PRE-TENURE SCHOLARLY SUPPORT PROGRAM
University Research Services & Administration
Application Deadline: Friday January 13, 2017

PURPOSE & GENERAL INFORMATION
The purpose of the Scholarly Grant Program is to support the start-up and completion of scholarly and creative activity of pre-tenured faculty to promote the professional development and standing of the faculty within their disciplines. This award aims to provide support to faculty towards the completion of significant scholarly products or outcome (e.g., publication, artistic product or production, patent application, etc.).

AMOUNT AND TIME FRAME 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.

GENERAL ELIGIBILITY
PI eligibility
Pre-Tenure Scholarly Support grants are available to full-time, tenure-track faculty (not yet tenured) in any academic discipline at Georgia State University with an established research agenda, as exemplified by previous publications, scholarly work, or grants, and whose job description specifies that scholarly work or 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 (eligible faculty may not have received a Scholarly Support award since July 2014). Moreover, while applicants may apply to both the RIG and Scholarly Support internal grant programs simultaneously, they may receive only one of these awards in a fiscal year.

Type of proposal
Proposals should be for starting scholarly projects that will eventually result in completion of a specific scholarly outcome within at least one year after the project end date. Some examples include artistic products or productions, publications such as a book chapter or journal manuscript, or 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.

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 (e.g. use of human subjects, use of animal subjects, use of radioactivity, bio-hazardous or hazardous materials) and receiving 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 collaboration 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 awards will require the submission of a brief project progress report six months after the start date, a brief budget 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.

**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 non-tenured Scholarly Support grant are expected to have completed/met the proposed outcome within one year after the completion of the project.** 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. Reviewer comments along with percentile ranking of the proposal will be sent to all applicants at the time Notice of Awards are sent.

**Review and Award Criteria**

1. Does the proposed project have merit?
2. Does the project have the potential for impact to the field of study?
3. Are the methods outlined to achieve the expected “outcome” appropriate and adequate?
4. As an award to a non-tenured faculty, does the project have a high probability of resulting in a product or outcome that will positively impact the applicant’s professional career and help launch them on a scholarly career trajectory?

5. (For resubmissions only) Does the applicant clearly and adequately address all or most of the weaknesses identified by and concerns expressed by the previous reviewers?

6. Is the timeline for proposed project feasible (e.g. can the proposed project be completed within the 1-year budget period) and can the completion of the final outcome be expected within one year after the award ends?

7. Applicants who have received Internal Grant Program funding in the past are expected to have applied for external funding (in disciplines where appropriate) or to be able to show that significant outcomes resulted from previous internal funding. If this applicant has received internal grant funding before, do they provide adequate information that they achieved expected outcomes?

8. Keeping in mind that applicant is not tenured, does the applicant have appropriate expertise or have adequate experience, appropriate to their rank, to conduct the proposed work?

9. Is the budget reasonable and all items allocable for the proposed project?

10. Does the application include appropriate letters of cooperation from collaborators or organizations providing key resources?

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 directly address the review and award criteria described below.

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 and instructions for completing, routing, and submitting your internal grant application. The online form is very simple (one page only) and requires very minimal information.

Drafting the application
Note, that you may begin your 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 Submissions” list in the Research Portal left navigation menu. Complete all items required on the online application form and upload and attach your final and complete proposal with all appendices as one PDF file.

Submitting and Routing the application for approval
Enter the correct names for all required approvers in the “Workflow” section (more on this below) of the online form. URSA requires the applicant only to route through their department chair for approval. If an application has more than one PI, the PI(s) who are not listed as the primary contact and submitting the proposal will need to be listed in the workflow and approve as well.
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.

The applicant is responsible for officially submitting the final application. A saved draft is not considered a submitted application. Once you select “Submit,” the application will automatically be routed to the persons you list in the Workflow section of the online form and those persons should receive an email notifying them that the proposal awaits their approval in the Research Portal. The Applicant will be alerted when all approvals are completed and the application is “officially completed.” If this final notification is not received by the deadline, the Applicant should follow up with people they listed as approvers on their application to ensure the approvals are completed during the 48-hour grace period provided for approvals after the deadline.

Checking status of a submitted application
To check the status of an application, the Applicant should click on the item under “Your Submissions” on their personal the Research Portal homepage and check the status beside this item. 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 or office where an application is currently “sitting” if the application approval needs to be expedited. 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 submissions 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 Submissions 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 noted as “required” must be included on this form before the application can be submitted. The online application for will require you to have the following information:
   - Project title; Name(s) of PI(s) and their department(s), email address(es) and phone number(s); Name of departmental grants and contracts officer, their email and phone number; Compliance requirements of the proposed project (will it require IRB, IACUC, IBC, etc., approvals?); Email addresses of persons to whom the proposal will be routed for approval.

