

**Florida A&M University
School of Graduate Studies and Research**



**Graduate Students' Research Awards
Program
2011- 2012 Grant Proposal Guidelines**

Funding Period: February 15, 2012 through July 31, 2012

FLORIDA A&M UNIVERSITY
School of Graduate Studies and Research
Graduate Students Research Awards Program
Grant Proposal Guidelines

Table of Contents

I. Introduction	3
II. Eligibility Requirements	3
Single Investigator.....	3
Multiple Investigators.....	3
III. Proposal Submission Requirements	3
IV. Acknowledgement of Proposal Receipt	
V. Proposal Preparation Instructions	3 - 6
Title Page	4
Project Summary	4
Table of Contents	4
Project Description.....	4
References Cited	4
Biographical Sketch	5
Budget and Budget Justification	5
Facilities, Equipment, and Other Required Resources	6
Departmental Chair and Dean Approval.....	6
Timeline for the Proposed Project	6
VI. Proposals Involving Human Subjects	6
VII. Proposal Review Process	7
VIII. Award Notification	8
IX. Copies of Reviews	8
X. Withdrawals	8
XI. Returns	8
XII. Declinations	8
XIII. Resubmission	8
<u>Forms</u>	
Checklist.....	9
Proposal Title Page.....	10
Budget Summary.....	11

FLORIDA A&M UNIVERSITY

School of Graduate Studies and Research
Graduate Students' Research Awards Program

Deadline for Submission: January 31, 2012

Funding Period: February 15, 2012 through July 31, 2012

Grant Proposal Guidelines

I. Introduction

The **Graduate Students' Research Awards Program** (GSRAP) will offer small grants for graduate students to conduct research in their respective fields of study. The goal of the GSRAP is provide grant writing experience and funding to graduate students to conduct research or engage in creative work. **The total budget must not exceed \$800.**

II. Eligibility Requirements

Only regularly admitted graduate students from Florida A&M University, who are in good standing are eligible to apply. Priority will be given to students, who are not working on an aspect of a research project that is currently being supported by federal, state or private funds. Proposals may not be written by the student's advisor, but they may be in collaboration with the graduate students' advisors.

III. Proposal Submission Requirements

Proposals must be uploaded into Blackboard by the stated deadline.

The deadline for submission is 5:00 p.m. on Friday, January 31, 2012. Applications received after this date and time will not be reviewed.

IV. Acknowledgement of Proposal Receipt

Receipt of all proposals will be acknowledged electronically.

V. Proposal Preparation Instructions

The proposal should be typed on standard (8 1/2" x 11") paper, with one (1) inch margins, a 1.5 line spacing, in a type no smaller than a 12 point font in Arial, Calibri or Times Roman. The document should include the following sections:

A. GSRAP Proposal Title Page

The GSRAP Proposal Title Page should serve as the cover page of the grant application. This form is provided on page 9 of these Guidelines.

B. Project Summary

The proposal must contain a summary of the proposed research or creative project. The summary, which **should not exceed 200 words** and it should be written in the third person. It must include:

- a Statement of the Principal Investigator's (PI) objectives,
- the expected outcomes,
- the method of analysis,
- the intellectual merit or creative value of the proposed project, and
- the impact resulting from the proposed project.

C. Table of Contents

The Table of Contents should list all proposal headings and their page numbers.

D. Project Description

The main body of the proposal should provide a clear statement of the research or creative work that will be undertaken. It must include:

- an introduction;
- a review of relevant literature, which should include a discussion of the relationship of the proposed work to the present state of knowledge in the field;
- the objectives for the period of the proposed work;
- the significance of the proposed work; and
- the research plan, experimental design or creative framework and the expected outcomes.

The proposal should indicate how the results of the project will be disseminated locally, nationally and globally, where appropriate, to enhance the scientific, technological, and creative understanding. **The specific journals, presses or other reputable citations where the outcome of the research will be submitted for publication (as defined by the academic discipline) should also be provided.**

The Project Description **should not exceed five (5) pages in length**. Visual material, including charts, graphs, maps, photographs and other pictorial documents may be added to a maximum of the **10-pages**. **The page limitation will be strictly enforced.**

NOTE: The Project Description should be written with the Evaluation Criteria (see Section VII) in mind.

