

USFSP

INTERNAL RESEARCH or CREATIVE SCHOLARSHIP
GRANTS PROGRAM

AY 2015-16

PROPOSAL GUIDELINES
AND
APPLICATION FORM

February 16, 2015 (Applications due by 5:00 PM)
Submit to Ms. Tammy Goldberg (tgoldberg@usfsp.edu)
(Funding Period: May 1, 2015 to April 30, 2016)

For details or questions, please contact:

Ms. Tammy Goldberg
Academic Affairs
BAY 204
tgoldberg@usfsp.edu

PURPOSE

The Internal Research Grant is intended to promote high-quality research, scholarship, and creative activity by faculty at the University of South Florida St. Petersburg. Internal awards (1) fund worthwhile scholarly research and creative activities of a one-time nature; and (2) provide seed or development money for research/creative projects that will produce pilot data for proposals submitted to outside agencies for external funding. Funds awarded in this competition are separate and distinct from a similar competition through USF System Office of Research and Innovation.

AWARD DESCRIPTION

USFSP is committed to supporting faculty research and creative scholarship. Faculty may request funding for travel, equipment, supplies, faculty summer salary, student assistants and other expenses. Funding for individual awards is a maximum of \$10,000. It is anticipated that multiple awards will be made. Faculty receiving awards during this cycle may be asked by the Research Council to contribute to the awards review process in subsequent cycle(s).

ELIGIBILITY

This competition is open to all USFSP full-time tenured or tenure-track faculty or librarians with a research assignment, regardless of discipline or scholarly interest. Tenure-track faculty are especially encouraged to apply.

DURATION OF GRANT

The faculty award is for the period beginning May 1, 2015 and ending April 30, 2016. The Final Report will be filed with the Regional Vice Chancellor's office by May 30, 2016.

PROPOSAL SUBMISSION DEADLINE

Application must be submitted electronically as a single PDF document to the Office of Research, BAY 204, by **5:00 pm on February 16, 2015**. Please submit to: Ms. Tammy Goldberg, Academic Affairs, tgoldberg@usfsp.edu (873-4318).

SELECTION PROCESS

The Regional Vice Chancellor (RVC) for Academic Affairs will award the internal grants based upon the recommendation of the Faculty Research Council (FRC) of the USFSP Faculty Senate.

EVALUATION CRITERIA

See attached rubric.

PROPOSAL FORMAT AND INSTRUCTIONS

Applications must be complete and in accordance with application guidelines to receive full consideration. Applications not meeting the first five (5) criteria will be returned (1-inch margins; Times New Roman font; 12 pt font size; double-spaced (except the summary vitae); left justified).

I. Cover Page (one page maximum):

- ☐ Provide the requested information.
- ☐ Complete the checklist of assurances.
- ☐ Obtain signatures of the appropriate Department Chair (CAS only), College Budget Administrator, and College Dean. In the event that the College contributes academic year release time, the Chair or Dean must include a statement of the amount of release time (expressed in credit hours or percent of time) on the cover page above the signatures.
- ☐ The Abstract should be 100 words or fewer and understandable to a lay audience.

II. Budget Summary and Justification (two page maximum):

- ☐ Complete the form.
- ☐ Contact College budget personnel to calculate current % salary and % fringe

III. Budget Justification

- ☐ Justify all budget requests.

Please itemize and justify each budget category pertinent to the grant. Continue on an attached sheet if necessary. Requests may include faculty salaries during the summer months; salaries for undergraduate and graduate research assistants or other technical personnel; domestic or foreign travel necessary for the collection of data; specialized equipment; supplies; other costs, such as library and technical services and publication costs. *For details, contact the office of sponsored research [813-974-2897].*

Faculty Summer Salary

The salary requested should be proportionate to the amount of effort expended by the faculty member and should be indicated in terms of time period and equivalent corresponding percent of effort. *Faculty requesting summer salary may not teach more than one course during the summer.*

$\$X,XXX = [\text{salaries } \$X,XXX + \text{fringe } \$X,XXX]$

Other Salaries

List individually and identify type of personnel.

Faculty Travel

Thoroughly explain faculty travel undertaken in the pursuit of scholarly research activities, including its relationship to the project. Necessity for execution of the work at a location other than USFSP should be clearly documented. If travel funds are requested for collaboration, be very specific about why it must be done in person and not via e-mail,

video/teleconference. The location, anticipated dates, itinerary, and projected costs of the travel should be stated.

Equipment

Equipment is generally classified as property that costs more than \$5,000 per item and has a life of more than three years. Equipment must be justified in terms of amount of usage on the proposed project. Equipment purchased with grant funds remains the property of the University at the conclusion of the grant period.

Supplies and Other Operating Expenses

All items should be listed and costs shown. This category includes most desktop or laptop computers or tablets (e.g., iPads, etc.). Such purchases must be justified on the basis of specific need to support the proposed research.

Total Project Budget Requested

This is the sum of all costs above.

