PRE-TENURE SCHOLARLY SUPPORT PROGRAM

University Research Services & Administration

Application Deadline: Tuesday, January 16, 2018

PURPOSE & GENERAL INFORMATION

The purpose of the Pre-tenure Scholarly Grant Program is to support the completion of scholarly and creative outcomes (e.g., important publications, artistic products or productions, inventions, etc.) of pre-tenured faculty to promote their professional development within their disciplines in alignment with the University's strategic plan.

Amount and Timeframe of Award

Scholarly Support Grants are limited to a maximum of $20,000, but applicants may request less than that. Applicants must justify all expenses budgeted illustrating that they are essential to the completion of the proposed project. All internal grant awards follow the fiscal year budget period that runs from July 1st through the following June 30th and must be expended within the one-year budget period of the award, no exceptions.

What the Scholarly Support (Pre-tenured) funds and does not fund

Proposals should be for scholarly projects that will eventually result in completion of a specific scholarly outcome ***within at least one year after the project end date (two years from start date of funding)***. Some examples include artistic products, exhibits, or productions, publications such as a book chapter or journal article, or an invention with an application for a patent. Requests to fund completion and submission of an external grant application will not be considered through this grant mechanism. Finally, these internal grant awards are not intended to be used as bridge funds or to fund ongoing scholarly or research initiatives.

PI eligibility

Pre-Tenure Scholarly Support grants are available to full-time, tenured and tenure-track faculty in any academic discipline at Georgia State University with appropriate education, training, and experience, and whose job description specifies that research is at least 40% of their workload requirement (not available to instructors, full-time research staff, or non-tenure track faculty). Faculty members may only receive one Scholarly Support grant during a four-year period (current applicants cannot have received a SS award since July, 2015).

Applying to both RIG and SS programs

Applicants may apply to both the RIG and Scholarly Support internal grant programs simultaneously, but they cannot submit an identical application to both ("identical" refers to essentially the same project with outcomes adjusted simply for the purpose of the award requirements) and they may receive only one of these awards in a fiscal year. If identical applications are submitted, only one will be selected for review.

GENERAL CONDITIONS OF AWARDS

Timeline

All activities covered under this award mechanism must be completed within the fiscal year of the University, which runs July 1st through June 30th. Failure to expend funds for the project in a manner that fits within this one-year budget period may result in the return of all or some portion of the award funds at such a time deemed appropriate by the URSA Office in consultation with the Principal Investigator.

Compliance with federal, state and university regulations

Principal Investigators (PIs) are responsible for ensuring that activities conducted under the program are in compliance with all applicable federal, state and university policies. Upon receiving a Notice of Award for an internal grant, the PI is responsible for submitting all compliance protocols required for their project as soon as possible (e.g. use of human subjects, use of animal subjects, use of radioactivity, bio-hazardous or hazardous materials). PIs must receive official compliance approval before they can be given access to their internal grant funds and begin work on their project under the award. A prolonged delay in obtaining appropriate compliance approvals that significantly delays the work on the project may result in cancellation of the award at such a time deemed appropriate by the URSA Office in consultation with the Principal Investigator, if it is determined that the project cannot be completed within the time remaining on the award budget period.

Progress and final reporting

All internal grant awardees must comply with submission of a brief project progress report 6 months after the start date, a brief budget status report 3-4 months prior to the end of the award and a final report within 90 days after the end of the award. Continued access to awarded funds will be contingent upon timely submission of a satisfactory report of progress on the awarded project. Future access to other internal grant awards will be contingent upon timely submission of final reports and annual requests for updates on outcomes (for 3 years post-award).

Project completion and outcomes

Awardees are expected to complete the project as proposed or, if the scope of work changes during the project period, the awardee must submit a revised Scope of Work to the Internal Grants Program staff for approval within 6 months before the end of the project period. ***Awardees of a Pre-tenured Scholarly Support grant are expected to have completed/met the proposed outcome within one year after the completion of the award budget period.*** Future access to other internal grant awards will be contingent upon successful completion of the proposed work and meeting the outcomes specified in the proposal in a timely manner.