E. References Cited

All references cited must be listed, using the style or format for references that is required in the field of study.

F. Biographical Sketch

The biographical sketch of the PI and other key project personnel must be included. Each sketch must be limited to **one page** and must include:

- a list of the applicant's undergraduate/graduate/ post-doctoral training, including the institutions, majors, degrees and the years the degrees were conferred;
- a list of all academic and professional appointments, beginning with the current appointment;
- a list of publications and papers most closely related to the proposed project; and
- a list of all grant applications, submitted and funded, not funded or funding pending. For collaborative proposals, each key applicant must submit a biographical sketch.

D. Budget and Budget Justification

Each proposal must contain the attached budget application form for the period of support requested; **the total budget must not exceed \$800**. A budget justification, of not more than two pages, must be provided in addition to the form. The budget justification is not included in the 5-page narrative requirement. The following items may be requested in the budget:

1. Salary Supplement

A request for a salary supplement may be submitted along with a convincing justification detailing how the time will be utilized on the proposal. The committee reserves the right to disapprove a salary request that is not adequately substantiated.

2. Equipment

A PI can request funds to purchase small equipment required to conduct the scientific or creative research.

3. Supplies

A PI can request funds to purchase supplies for the research/creative projects, including art materials, books, and laboratory supplies.

4. Travel for PIs

Funds for travel will be approved to collect data for research and to present papers at professional conferences on the research directly related to the proposal.

E. Facilities, Equipment and Other Required Resources

The PI must provide evidence that the facilities and equipment needed to conduct the proposed research or creative effort are available through university resources, or that they can be provided with funds from a small grant.

F. Dean and Departmental Chair Approvals

The PI must submit the GSRAP Proposal Title Page, which indicates approval of the project by the PI's advisor, department chairperson and dean. The GSRAP Proposal Title Page must be uploaded with the completed application in Blackboard **on or before 5:00 p.m. on January 31, 2012**. An applicant's file will be incomplete if this form is not submitted on or before the due date. Incomplete files will not be considered by the Graduate Students' Research Awards Committee (GSRAC).

G. Description of How the Proposed Research Can Address Major Issues in the Field of Study.

The PI must provide a detailed description of her/his plans to use the research or creative project to help address major issues in the field of study.

H. Timeline for the Proposed Project

The PI must provide a timeline for completing all phases (start-up date, execution, evaluation, dissemination, and closeout) of the research or creative project; the timeline must not exceed **July 31, 2012**. The timeline should include a required mid-term report (due electronically on **May 1, 2012**) and a final report **due no later than 30 days** after the end of the funding period. If these requirements are not met, no future GSRAP funds will be awarded to the PI.

VI. Proposals Involving Human Subjects

Projects that require the use of human subjects must ensure that the subjects are protected from research risks in accordance with the relevant Federal policy known as the Common Rule (*Federal Policy for the Protection of Human Subjects, 45 CFR 690*). All projects involving human subjects must have approval from the University's Institutional Review Board (IRB), prior their implementation if such a proposal is selected for funding by the Review Committee. IRB approval can be obtained from the Chairperson of the IRB; refer to

VII. Proposal Review Process

All proposals will be reviewed by an appointed Graduate Students' Proposal Review Committee, and when deemed necessary, by experts in the PI's specific research or creative area. The following evaluation criteria will be used in assessing the applications.

Evaluation Criteria

The evaluation criteria below will be used in reviewing the applications submitted in response to the Request for Applications (RFA).

1. Significance of the Problem (30 points)

This criterion is used to assess the likelihood that the project will have an impact upon the short term and long term goals and needs of the Department, School/College, University and the State. Does the research address a major issue/ problem in the applicant's field of study? Will the proposed project advance knowledge and understanding within its field of study or across different fields? Does the proposed project provide and explore creative and original ideas? Can the project serve as the basis for developing more extensive research?

Identify the problem or issue to be addressed and state its impact (10 points), its innovation (5 points) and expected results (10 points), and the continuation plans (5 points).

2. Overall Approach, Cooperative Linkage (s), and Quality of the Proposal (25 points)

This proposal refers to the soundness of the proposal that includes: the objectives that show a clear connection to the goals and strategic plan of the Department, School or College, University and the state; the methodology, plan of operation, and project timetable; the expected products and results; an evaluation plan that includes performance measures to assess project success; and dissemination plans.