Funds from Other Sources

The source and the amount of any additional funds applied for or awarded for this project must be identified, explained, and endorsed on the Cover Page.

Default

In the case of default -- situations such as the applicant's inability to complete the project or his/her departure from the University -- unexpended funds will revert to the grant pool. Funds remaining after the grant year will be returned to the office of the Regional Vice Chancellor for Academic Affairs (RVCAA). Post-award adjustments to the budget must be approved by the RVCAA.

Expenses NOT Covered

Requests for funds to support the following will **not** be approved: academic year faculty salaries; taking or developing courses; domestic or foreign travel to present papers; writing grant proposals; or general purpose equipment, including computers and peripherals unless specifically in support of the proposed research.

IV. Project Description Check List (5 page maximum)

- ☐ **5 pages maximum** (to include the work schedule, foot notes, and citations)
- ☐ **One-inch margins**
- ☐ **Times New Roman**
- ☐ **12-point type**
- ☐ **Double-spaced** (except for CV)
- ☐ **Left justified, do not full justify.**
- ☐ **Abstract** (100 words or less; provide word count)
- ☐ **Endnotes**

Project Description for Research and/or Creative Scholarship: The Project Description should answer the following questions: (1) What do you intend to do? (2) Why is the project important? (3) What has already been done? (4) How are you going to do the work?

Include a concise statement of the research question to be addressed or the hypothesis to be tested by the proposed research, the objectives of the proposed project, potential significance of the expected results, and the relation of the concept underlying the proposed project to the present state of knowledge in the field. Please discuss whether internal award funds will be used to either (1) fund scholarly research activities of a one-time nature; or (2) provide seed money for research projects that will produce pilot data for proposals submitted to outside agencies for external funding. Proposals in the creative arts typically should also include a detailed description of how the project is to be accomplished, the performers or materials required or, if appropriate, a bibliography, and a plan for public presentation of the work. Explain the project design and the methods that will be used to achieve the research objectives. The description should be written to be understood by a review committee composed of faculty who lack technical expertise in the specific project area. Please note that the work schedule must be included in the Project Description 5 page limit.

Work Schedule for Research and/or Creative Scholarship (EXAMPLE ONLY)

Activity	Start Date	Completion Date
Data collection		
Data analysis		
Draft manuscript		
Draft external grant application		
Materials acquisition		
Draft manuscript, Mock display		
Public presentation, exhibition, other		
Final Report to USFSP		

Please note that the work schedule must be included in the Project Description 5 page limit.

V. Optional Appendix (5 page maximum): Technical explanations and bibliographies may be placed into an optional appendix not to exceed 5 pages double-spaced.

VI. Project Impact Information (one page maximum): Fill out this section completely with signature.

Follow-up Requirements (page 6): The applicant's signature on the bottom of this page indicates his/her agreement with these requirements:

1. Report and Presentation: The project investigator will provide the Office of the Vice Chancellor with a short report no more than 30 days after the **conclusion of the grant period**. The report should explain briefly and in layman's terms what work was completed, what results were obtained, what publications or presentations of the work are planned, and what external grant applications are planned. This information will be incorporated into the USFSP's annual report. The project investigator will also present findings at the USFSP Annual Research Month Symposium. The report and the presentation are essential to the continuing availability and augmentation of such funds.

2. Acknowledgements: Any publication resulting from the research supported by a grant from the this program shall include the following statement: **"This work was supported in full or in part by a grant from the USFSP Internal Research Grant Fund. This support does not necessarily imply endorsement of the research conclusions by the University."**

3. Proprietary Information: The applicant agrees to allow his/her funded proposal to be reviewed as an aid to new applicants unless it contains proprietary information.

VII. Summary Vitae (3 page maximum): Include a list of recent publications, presentations, and/or performances as appropriate for your discipline. Summarize efforts to obtain external funding for your work. Do not include your full *curriculum vitae*. **The summary vitae should not exceed 3 pages and should be single spaced.**

USFSP INTERNAL RESEARCH GRANT APPLICATION COVER PAGE

Project Investigator:

Position Title:

E-mail:

College:

Phone:

Proposal Title:

Abstract: (*100 words or fewer*) [Actual Word Count: _____]

[☐] Use of Human Subjects, approved by Institutional Review Board (IRB)

Date : _____

[☐] Use of Lab Animals, approved by the Institutional Animal Care and Use Committee

(IACUC) Date: _____

Project Investigator/PI Signature & Date: _____

CAS Department Chair Signature & Date: _____

College Budget Administrator Signature & Date _____

College Dean Signature & Date: _____

BUDGET SUMMARY

TOTAL Request (Maximum award \$10,000.00)

\$ _____

Salaries*: Consult your College budget staff for appropriate fringe benefit rate(s) and obtain signature on previous page)

Summer Faculty Salary + fringe:

Name: \$ _____

Name: \$ _____

Other Salaries + fringe:

Name: \$ _____
(Circle 1: GA, Student Assistant, Temporary Personnel)

Name: \$ _____
(Circle 1: GA, Student Assistant, Temporary Personnel)

Name: \$ _____
(Circle 1: GA, Student Assistant, Temporary Personnel)

Travel (requires budget justification): \$ _____

Equipment (requires budget justification): \$ _____

Supplies (list in budget justification): \$ _____

Other Expenses (requires budget justification): \$ _____

Please provide the information requested below, if applicable:

Funds from Other Sources: \$ _____

Indicate Source:

BUDGET JUSTIFICATION

Salaries must be justified in terms of percent of potential summer salary (where applicable) for faculty or hours for classified staff.