REVIEW CRITERIA

The Vice President for Research & Economic Development awards funding to proposals based on the recommendations of the GSU Internal Grants Program Faculty Peer Review Committee. This interdisciplinary committee is composed of faculty scholars from across the university. This should always be kept in mind when crafting the language in an internal grant proposal. Reviewers use the review criteria detailed below to evaluate and assign a single, global score for each application. A summary of the reviewer comments will be sent to all applicants at the time Notice of Awards are sent. Percentile ranking of an applicant's proposal within the current round of applications is provided to each applicant in order to provide some additional feedback regarding the quality of their proposal and potential for funding upon resubmission.

Review and Award Criteria

1. How well does the applicant clearly and concisely present the topic or focus of the project and why is it important / significant?
2. How compelling is the applicant's description of the project's potential for high impact to their professional development?
3. Are the methods outlined to achieve the expected "outcome" appropriate and adequate?
4. Are all the proposed activities that require award funding likely to be completed within the 1-year award period? Is the final "outcome" likely to be completed within 1 year after the end of the award period (manuscript submitted, patent application submitted, live exhibit or production scheduled, etc.)?
5. Is the budget reasonable and all items allocable for the proposed project? Are any budget items concerning or inappropriate for the proposed work?
6. Keeping in mind that the applicant is NOT tenured, does the applicant have adequate expertise or experience, appropriate to their rank, of conducting work in the field in which their proposed project falls?
7. As a project by a non-tenured faculty, does the project have a high probability of resulting in a product or outcome that will promote the professional development of the applicant within their discipline? Is the outcome/product of sufficient merit that there is a good probability it will be published, exhibited, produced, patented, etc. (as appropriate to the actual product)? If the applicant includes any invitation from a publisher, exhibit sponsor or production sponsor, although not required for non-tenured SS proposals, please note those as being additional evidence for likelihood of successful outcomes.
8. ***For resubmissions only:*** Does the applicant clearly and adequately address the weaknesses identified by and concerns expressed by the previous reviewers?
9. ***Applicants who have received Internal Grant Program funding in the past:*** These applicants are expected to have applied for external funding (RIG awards) or to be able to show that significant outcomes or products resulted from previous internal funding (Scholarly Support awards). If this applicant has received internal grant funding before, do they provide adequate information that they achieved expected outcomes?
10. Does the application include appropriate letters from collaborators or approval for access to restricted materials/locations?

APPLICATION INSTRUCTIONS

Because proposals are evaluated by an interdisciplinary peer review panel, they should be written to be understood by faculty who are not experts in the applicant's field of study. Applicants should limit their use of jargon and acronyms whenever possible. ***Applications should clearly and concisely address the review and award criteria described above using language that is easily understandable by the reviewers.***

Access to application form

Applications for this internal grant must be submitted online via the Research Portal. You can log into the Research Portal at: http://researchportal.gsu.edu using your Campus ID and Password. Once you log in, select Internal Grants in the left navigational menu. To begin your submission, click on "Create New Application" and select the type of internal grant application you are submitting. This will bring you to the online form where you will attach, route for approval, and submit your internal grant application. The online form is very simple and requires very minimal information.

Drafting the application

You may begin the online submission and "Save A Draft" each time you input information until you are ready to complete the submission. If you "Save A Draft", you can go back to that draft from your "My Projects" list in the Research Portal left navigation menu.