The overall quality of the proposal will be assessed to determine how well it complied with the instructions (including the Table of Contents, organization, margin, font size, within the specified page limit, appendices, references, budget narrative, well prepared vitae, and how well are the ideas presented, articulated and explained.) Is the proposed project conceptually sound and well organized?

3. Project Relevance (20 points)

Explain how the project is relevant to the goals and objectives of the program/department/school or college/university or state. What is the intellectual or creative merit of the proposed project? Also, explain the adequacy of the resources (personnel, facilities, equipment/materials) that are available to carry out the project, and how the requested funds will be used to carry out the project.

4. Personnel Resources (10 points)

This criterion relates to the adequacy of the number and qualifications of the key persons, who will develop and implement the project. The roles of the key personnel must be clearly identified, including who will manage the project and be responsible for the various outcomes. Is there evidence of sufficient resources to achieve the goals of the project?

5. Budget and Cost-Effectiveness (15 points)

This criterion relates to the extent to which the total budget adequately supports the project and how cost effective it is. The costs of the project activities must be reasonable, the time committed to the project must be appropriate, and the project should effectively maximize the use of the limited resources.

The budget, including a justification, will be awarded a maximum of 5 points and its cost effectiveness, a maximum of 10 points.

VIII. Award Notification

After a rigorous review process, the Review Committee will determine whether a proposal should be declined or approved for an award and the Dean of the School of Graduate Studies and Research will notify the successful applicants of their awards.

IX. Copies of Reviews

After a decision has been made (for an award or a declination), copies of reviews, which will exclude the identities of the reviewers, will be provided at the PI's request.

X. Withdrawals

A proposal may be withdrawn at any time prior to the final decision of the Review Committee. A PI may submit a written request for the withdrawal of a proposal via email to gradstudies@famu.edu.

XI. Returns

Proposals will not be considered for review if they:

- Do not support research goals in fields that the Board of Governors, University, Department or Unit identified as areas of state need;
- Do not meet the announced deadline; and
- Do not meet the requirements for proposal content, page limitations, format and electronic submission.

XII. Declinations

A PI, whose proposal for a Graduate Students' Research Awards Program has been declined, may receive an explanation for the declination upon request. Copies of the reviews that provided the basis for making the decision may also be requested by the applicant.

GSRAP Checklist

- GSRAP Proposal Title Page
- Project Summary
- Table of Contents
- Project Description
- Description of Relevance of Research to Areas of State/FAMU Need
- Description of Relevance of Research to Areas of State/FAMU Need
- Timeline
- References
- Biographical Sketch(s)- One page
- Budget & Budget Justification
- Human Subjects Review Form (IRB), if applicable
- Animal Care and Use Form (IACUC), if applicable

**School of Graduate Studies and Research
Graduate Students' Research Awards Program
Proposal Title Page**

Funding Period: February 15, 2012 through July 31, 2012

I. Personnel Information

Principal Investigator _____
College/School and Department _____
E-mail Address _____
Co-PI _____
School and Department _____
Email Address _____

II. Proposal Title: _____

III Proposal Abstract (Do not exceed space below)

Proposal Type: New Re-submittal

Proposed Start Date _____ Proposed Ending Date _____

Location of Project: On Campus Off Campus Local Off Campus/In-Country

IV. Proposal Budgetary Information

Total dollars requested \$ _____

V. Proposal Internal Review

Does the proposal require Institutional Review Board Approval? YES NO

Does the proposal require review by the Animal Care Committee? YES NO

(If the answer is "yes", the appropriate review forms must be submitted)

SIGNATURES: Your signature below indicates that you have reviewed and approved the submission of this proposal.

Principal Investigator _____ **Date** _____

Student Advisor _____ **Date** _____

Department Chair _____ **Date** _____

School/College Dean _____ **Date** _____

**School of Graduate Studies and Research
Graduate Students' Research Awards Program
Budget Summary**

Budget Items Requested from GSRAP

Direct Costs:

- 1. Spring/Summer Salary Supplement (professional & clerical)
- 2. Equipment (purchase)
- 3. Supplies
- 4. Travel Costs for PI

Total Direct Costs (add 1- 5 above):

Total Requested:

(These figures should appear on the title page)

\$ _____