
- ☐ Other

7. PI's Program *

8. Applicant Status *

- ☐ Full-time
- ☐ Part-time
- ☐ Visiting

9. If you are an adjunct, please list your Academic Unit Head (AUH).

10. Will there be any additional applicants on this proposal? *

☐ Yes

☐ No

11. Please provide information for any other co-applicants.
(Indicate their names, titles, CWIDs, and school affiliations).
Note: projects with more than one faculty member should
only submit one application to this form. *

12. Please list the year and semester of your last Faculty
Development Grant. If you have never received one, please
write "N/A."

Project Information

13. What is the TITLE of your project? *

14. What is the ACADEMIC FIELD of your project? *

15. Please provide a brief project SUMMARY (1-2 paragraphs) *

16. Please explain the SIGNIFICANCE of your project. In your response, address the broader importance of your central question or artistic aims, the gap(s) in existing scholarship or practice your work seeks to fill, and the original contribution your project will make to your field. (2-4 paragraphs) *

Please keep in mind that the review committee will primarily include non-experts in your field.

17. Please describe the anticipated scholarly OUTCOMES of your project (e.g., publications, presentations, exhibitions, performances, curricular materials, grant proposals, or other scholarly or creative products). (1–2 paragraphs) *

18. Please provide a detailed project TIMELINE or plan, including dates for planned expenses. *

Depending on the expense, the deadline to initiate spending requests is typically 4-6 weeks before the end of the award period. For details, please see the post-award guidelines posted on our website [here](#).

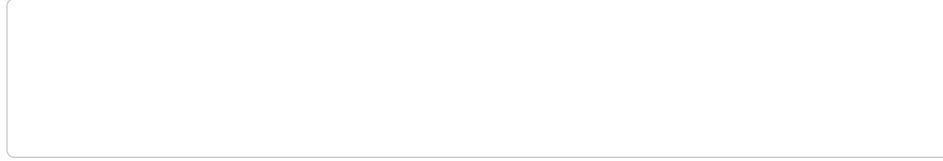
Note: IRB review can often take 1 to 2 months. If your proposal involves Human Subjects Research, please factor this into your timeline. **All FDG proposals that may involve [human subjects research](#) must be submitted to the IRB prior to submitting this application. If you are unsure whether your project constitutes human subjects research, please reach out to MCIRB@mercy.edu.**

19. Please describe the METHODS you will employ in this project. Please use language appropriate to a lay audience. (2-4 paragraphs) *

For creative projects, please describe your creative process.

20. (Optional) Please describe how your project **ALIGNs** with Mercy's [mission](#) (e.g., how it might support your teaching or other university initiatives).

Alignment with Mercy's mission is a competitive, not absolute, priority.



Institutional Review Board

All funding for projects involving [human subjects research](#) is contingent on eventual IRB approval.

All FDG proposals that that may involve human subjects research must be submitted to the IRB prior to the submission of this application. Applications will be rejected otherwise.

The IRB review process can often take 1 to 2 months. Please plan accordingly in your timeline.

21. Does your project involve human subjects research? *

You will need IRB approval for any project involving human subjects research, INCLUDING STUDENTS. You may also need IRB approval to use secondary datasets that contain identifiable data.

If you are unsure whether your project meets one of these criteria, please reach out to the IRB at MCIRB@mercy.edu. You can also use [this](#) decision tool from the NIH.

☐ Yes

☐ No

22. Have you submitted to the IRB? *

All FDG proposals that that may involve human subjects research must be submitted to the IRB prior to the submission of this application. Applications will be rejected otherwise.

☐ Yes

☐ No

23. Have you received IRB approval? *

Any award for a project involving human subjects research will be contingent on IRB approval.

☐ Yes

☐ No

24. Please upload a copy of your IRB approval letter here.

 **Upload file**

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Budget

***Requests exceeding the maximum allowable budget (\$3,000 per full-time faculty applicant and \$1,500 per part-time applicant) may be disqualified.**

In the description fields, please include at least one sentence explaining each line item.

25. Please enter the TOTAL AMOUNT of funding requested. *

The value must be a number

26. FACULTY STIPEND- \$ Amount *

Full-time faculty are eligible for faculty stipends of up to \$1,500; part-time faculty are eligible for faculty stipends of up to \$750. ALL STIPENDS ARE CONSIDERED TAXABLE INCOME.

The value must be a number

27. Description of Faculty Stipend: *

Please describe the research/project activities, e.g., literature review, compiling/analyzing data, staff training, etc., that you are requesting a stipend for.

If you are requesting stipends for more than one faculty member, please break down project activities by faculty member.

28. Do you intend to hire any additional personnel for your project? (e.g., student assistant, statistician, or anyone else not included as a co-applicant) *

- ☐ No
- ☐ Yes, and all personnel will be Mercy affiliates.
- ☐ Yes, and all personnel will be independent contractors or external vendors.
- ☐ Yes, and BOTH Mercy affiliates and independent contractors will be hired for this project.

29. PERSONNEL COSTS - \$ amount (for Mercy University affiliates only)

If none, enter 0.

The value must be a number

30. Description of personnel costs (for Mercy University affiliates only).

Examples -- Research Assistant: 5 hrs x \$25 = \$125; Statistician: 10 hrs x \$50 = \$500. Student Research Assistants are paid at a standard rate of \$23/hr. Please be sure to describe the work that will be assigned to personnel. If not applicable, put N/A.

31. PERSONNEL COSTS - \$ amount (for independent contractors or external vendors only)

If none, enter 0.

The value must be a number

32. Description of personnel costs (for independent contractors or external vendors only)

Examples: Research Assistant: 5 hrs x \$25 = \$125; Statistician: 10 hrs x \$50 = \$500. Please be sure to describe the work that will be assigned to these personnel. If not applicable, put N/A.

33. TRAVEL EXPENSES - \$ amount

If none, enter 0. Please include travel (airfare, lodging, meals, mileage, entrance fees) for the applicant(s) only. Please only include travel costs for which you plan to request reimbursement.

Travel is only allowed if it is directly relevant to your research or project. For travel to present papers or to attend conferences that are not part of a larger research proposal, use the **Faculty Travel Fund**. For more information about the *Faculty Travel Fund*, please contact the Office of the Provost.

The value must be a number

34. Description of travel expenses:

Please itemize travel costs as follows: a) Travel mode expenses (airfare, car mileage); b) Lodging costs (include rate and # days); c) Food (estimate daily food expenses).

35. MATERIALS, SUPPLIES, AND EQUIPMENT - \$ amount

If none, enter 0. Include costs for such things as books, lab supplies, lab equipment, and other materials needed to complete your project. This does not include gift cards or technology. Requests for equipment must be accompanied by a letter from your AUH explaining why the item cannot be purchased by your Department.

The value must be a number

36. Description of materials, supplies, and equipment:

Please provide an itemized list of the materials and supplies your project requires.

37. GIFT CARDS - \$ amount

If none, enter 0. Please enter the total amount you expect to spend on gift cards. We primarily offer Amazon gift cards.

The value must be a number

38. Description of gift cards:

Please enter the estimated number of gift cards you will need at each dollar amount.

39. TECHNOLOGY EXPENSES- \$ amount

If none, enter 0. Include costs for computer hardware, software, and supplies.

The value must be a number

40. Description of technology expenses:

Include itemized justification for any computer hardware, software, or supplies necessary to complete your project.

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