Submitting and Routing the application for approval

1. Complete all items on the online application form and upload and attach your final and complete proposal with all appendices ***as one PDF file*** (see instructions below on merging all files into one PDF file).
2. Enter the correct names for all required approvers in the "Workflow" of the online form. ***URSA only requires the applicant to route through their department chair for approval.*** If an application has more than one PI, the PI(s) who is/are not listed as the primary contact and submitting the proposal will need to be listed in the workflow and approve the application as well. Most single-PI applications will only need their department chair's name in the workflow. Failure to route the application appropriately for approvals (e.g. failure to list the right people in the "Workflow" section for routing) may result in delay and missing the deadline for submission and approvals.
3. The applicant is responsible for officially submitting the final application. A saved draft is not considered a submitted application. To officially submit the application, select "Submit for Review," at the bottom of the online form and the application will automatically be routed to the persons you list in the Workflow section of the online form. Those persons should receive an email notifying them that the proposal awaits their approval in the Research Portal.
4. The Applicant will be alerted when all approvals are completed and the application is "officially complete." If this final notification is not received by the deadline, the Applicant can check their application in the Research Portal to see who has not approved and they should follow up with those approvers to ensure the approvals are completed during the 48-hour grace period provided for getting all approvals after the deadline.
5. Submitted and approved applications will be listed as "Pending Review" under the Applicant's "My Projects" list in the Research Portal until reviews are completed and awards made.

Checking status of a submitted application

To check the status of an application, the Applicant should click on the item under "My Submissions" on their personal Research Portal homepage and check the status beside this item. When the application has been submitted, but not approved, the status will show "Pending Approvals" and the Applicant can open the application form to determine which person(s) still need to approve the application. The Applicant can follow-up directly with the person to ensure their approval is completed on time. If any of the approvers listed in the routing workflow reject the application, they will be guided to provide specific feedback as to why the application was not approved and an email will be sent directly back to the Applicant to address the issue. Applicants receiving a rejection from any of their approvers will need to address the issue as indicated in the email notification received about the rejection. The Applicant should reopen the application in their "My Projects" list and make any corrections needed, replacing the attached PDF proposal file with changes as needed. Once the issue has been addressed the Applicant can

re-submit the Application for re-routing through the approval process. The approver who rejected the application should look specifically to make sure the issue was properly addressed before approving. Once approved, the application process will proceed as described above.
Submitted and approved applications will be listed as "Pending Review" under the Applicant's "My Projects" list in the Research Portal until reviews are completed and awards made.

Formatting of application

1. **Online Application Form**: The online Application form includes relevant information about the application and the applicant. This "page" is completed in the Research Portal and will be attached to the main body of the application once the application is submitted. All information must be included on this form before the application is submitted.

2. **Compliance approvals:** PIs on proposals for work that uses human subjects, non-human animal subjects, bio-hazardous agents, recombinant DNA molecules, ionizing radiation, and/or biologically-derived toxins must obtain the appropriate approval(s) before funding will be made available. Applicant should note where indicated on the application form if any of these are involved in the proposed work. If compliance approval has not been applied for at the time the award is made, this must be done ASAP. Failure to obtain appropriate approval within a reasonable amount of time after the start of the budget period is grounds for withdrawing support for an award. Note that it can take up to 8 weeks to complete the compliance approval process so awardees should begin the process as soon as they receive the notice of award (Award notices are typically sent 6-8 weeks before the award period start date).

3. The **main text of proposal** must be prepared using ***12 point Arial or Times New Roman font*** with ***one (1) inch margins on all sides***. The main text should ***include the following sections with appropriate section titles*** in the order listed below.
   a. **Abstract** (no more than one-half page, single-spaced): This summary should briefly mention the primary objective(s) including the expected major outcome of the project, the significance or potential impact of the proposed project to the field and to society, and a brief summary of general methods to be employed.
   b. **Project Narrative** (no more than five pages, single-spaced): The project narrative should clearly and concisely state the specific aims or objectives for the proposed project, describe the importance of the proposed work, and provide adequate evidence to support the importance of the work. In addition, the narrative should provide a clear, detailed account of the project design and methodology. Specifically, this section should address the following:
      - What is the problem or issue being addressed/question being asked/ project objective?
      - Why is this important?
      - How will it be done?
      - How will success be measured?
      - Who will be involved and what do they contribute to the project?

