Grant Opportunities for Academic Year 2017-18

1) Internal Research or Creative Scholarship Grants Program

2) Faculty Mentor Program

Proposal Guidelines and Application Form

Deadline: December 5, 2016 at 5:00 PM
Submit to Mr. John Johnson (jtj2@usfsp.edu)
(Funding Period: May 1, 2017 to April 30, 2018)

For details or questions, please contact:
John Johnson
Office of Research
TER 403
jtj2@usfsp.edu
727-873-4985

OVERVIEW
USFSP awards two kinds of Internal Grants for Research: 1) the Internal Research/Creative Scholarship Grant and 2) the Faculty Mentoring Grant. Specific directions and evaluation criteria for each are specified in this document. You may apply for either or both of these awards.

PURPOSE
The Internal Research/Creative Scholarship (IR/CS) 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. IR/CS grants may be used for travel, equipment, supplies, faculty summer salary, student assistants and other expenses. Funding for the Internal Research/Creative Scholarship Grant is a maximum of $10,000. Funds awarded in this competition are separate and distinct from a similar competition through USF System Office of Research and Innovation.

Faculty Mentoring Grants are designed to encourage and support the development of the faculty as externally funded scholars. The program links faculty mentees that have not yet established a sponsored research record with experienced mentors who will counsel the mentees on the basic components of proposal preparation and project development. Funding for the Faculty Mentoring Grants is a maximum of $1,000. The faculty mentor receives the full amount.

PROCESS
IR/CS Grants and Faculty Mentoring Grants are each are reviewed and scored separately. Faculty may apply for either or both awards as part of one application. 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
Both grants are 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. Preference will be given to scholars for whom the grant will have the largest impact on their careers. Grantees cannot be awarded the same grant type in two consecutive years.

For the Faculty Mentoring Grant, the faculty mentor must be a tenured faculty member at an accredited institution of higher education with significant grant experience or hold a full time position in the field related to the project and have a substantial record of success at the agency to which the mentee wishes to apply.

DURATION OF GRANT
The faculty award for both grants is for the period beginning May 1, 2017 and ending April 30, 2018. The Final Report will be filed with the Regional Vice Chancellor's office by May 30, 2018.

PROPOSAL SUBMISSION DEADLINE
Application for both grants must be submitted electronically as a single PDF document to the Office of Research, by **5:00 pm on December 5, 2016.**   Please submit to: John Johnson, Office of Research, jtj2@usfsp.edu (873-4985).

IR/CS GRANT PROPOSAL FORMAT AND INSTRUCTIONS

Applications must be complete and in accordance with application guidelines to receive full consideration. Applications not meeting the set criteria will be returned.

I. Cover Page

[   ] Provide the requested information.

[   ] Complete the checklist (IRB, Animal use, etc,).

[   ] Obtain signatures of the appropriate Department Chair (CAS only), 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. Summary Vitae

Three (3) page maximum, one-inch margins, Times New Roman, 12-point type, single-spaced.

Include a list of recent publications, presentations, and/or performances as appropriate for your discipline. You may use an agency specific CV or Biosketch (example: NIH or NSF format) if you wish. Do not include your full *curriculum vitae*.

III. Project Description

Six (6) pages maximum (including the Work Schedule**), one-inch margins, Times New Roman, 12-point type, double-spaced (except tables and charts)**.

Project Description: 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 6 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 6 page limit.

IV. Statement of Impact on Career
One (1) page maximum, one-inch margins, Times New Roman, 12-point type, double-spaced, left justified.

Summarize the possible impact of this project on your career. Discuss any efforts or plans to obtain external funding for your work. If external funding is not available please explain. If you have previously received funding from an internal grant, please list the grant title, dates and amount and describe the products, milestones or achievements that resulted from the previous funding.

V. Budget Summary
[   ] Complete the form.
[   ] Contact the Office of Research to calculate current % salary and % fringe

VI. Budget Justification
Two (2) pages maximum, one-inch margins, Times New Roman, 12-point type, single-Spaced, left justified.
[   ] Justify all budget requests.
Please itemize and justify each budget category pertinent to the grant. 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 John Johnson at the Office of Research [727-873-4985].*

VII. Appendix (5 page maximum): Include a bibliography and any technical explanations in
the appendix, not to exceed 5 pages. Please note that your project description should be complete without references to the appendix. Reviewers have the option of looking at the appendix for clarifications but are not required to read your appendix in its entirety.

VIII. Follow-up Requirements: 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 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 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."**

   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.

