

## CBCS Internal Grant Application Checklist

**Submit the proposal electronically:** E-mail a single pdf file of your application to [CBCSResearchCouncil@usf.edu](mailto:CBCSResearchCouncil@usf.edu) by the deadline.

**SUBMISSION DEADLINE FOR RECEIPT – Friday, November 2, 2018 at 5:00 PM**

(Awards Announced by the end of Fall term)

Documents sent after 5:00 PM **WILL NOT BE ACCEPTED**

Listed below are the components of a complete application package. Use this checklist to ensure that your application is complete and in compliance with the application requirements.

Include the checklist with your proposal application

CHECK OFF	REQUIRED DOCUMENTS
	<p><b>1. Cover Page</b> The electronic PDF application must include all required signatures. Non-tenure track faculty must submit a letter signed by their department head and supervisor confirming that the applicant has approval to seek external funding, is employed in a regularly renewable position, is paid as a USF faculty member, is required to conduct independent research, and it is anticipated that the applicant will be regularly renewed upon satisfactory performance in terms of independent research accomplishment and other contractual obligations.</p>
	<p><b>2. Project Abstract</b> (limited to 150 words)</p>
	<p><b>3. Specific Aims</b> (limited to one page)</p>
	<p><b>4. Significance, Innovation, &amp; Approach</b> (limited to three pages)</p>
	<p><b>5. Preliminary Data</b> (limited to one page)--Explain how this project will strengthen a federal research grant application</p>
	<p><b>6. Proposed Budget and Budget Justification</b> (limited to three pages)</p>
	<p><b>7. Human Subjects, Animal Subjects, or Other Data Sources</b> (limited to two pages)</p>
	<p><b>8. Link to Curriculum Vita</b></p>

## Request for Proposals CBCS Internal Grant Program (IGP)

Due Date: November 2, 2018    Decision Date: end of Fall term

### Overview

The purpose of this initiative is to provide support for CBCS faculty research that will strengthen an application for a federal grant. The proposal emulates a shortened version of a federal grant, but specifies how the proposed work will fill a need for preliminary data that will strengthen a future grant application. Thus, the Internal Grant Program (IGP) is intended to provide seed funding for research projects that show promise for external sponsored research funding. The CBCS will provide funds from \$5,000 up to a maximum amount of \$20,000 for this initiative. Amounts will be determined based on the applicant's justification, other sources of funding, and the availability of college funds. IGP Awardees are expected to submit at least one full proposal to an external federal funding agency, national foundation, or industrial source before re-applying to the IGP. Evidence of applying for external funding includes a copy of the submitted proposal with receipt from the funding agency or, when applicable, a letter of intent to the funding agency.

### Application

Applications will include a **Project Abstract** with broad goals (limited to 150 words). The *Research Plan* is limited to five pages (single-spaced, 12-point font), including: **Specific Aims** (limited to one page); **Significance, Innovation, and Approach** (limited to three pages); and how this grant will provide **Preliminary Data** that will strengthen a federal research grant (the proposed agency(s) and mechanism(s) must be identified; limited to one page). Because faculty across multiple disciplines will review proposals, please write in a clear and concise style with detail that can be understood by an "intelligent non-expert." Use Basic English, avoiding jargon or excessive language. Spell out all acronyms on first reference. Do not include supporting addenda, surveys, slides, audio-visual materials, appendices, general letters of recommendation, manuscripts, etc.

### Grant Period

Up to one year (12 months) from funding

### Budget and Budget Justification

State the importance of the requested funds to the project objectives and indicate how funds will be allocated to specific personnel and expense items (limited to three pages). Funding must be allocated to appropriate fringe benefits, but not to institutional indirect costs. Funding may be directed to local travel costs, but not for travel to conventions/conferences. Funding may be directed for faculty salary, including summer salary for faculty in 9-month positions. The justification for expenses must be clear, concise and describe how the funds are essential to conduct the research in light of other resources or support available to the investigator.

Please be aware that due to limited availability of funds, some grants may receive only partial funding. Discuss any other support (internal or external) awarded or pending (grant, department or university funding) for these items and this scope of work. Include amount, source, funding period and expected notification date (if pending) and indicate whether funding from various sources will overlap. If unrestricted funds are available to the applicant (e.g., start-up or RIA), discuss why this funding is not being used for this project.

### Human Subjects, Animal Subjects, or Other Data Sources (limited to two pages)

IRB or IACUC approval is required before awarded funds are released.