      Applicants from artistic disciplines may provide reference to a website that showcases their relevant artistic work. References should be included for the project narrative, but these are not subject to the page limitations.

c. **Plan for Specific Outcome(s)** (no more than one page, single-spaced): Provide evidence (to the extent possible) that the project will result in the completion of the proposed outcome or product within 1 year following the end of the award budget period. For example:

   i. **Publications:** Applicants whose expected product is a book or book chapter should note the publisher(s) to which the manuscript will be submitted and provide an appendix to the proposal (if applicable) demonstrating the status of the written work noting any sections/chapters already completed (if applicable) and a timeline for completing the remaining parts and submission.
   Applicants whose expected product is a manuscript for a journal should provide the title of the journal and evidence of the quality of the journal to which the publication will be submitted. This would include providing a respected, externally-derived list of the top tier journals within a given field or some other externally-derived measure of the journal's quality or impact factor. Applicant should also demonstrate the status of the written work noting the parts already completed (if applicable) and a timeline for completing the remaining parts and submission. If available, letters of interest or invitation from publishers or exhibit or production sponsors should be included as an appendix to lend strength to the probability of success.

   ii. **Artistic products or productions:** Applicants whose expected outcome is an artistic production should supply a list of potential <u>high-visibility venues</u> that might host the exhibit or production. Include an outline as an appendix to the proposal showing parts of the exhibition or production that have been completed already, a timeframe for completion of what remains and for soliciting venues for live exhibition or production.

   iii. **Invention with patent:** If the outcome will be an invention with a patent filed, evidence for the patent being filed will be requested in the final report. Include an outline showing parts of the expected outcome have been completed already (if applicable) and a timeframe for completion of what remains, including the projected date for submission of the patent application.

d. **<u>For PIs Receiving Prior Internal Grants from URSA Only</u>** (no more than one half page, single-spaced): Provide a status report listing the accomplishments *seeded by* any internal award funded through a University Research Services & Administration internal grant program within the last five years (*seeded by means "would not have been possible without").* Previous awardees should provide evidence that they fulfilled the required outcomes expected from their previous internal grant award and the outcomes were significant to their own professional development.

e. **<u>For Resubmissions Only</u>** (no more than one page, single-spaced): If your application is a resubmission from the previous two years, you must address the primary concerns of the reviewers provided in the reviewer comments from the previous submission round. In this section, list each concern from previous reviewers and describe how each has been addressed. Note that previous reviews will be provided to reviewers for resubmitted applications. This section should be added to or weaved into the project narrative allowing an additional page to the narrative, or one page if separate.

f. **Applicant's Vita or Biosketch** (no more than five pages) Provide an abbreviated C.V. or a biosketch. If providing a biosketch, please use a standard outline format – see

NSF or NIH biosketch format. Please do not provide a narrative biography. A copy of the applicant's abbreviated vita or biosketch must be attached as an appendix to the application to support the investigator's qualifications in the proposed research area. The following information should be included:

i. Education (listing degrees and dates awarded, period of any additional training)
ii. Professional employment (listing dates and titles)
iii. Scholarly products (e.g. patents) and/or artistic productions (these could be in lieu of publications) or top publications most relevant to the proposal
iv. If applicable, list external grant support with the following details (including those submitted and pending review, but do not include proposals that have not yet been submitted):
    a. Funding Agency
    b. Title of award
    c. PI and Co-PIs as listed in proposal with their primary affiliations
    d. Total period of the award (start and end dates)
    e. Total amount of award (incl. both direct and indirect funds)

g. **Budget**: **The total budget cannot exceed $20,000 for 1 year of support.** A budget format is included on the last page of this document for instructional purposes. More information on how to build a proposal budget can be found in URSA's online Budgeting for Proposals module.

i. Sub-awards are NOT allowed on this internal grant
ii. Salaries and Personnel Effort: Any portion of salary being paid from an internal grant budget must clearly specify the name of the person or title for the position being paid, the base salary for that position, and total salary being budgeted for project. Budget must specify how much to allocate to specific summer months (July of initial year, May and/or June of following year).
    - ***Please note that internal grant budgets should no longer be used to pay full-time staff, including postdocs, however payments for graduate student are allowed.***
    - ***Faculty may not request summer salary along with a course release on internal grants.***
    - ***Summer salary requests must include a strong, written justification (see budget justification below).***
    - ***DO NOT INCLUDE FRINGE BENEFITS IN BUDGET.*** Fringe benefits are paid from another university source and will not need to come from your internal grant budget.
    - Personnel percent effort for academic year and summer salaries must be included on the budget so that we can make sure effort is in compliance.
iii. GRAs, student workers: Support may be requested for graduate research assistants and student assistants as long as they are being paid only for their work on the funded project. GRAs cannot work more than 20 hours (50% effort) on a funded project.
iv. Course releases: Applicants should consult with their chair to determine whether they are allowed to obtain a course release during the project award year. Support may be requested for ONE course release during the academic year or for summer salary, but not for both. The total amount requested cannot exceed 10% of a