Five (5) pages maximum, One-inch margins, Times New Roman, 12-point type, Double-spaced, Left justified.

PROJECT DESCRIPTION

Five (5) pages maximum (including the Work Schedule), One-inch margins, Times New Roman, 12-point type, Double-spaced, Left justified.

Work Schedule for Research and/or Creative Scholarship

Activity	Start Date	Completion Date
Final Report to USFSP		

Optional Appendix

**Five (5) pages maximum, One-inch margins, Times New Roman, 12-point type,
Double-spaced, Left justified.**

PROJECT IMPACT INFORMATION

Proposal Title: _____

Request:\$_____

Educational and Scholarly Implications of the project. Explain briefly:

Space and necessary facilities are available for this project: _____ Yes _____ No
Does the proposed work involve international travel? _____ Yes _____ No
Is student participation planned for this project? _____ Yes _____ No
If yes, give number: _____ Undergraduate _____ Graduate _____ Postgraduate
Is external support for this work being sought elsewhere? _____ Yes _____ No
Name of potential sponsors and approximate dates when proposal for outside funds will be submitted.

- 1.
- 2.
- 3.

FOLLOW-UP REQUIREMENTS

The PI must sign below to indicate that he/she understands and agrees to the follow-up requirements below.

1. Report and Presentation: The project investigator will provide the Office of the Regional Vice Chancellor with a short report within 30 days after the **conclusion of the grant period**. The report should explain briefly and in layman's terms what work was completed, what results were obtained, what publications or presentations of the work are planned, and what external grant applications are planned. This information will be incorporated into the USFSP's annual report. The project investigator will also present findings at the USFSP Annual Research Symposium. The report and the presentation are essential to the continuing availability and augmentation of such funds.

The Final Report will be filed with the Regional Vice Chancellor's office by 30 May 2016 (Ms. Tammy Goldberg, Academic Affairs; tgoldberg@usfsp.edu; 873-4318).

2. Acknowledgments: Any publication resulting from the research supported by a grant from the Internal Award Research Grant Fund shall include the statement: "**This work was supported in full or in part by a grant from the University of South Florida St. Petersburg Internal Research Award Grant Fund. This support does not necessarily imply endorsement by the University of research conclusions.**"

3. Proprietary Information: Proposals resulting in Internal Award Research Grant, unless they contain proprietary information, may be reviewed in BAY 204 as an aid to new applicants.

☐ This proposal contains proprietary information.

☐ This proposal does not contain proprietary information.

Project Investigator

Date

SUMMARY VITAE

Do not include your full *curriculum vitae*. This is the final section of the application.

Three (3) pages maximum, One-inch margins, Times New Roman, 12-point type, Single-spaced, Left justified.

Include a list of recent publications or creative scholarship exhibits as appropriate for your discipline. Note those activities that resulted from a previous Internal Award.

USFSP Internal Research Awards 2015-2016

Reviewer # _____ Grant Application Number# _____

I. Preliminary Review

Your application will not be reviewed unless the application adheres to the following formatting requirements.

☐ **5 pages maximum** (to include the Work Schedule; footnotes and citations within page limit)

☐ **One-inch margins**

☐ **Times New Roman**

☐ **12-point type**

☐ **Double-spaced** (except for CV)

☐ **Left justified, do not full justify.**

☐ **Abstract** (100 words or less)

☐ **Endnotes**

2. Evaluative Review

Review Item	Rating
1. Project justification ?	1 Poor; 2 Fair; 3. Adequate; 4. Strong 5. Excellent X2=____/10
2. Project objective and deliverables or outcomes?	1 Poor; 2 Fair; 3. Adequate; 4. Strong 5. Excellent X2=____/10
3. Project design and methods?	1 Poor; 2 Fair; 3. Adequate; 4. Strong 5. Excellent ____/5
4. Feasibility to complete the project.	1 Poor; 2 Fair; 3. Adequate; 4. Strong 5. Excellent ____/5
5. Is the proposal well organized?	1 Poor; 2 Fair; 3. Adequate; 4. Strong 5. Excellent ____/5
6. Is the proposal readable by a general audience of educated non-specialists?	1 Poor; 2 Fair; 3. Adequate; 4. Strong 5. Excellent ____/5
7. Potential impact on applicant's career?	1 Poor; 2 Fair; 3. Adequate; 4. Strong 5. Excellent X2=____/10
Total	____/50