To judge the feasibility of the project, information about data sources should be provided in this section, such as:

- Describe the characteristics of the subject population, including the anticipated number, age ranges, gender, ethnic background, and health status;
- Identify sources of research materials in the form of specimens, records, and/or data;
- Describe the feasibility-attainment or plan for recruitment of human subjects, animals, or other research database

### **Applicant Eligibility**

- The applicant must be a CBCS faculty member in a renewable position that is required to conduct independent research
- Non-tenure track faculty must submit a letter signed by their department head and supervisor confirming that the applicant has approval to seek external funding, is employed in a regularly renewable position, is paid as a USF faculty member, is required to conduct independent research, and it is anticipated that the applicant will be regularly renewed upon satisfactory performance in terms of independent research accomplishment and other contractual obligations.
- The applicant must be a current CBCS faculty member for the duration of the award
- If overlapping funding is awarded, the applicant must notify the CBCS Research Council

### **Evaluation Criteria**

Applications will be reviewed by the CBCS Research Council based on the following criteria:

- (1) **Significance and Innovation** of the research substantiates the potential for the project to advance the applicant's field of study and is reflected by refinement, improvement, or new application of theoretical concepts, methods, or interventions. This section is the most heavily weighted to ensure competitiveness at the next level.
- (2) The **Approach** reveals the merits of the design for accomplishing the specific aims of the project and the ability of the **Investigator** to implement the project within the specified time period. The appropriateness and feasibility of a detailed account of the method, including measurement and data analysis plans, will be considered. This description is expected to frame the proposed research within the larger program of research that will require subsequent funding.
- (3) Proposed **Preliminary Data** holds promise for strengthening the future grant application. The IGP funds are expected to support the collection of Preliminary Data that are likely to provide the basis for a competitive proposal to a federal granting agency.
- (4) The perceived ability of the **Investigator** to carry out the project in the specified time period is reflected by appropriate training, experience, and past accomplishments relative to their career stage. The **Investigator** should have sufficient strength to compete successfully at the next level of funding.

Reviewers will assign scores on a 1–9 point scale for each criterion. In addition, reviewers will assign an **Overall Impact** score based on all five criteria. The five criteria do not contribute equally to the **Overall Impact** score. The **Overall Impact** score tends to reflect reviewers' assessment of whether a significant project will be completed competently, move the field forward, and yield a substantial research program.

### CBCS Internal Grant Program (IGP)

**Submission Deadline: Friday, November 2, 2018 by 5:00 PM (Awards Announced: End of Fall term)**

NAME:	RANK/TITLE:
TELEPHONE NUMBER:	EMAIL ADDRESS:
DEPARTMENT NAME:	<b>Tenure Status:</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>Tenured</p> <p>Tenure Earning</p> </div> <div style="text-align: center;"> <p>Non-Tenure (include letter from chair/supervisor)</p> </div> </div>
TITLE OF PROPOSAL (descriptive and concise):	
Proposed Project Period: _____ TO _____	
TYPE OF SUBMISSION:                      NEW    RESUBMISSION	
Key words describing the project:	
Total Funds Requested: \$	<b>MAXIMUM \$20,000</b>

**PROPOSED BUDGET**

Instructions: List expenses for the project in the left column and include amount requested in the right column. Request minimum funding to conduct the project. The scope of work should be independent from projects that already have funding, with assurance of an absence of overlapping funding.

Budget						<i>Amt. Requested</i>
Personnel						\$
Employee Type (i.e. OPS, faculty, GA, UG student)	Name or TBA	Cal. Months	Acad. Months	Sum. Months	FTE	Requested Salary (per individual)
Senior/Key Personnel						\$
Senior/Key Personnel						\$
Graduate Assistants						\$
Undergraduate Students						\$
OPS						\$
Other:						\$
Travel (Must be necessary to conduct the study; may not include travel to attend conferences.)						\$
Equipment						\$
Research Supplies						\$
Other Expenses (i.e., participant costs, printing, postage)						\$
Consultants						\$

Tuition Costs	\$
<b>Total Budget REQUESTED</b>	\$

**Waiver:** I, the Principal Investigator named above, with full knowledge of my right of access to any public record made or received in connection with official public business granted by the Florida Constitution (article I, section 24) and Florida Statutes (chapter 119), expressly waive all rights whatsoever that I have to request records containing the identity of the individuals who provide written feedback on this proposal. With my signature below, I voluntarily agree to this waiver of my right of access to these records because I believe it will help ensure a truly candid review of my proposal by my academic peers. If awarded, any unallowable expenditure on the award will be subject to removal off the grant to an unrestricted account.

Signatures (Print, Sign, and Date)	
Principal Investigator	Dept. or Center Head
(Print name above)	(Print name above)
(Sign name above)	(Sign name above)
(Print date above)	(Print date above)