faculty's base salary; however, in order to maximize the use of the awarded funds, it is recommended that the applicant get approval from their department chair to request only the **actual cost** for a replacement instructor rather than the standard percentage requested on external grant awards.

v. Supplies, travel and other expenses: Support may also be requested for supplies, participant remuneration, equipment, and travel (see details in Budget Justification section below) to engage in research activity. Purchase of food for participants (e.g., for focus groups) is not an allowable expense. This internal grant program should not be used to cover expenses typically funded by departments. Therefore, computers are not an allowable expense except when the research project cannot be accomplished with the typical computers supplied by the university.

vi. Equipment: Only equipment that is considered "capital" costing over $4,999 should be listed as "equipment." Anything less than this amount can be listed as a "supply."

vii. Mentor's funding (if applicable): For a Mentored RIG application, funds up to $5,000 may be provided to the mentor for any expenses that are allowable on state funds (these funds come under state restrictions), including supplies, salary, professional travel, and anything that the applicant is allowed to cover with these funds is allowable for the mentor, as well. These funds will come from the total award budget. For the purposes of the budget, please note the total amount that will go to the Mentor in a separate line and then provide a break-down of how the mentor will spend those funds so that we can correctly budget the funds if awarded.

h. **Budget Justification**: ***A justification must be included for each budget item.*** All items should be justified in terms of how they will be used in the proposed project. More details are required for travel and to purchase electronic equipment (e.g. computers, iPads or tablets, etc.) – see below.

i. Faculty summer salary requests must include a strong, written justification that specifies the exact nature of the effort that the person will commit to the project during the summer months they will be paid (e.g. 10 hours per week writing grant proposal, 5 hours per week analyzing data, 15 hours per week collecting data from archives, etc.). If a summer salary justification is deemed not adequate, applicants may be asked for a revision or the requested amount may be reduced, if awarded.

ii. Travel that is required to conduct research is eligible for funding (not to be used for travel for professional development or to professional conferences to present work). Air and train travel must be calculated on the basis of economy rates. Estimated costs for food and lodging must be reasonable, and charges to grant funds for these items must be based on University regulations. Mileage must be figured at no more than the approved University mileage rate. Travel expenses to attend or present at a professional meeting or conference will not be funded unless there is a specific justification provided in the Budget Justification that directly relates to the completion of the project. Funding for conference travel to present results of the project is not a sufficient rationale. Justification of travel should include the following points (when appropriate):

a. Where the proposed trip fits within the overall plan and the importance of the project;

b. The reasons for the choice of the specific location. If the travel is to access specific resources (e.g. a special piece of equipment, an archive or collection, a repository of information, etc.), describe the need to access the unique resource and why it must be accessed in person rather than via other methods (online, loan, etc.).
c. Evidence of competence in the special areas required to utilize the equipment or collection.

iii. If an applicant is requesting support for travel to access to specific resource, a letter or other appropriate documentation from the institution where the work will take place, signed by the director, archivist, curator, or other responsible official, indicating their agreement to provide access should be provided. The documentation should indicate that the specific resource that the applicant wishes to utilize is accessible and will be made available to the applicant during the period requested in the application. A published statement indicating that the specific laboratory or collection will be accessible to researchers during the period requested maybe substituted for the letter or documentation.

iv. To purchase electronic equipment, particularly computers, iPads or tablets, the justification must address how the equipment will be used, why the project cannot be completed without this equipment and assurance that this equipment will be designated solely for the project for the life of the award. Electronic equipment should be purchased within the first 6 months of the project.

i. **Letters of cooperation**. If the project depends on collaboration or cooperation of others, a letter of cooperation should be included (for example, a letter from someone or an institution providing access to critical equipment, archives, subject pool, etc.) However, general letters of support from chairs or colleagues should not be included in the application.

j. **Appendices**. Appendices are only to be used for C.V.s, biosketches, letters, or other required information that is to be attached to the main content. Appendices cannot be used to provide additional information about the main content of the proposal (e.g. details on methodology, etc.).