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

Evaluation Criteria for Internal Research/Creative Scholarship Grant

Review Item	Rating
1. Project justification and research objectives (importance and relevance of project)	1 Poor; 2 Fair; 3. Good; 4. Excellent 5. Exceptional X2=_____/**10**
2. Project design and methods (appropriateness and integrity of methods given research objectives)	1 Poor; 2 Fair; 3. Good; 4. Excellent 5. Exceptional X2=_____/**10**
3. Feasibility of completing the project as specified in the timeline	1 Poor; 2 Fair; 3. Good; 4. Excellent 5. Exceptional _____/**5**
4. Project deliverables or outcomes (articles, books, exhibitions, presentations, grant applications, etc.)	1 Poor; 2 Fair; 3. Good; 4. Excellent 5. Exceptional X2=_____/**10**
5. Readability of proposal by a general audience of educated non-specialists	1 Poor; 2 Fair; 3. Good; 4. Excellent 5. Exceptional _____/**5**
6. Potential impact on applicant's career	1 Poor; 2 Fair; 3. Good; 4. Excellent 5. Exceptional X4=_____/**20**
Total	_____/**60**

I. USFSP INTERNAL RESEARCH GRANT APPLICATION COVER PAGE

Project Investigator:

Position Title:

E-mail:

College:

Phone:

Proposal Title:

Grant Type:

IR/CS + Faculty Mentoring

IR/CS

Faculty Mentoring

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

Checklist
Use of Human Subjects, approved by Institutional Review Board (IRB)
    [ ] Not applicable [ ] Pending [ ] Approved, list date:_____
Use of Lab Animals, approved by the Institutional Animal Care and Use Committee
    [ ] Not applicable [ ] Pending [ ] Approved, list date:_____
Space and necessary facilities are available for this project: [ ] Yes [ ] No
If proposed work involves international travel, list country: _____

Project Investigator/PI Signature & Date: _____

CAS Department Chair Signature & Date: _____

College Dean Signature & Date: _____

II. Summary Vitae
Three (3) page maximum, one-inch margins, Times New Roman, 12-point type, single-spaced.
Include a list of recent publications, presentations, and/or performances as appropriate for your discipline. You may use an agency specific CV or Biosketch (example: NIH or NSF format) if you wish. Do not include your full *curriculum vitae*.

III. PROJECT DESCRIPTION
Six (6) pages maximum (including the Work Schedule**), one-inch margins, Times New Roman, 12-point type, double-spaced (except tables and charts)**. 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?

Work Schedule for Research and/or Creative Scholarship

Activity	Start Date	Completion Date
Final Report to USFSP		

IV. STATEMENT ON IMPACT ON CAREER
One (1) page maximum, one-inch margins, Times New Roman, 12-point type, double-spaced, left justified. Summarize the possible impact of this project on your career.

V. BUDGET SUMMARY

TOTAL Request (Maximum award $10,000.00)

$_____

Salaries*: Consult the Office of Research (John Johnson) if you have any questions or need clarifications.

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:

VI. BUDGET JUSTIFICATION
Salaries must be justified in terms of percent of potential summer salary (where applicable) for faculty or hours for classified staff.
Two (2) pages maximum, one-inch margins, Times New Roman, 12-point type, single-spaced, left justified.

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 = [salaries $X,XXX + 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 is the property of the University.

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.

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.

VII. Appendix
Five (5) pages maximum, one-inch margins, Times New Roman, 12-point type, left justified. Include bibliography and any technical explanations in the appendix not to exceed 5 pages.

VIII. FOLLOW-UP REQUIREMENTS
The project investigator 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 2018 (Mr. John Johnson, Office of Research; jtj2@usfsp.edu; 873-4985).
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."**
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**

FACULTY MENTORING GRANT PROPOSAL AND INSTRUCTIONS

If the Faculty Mentoring Grant is for the same project as the IR/CS grant, please provide the following additional information.

- A biosketch or CV for the project mentor (including current and pending grants)
- A mentee statement addressing how the mentor's knowledge and experience is expected to assist the mentee in obtaining external funding, as well as the specific role that the mentor will play in the mentee's research (one page limit)
- A signed mentor letter indicating the role s/he expects to play in assisting the mentee in designing the project and obtaining external grant funding

If the Faculty Mentoring Grant is **not** for the same project as the IR/CS grant or you are not applying for an IR/CS grant, please provide the following information.

- I, II, and III from the IR/CS Grant Proposal Format and Instructions
- A biosketch or CV for the project mentor (including current and pending grants)
- A mentee statement addressing how the mentor's knowledge and experience is expected to assist the mentee in obtaining external funding, as well as the specific role that the mentor will play in the mentee's research (one page limit)
- A signed mentor letter indicating the role s/he expects to play in assisting the mentee in designing the project and obtaining external grant funding

Evaluation Criteria for Faculty Mentor Grant

1. Project Description	1 Poor; 2 Fair; 3. Good; 4. Excellent 5. Exceptional _____/5
2. Quality of Mentor	1 Poor; 2 Fair; 3. Good; 4. Excellent 5. Exceptional _____/5
3. Mentor's fit with project	1 Poor; 2 Fair; 3. Good; 4. Excellent 5. Exceptional _____/5
4. Potential for obtaining external funding	1 Poor; 2 Fair; 3. Good; 4. Excellent 5. Exceptional _____/5
Total	_____/20