**College of Pharmacy and Health Sciences**

**Harris Research Endowment**

Through the generosity of Jan Harris PH’63, the Harris Research Endowment was established to support research and scholarship in the College of Pharmacy and Health Sciences. Funds from the Harris Research Endowment must be utilized to support research and scholarship within the College. Priority will be given to research that furthers a faculty member’s goal for excellence in research and scholarship while advancing the strategic priorities of the Department, College and University.

As a minimum requirement for eligibility, faculty must hold a regular appointment (consecutive, tenured or tenure-track) of > 50% in the College of Pharmacy and Health Sciences.

Priority deadlines: September 15 and January 15. Applicants must submit their application to their department chair prior to these deadlines to accommodate their review and inclusion of the required statement.

**Criteria and Evaluation**

1. The research or scholarship to be undertaken must be of significant scholarly merit with the expectation that the work will culminate in a publication or public presentation at a professional meeting.
2. The Applicant’s eligibility for other research support and or history of receiving other forms of research support will be factored into consideration of proposals. Major consideration for funding will be in achieving excellence in scholarship, alignment with the faculty member’s research and scholarship goals as well as the strategic priorities of the department, the College and the University.
3. Priority will be given to applications received by the deadlines. However, applications received on a rolling basis by the stated deadlines will be considered dependent on availability of funding.
4. Priority will be given to applications that can be completed within one fiscal year. Applications for two-year funding will be considered if the project is of substantial scale, would impact multiple faculty and/or students, or would significantly advance a strategic priority for the Department, College or University. The second year of funding will undergo competitive renewal process and will be dependent on adequate progress in year one and on availability of funds. Receipt of year one funding does not imply obligation for future funding.
5. A maximum amount of funding has not been established although requests for funding greater than $8,000 will be undergo significant scrutiny related to strategic alignment, productivity and visibility.
	1. Funding for student travel to meetings. A maximum of $400 can be requested to offset student travel to attend a meeting in which they are presenting their work.
	2. Funding for animal care expenses. A fixed portion (2.5%) of the total grant budget must be budgeted to cover expenses associated with the per diem costs for animal studies.
6. Applicants must agree to comply with the obligations of funded outlined below**:**
7. All research must be compliant with regulations and laws governing human or animal research.
8. All expenditures must conform to the University accounting guidelines and be completed by published deadlines.
9. Results of research funded must be presented to the faculty of the College no later than the year immediately following receipt of funds.
10. Sponsorship of the research by the Drake College of Pharmacy and Health Sciences’ Harris Research Endowment must be acknowledged in any reports, publications or presentations of the research.
11. Every attempt must be made to present and/or publish the research (peer-reviewed journals preferred). Publication and/or presentation of the research in other venues will be acceptable if no other opportunities for national presentation or publication can be identified.
12. A report of the findings of the research must be submitted within 60 days following the timeline designated for completion of the research. A copy of any presentation or publication of the research will be provided to the Dean for documentation related to the disbursement of the Harris Research Funds.

**Application Procedures**

Applications will be submitted to the faculty member’s department chair and must include the following:

1. A completed CPHS Harris Application Cover sheet. See below.
2. A project description outlining the research and/or scholarship project to be supported and other assurances; limited to <5 pages. See template below.
3. A completed budget checklist page. See template below.

**I. Grant cover sheet:**

Date of Submission:

Applicant name:

Applicant title:

Department:

Faculty/Staff Collaborators:

Project Title:

Total Funding Amount Requested:

**II. Project Description:**

1. Narrative (< 5 pages):

a. Introduction and significance/rationale for the project

b. Specific aim(s) and expected outcomes of the project

c. A description of methodologies (include preliminary data, if applicable)

2. A timeline for the project:

a. Generally, work must be completed by May 1 of the funding fiscal year.

b. Include a plan for securing Institutional Review Board or Institutional Animal Care and Use Committee approval for the project, if applicable.

3. Provide an overview of student involvement in the project and how funding will increase scholarship productivity and competitiveness for extramural funding.

4. Budget (see budget checklist page below)

**Budget Checklist**

*Please use this checklist as a guide to budgeting your proposed development project.*

**Travel expenses:**

Airline tickets, taxicabs, train fare, personal auto

Food and incidentals

(use approved *per diem* amounts)

Conference registration/fees

Lodging

Funding for student travel to meetings

($300 max, presenter only)

**Personnel expenses:**

Student assistance (see HR recommendation)

(also indicate total number of hours) Hrs: \_\_\_\_\_\_\_\_

Consultant fees

Reimbursement of research subjects
Other Assistance (e.g., contracted services)

**Animal care expenses:**

1. Procurement:
2. Per diem (2.5% of budget):

**Laboratory reagents/supplies (itemize major items):**

1.
2.
3.
4.
5.

**Equipment (including books, hardware, and software)**

**Printing**

**Postage**

**Fees (e.g., permissions, library or archive access, licenses)**

**Other:**

Please include an itemized list of other costs not covered above

**TOTAL BUDGET**

Faculty Member Signature: Date:

Approved by Department Chair: Date: