

Knowles Leadership Fund Application Guidelines

Purpose

The Knowles Hearing Center provides research support to allow Fellows to explore new paths of research outside their current endeavors. These awards serve as “seed” grants for determining the feasibility of new ideas and approaches that may lead to externally funded research. The funds are not intended to make up for budget cuts on externally funded grants. Leadership Funds also may be used to support a lecture series, a Visiting Scholar, meeting expenses, or the like.

Eligibility and Award Amount

Any Knowles Fellow is eligible to apply for project support from the Leadership Fund at any time. Recipients generally are limited to one grant per academic year. Requests under ~\$25,000 are encouraged but technically the amount of the award is limited only by the availability of funds.

Application Procedure

Applications for Leadership Fund grants should include the following but not exceed 6 double-spaced pages:

Application Requirements

Page 1

- Project title
- Name and faculty rank of applicant
- Abstract in language that can be understood by the Advisory Board and by Fellows who may not have expertise in your area of research

Pages 2-4

- Aims, background and significance, approach

Page 5

- Budget

Page 6

- List of other support along with a brief statement for each case indicating how the already supported work differs from the proposed project

Allowable expenses include

- Salaries for personnel such as Visiting Professors, technicians, research assistants, and consultants
- Fringe benefits at the prevailing University rate
- Tuition and stipends
- Travel (see below)
- Graduate students, given sufficient justification. It is generally expected that graduate students will be funded through other sources. Therefore, any request for Leadership Fund

support of students must include clear justification of why traditional means of student support are not available.

- Supplies
- Equipment (see below)
- Publication costs
- Other direct costs such as service or rental agreements, surveys, analyses

Non-allowable expenses include

- Faculty salary
- Equipment for general purpose use such as computers, unless such equipment is integral to the project's methodology
- Copying and duplicating
- Retroactive charges for expenses incurred or committed prior to review and approval of the application

Travel and equipment

Funds are allowed for travel expenses to another lab to learn a new technique that is required to develop the Knowles funded research.

Equipment purchased with Leadership Fund grants remains the property of the Knowles Hearing Center. Authority for use of the equipment is vested with the applicant, although the Leadership Fund Project Committee, upon request or with adequate notification, may transfer that authority to another Fellow if the equipment is not used by the original applicant. In the event that the applicant leaves the University, the equipment will remain at the University as the property of the Knowles Hearing Center. Disposition of equipment is determined by the Center Director.

Explanation of the Review Process

Evaluations are performed by the Leadership Fund Project Committee, which is appointed by the Director of the Knowles Hearing Center. Applications are reviewed as received and a consensus decision is made by the Committee members, usually in a couple of weeks. After the terms of the award are agreed upon by the Committee, along with input from the Director, a notification, signed by the Committee Chair and the Director (an ex officio, non-voting member of the Committee), is provided to the applicant.

Return of Funds

Unused funds must be returned to the Center if external support is obtained for the project supported by the Center or if the project is halted. It should also be understood that if an approved budget changes significantly during the period of the award, the Fellow should notify the Knowles Hearing Center. An amended budget can be submitted should the situation require documentation.

Annual/Final Progress Report

Funded applicants are required to submit a progress report describing the outcome of the experiments. This report should include any relevant abstracts presented, papers submitted/published, grants applied for/obtained, etc. The Center also should be apprised of any additional developments that occur after submission of the progress report.

Fellows should submit applications by e-mail to the knowlescenter@northwestern.edu. Applications are reviewed by the Leadership Fund Project Committee. Applications for less than \$1,000 are reviewed by the Committee Chair and the Center Director. The total amount of funds available for project support is determined at the beginning of each fiscal year based upon the funds deposited to the Knowles Leadership Fund from the University, and upon other Leadership Fund commitments. Fellows should acknowledge the support of The Knowles Hearing Center at Northwestern University in their abstracts and presentations related to the funded project.

For further information, contact Celeste Lee at (847) 467-1294 or knowlescenter@northwestern.edu.