4. **Creating a single PDF file** from multiple documents for submission (if you need to combine your main text, C.V.s, etc.):
   a. Creating a single PDF file from multiple documents requires Adobe Acrobat –standard or professional (not the same as Adobe Acrobat Reader).
   b. Once you have all your Word and/or PDF files to be merged, open Adobe Acrobat and click on “Create PDF” in the toolbar on the main screen. If this tool is not visible, click on “View” “Task Buttons” “Show All Task Buttons.”
   c. A window will pop up. Under “Add Files” area click “Browse” to locate and add the Word / PDF files to this compilation. You should add them in the order you wish them to appear.
   d. Once you have selected all the files to be added <u>in the order</u> you want them to merge, click “OK.”
   e. This creates the new merged PDF file and you will need to save it with a new name by clicking on “File” “Save As” and entering the new name for this file. Make sure you note where you are saving it on your computer (e.g. desktop, documents, etc.)

A single PDF file with all of the application items in the order listed above should be uploaded into the Research Portal as instructed. Be sure to check the final document before uploading to make sure it looks that way you need it to look.

Late applications will not be accepted

All approvals must be completed within 48 hours after the final submission deadline for the proposal to be accepted for review. Applicants will be notified by email when the approvals of the application are completed and the application successfully submitted, the status in the Research Portal will be listed as "Pending Review."

OTHER INFORMATION

Further information about the Scholarly Support Grant described in this announcement may be obtained by contacting:

Dr. Kelly Stout
Associate Director, Special Research Initiatives
58 Edgewood Avenue, Room 377
Email: kpowellstout@gsu.edu;
Phone: 404-413-5475

SCHOLARLY SUPPORT APPLICATION BUDGET FORMAT

Note: This is simply a guideline on what to include in your budget page for this proposal. Budget cannot contain both course release and summer salary. Also, do not include fringe benefits on this budget (those come from a separate budget are not included in the award total).

Budget Item	Amount Requested
Faculty academic year salary (list and calculate for each faculty included) DO NOT INCLUDE FRINGE	Percent effort: Base salary: Total requested:
Faculty summer salary (list and calculate for each faculty included; note which months to pay and how much each month – e.g. July 2015, Maymester, June 2016) DO NOT INCLUDE FRINGE	Percent effort: Base salary: Total requested:
Staff salary (list individual staff positions and amount to pay each person listed) DO NOT INCLUDE FRINGE	Percent effort: Base salary: Total requested:
Graduate Research Assistants (GRAs) Cannot exceed 20 hrs/wk or 50% effort (list each individual and amount to pay each person listed) DO NOT INCLUDE FRINGE	Percent effort: Max monthly or semester salary: Total requested:
Student Assistants (list requested stipend for each individual) NO FRINGE ALLOWED	Total stipend requested:
One course release at cost for replacement instructor. Cannot request summer salary and course release for the same faculty	Total requested cost for replacement instructor:
Equipment (itemize)	
[1] Travel (location, dates and amount for each trip and itemize)	
[2] Participant Support costs (itemize)	
[3] Other Direct costs including supplies (itemize)	
PROJECT TOTAL BUDGET	$

[1]Travel expenses must be itemized and each item should be justified in the budget narrative.
[2] Participant support costs may include payment on behalf of human subjects to participate in activities, but not as incentives for participation as a research subject (see human subjects remuneration under Other Direct costs)
[3] Other Direct costs may include, general supplies and materials, consultants, computer software, publication costs, rental costs, sub-award costs, human subjects remuneration, etc.