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. If approval is pending at the time of application, approval must be obtained by July 1st. 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 by the end of April prior to the start of the award.

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.

a. **Abstract** (no more than one-half page, single-spaced): This summary should include a statement of the significance or potential impact of the proposed project, briefly mention the primary objective(s) including the expected major outcome of the project, and provide a statement or two about the general methods to be employed.

b. **Project Description** (no more than five pages, single-spaced): The project description should include the specific aims or objectives for the proposed project and 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?
   - Why is the project 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 Description, but these are not subject to the page limitations.

b. **Plan for Specific Outcome(s)** (no more than one page, single-spaced): Provide evidence (to the extent possible) that the project will result in a significant outcome or product by the end of the funding cycle (1 year). For example:
   i. **Publications**: Applicants whose expected product is a manuscript for a journal or book chapter, review article, or monograph should provide evidence of the quality of the journal (or publisher) in which publication is the goal. 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. Applicants should provide an appendix to the proposal (if applicable), demonstrating the status of the written work noting any sections/chapters already completed and a timeline for completing the remaining parts.

   ii. **Book publication**: Applicants whose expected product is a book must present evidence that significant work has already been done on the book. Include an outline as an appendix to the proposal showing parts of the book have been completed already and listing and including a timeline for completion of what remains.

   iii. **Artistic product or production**: Applicants whose expected outcome is an artistic production should supply a list of specific potential venues they are actively seeking for hosting the exhibit or production. Include an outline as an appendix to the proposal showing parts of the expected outcome have been completed already and a timeframe for completion of what remains.
iv. **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 as an appendix to the proposal showing parts of the expected outcome have been completed already and listing and including a timeframe for completion of what remains, including the projected date for submission of the patent application.

C. **Status Reports from Prior Internal Awards** (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.

D. **For Resubmissions Only** (no more than one page, single-spaced): If your application is a resubmission from the previous year, 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.

e. **Applicant’s Vita or Biosketch** (no more than four pages, single-spaced): A copy of the applicant’s vita (shortened) or biosketch must be submitted with the application to support the investigator’s qualifications in the proposed research area. The following information should be included in the vita:

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 15 publications most relevant to the proposal (publications should be books, book chapters or peer-reviewed articles, preferably, but can include abstracts of presentations if there are no other publications)

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 (since last competing renewal)

   e. Total amount of award (since last competing renewal)

   f. Amount of award for current award year if a multi-year award.

   g. For multi-year awards with competing renewals, list date of initial funding.

h. **Budget:** The total budget cannot exceed $20,000 for 1 year of support. A budget format is included in these guidelines for instructional purposes.

   i. Salaries and Personnel Effort: Any portion of salary being paid from an internal grant budget must clearly specify the name of the person (if current employee) 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 however payments for graduate student are allowed.
• Faculty may not request summer salary and 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.

ii. **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.

iii. **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 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 funding, it is recommended that the applicant get approval from their department chair to reduce the amount requested to reflect the actual cost for a replacement instructor rather than the standard percentage requested on external grant awards.

iv. **Travel:** Travel required to conduct research or access a specific resource needed to complete a product or production is eligible for funding (not travel for professional development or to professional conferences to present work). Air and train travel must be calculated on the basis of State regulations and Federal per diem rates for specific locations. 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. More information about budget justification in section below.

v. **Supplies and other direct costs:** Support may also be requested for supplies, participant remuneration, equipment, and travel (see details in Budget Justification section below) to engage in scholarly 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 computer supplied to faculty members. 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.”

i. **Budget Justification:** A justification must be included for each budget item. All items (including equipment) 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 – 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 publication, 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. Justification for travel should include the following points (when appropriate):
   a. Dates and location of travel;
   b. Where the proposed trip fits within the overall plan and the importance of the project;
   c. The reasons for the choice of the specific location. If the travel is to access a specific resource (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.).
   d. Evidence of competence in the special areas required to utilize the equipment or collection.

ii. 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.

iii. 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.

j. Letters of cooperation. If the project depends on collaboration or cooperation of others, a letter of cooperation may be included. However, general letters of support from chairs or colleagues should not be included in the application.

k. Appendices. Appendices are only to be used for C.V.s, biosketches, 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 in the order 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 Word or 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.

**Submission of application**

Proposals must be submitted for approval routing (routing for approvals is done electronically via the Research Portal) by the deadline. When the applicant clicks “Submit application” in the Portal, the proposal will automatically be routed for approval to those listed in the workflow section of the proposal cover page. 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.

**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  
229 Dahlberg Hall  
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).

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Amount Requested</th>
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<tbody>
<tr>
<td>Faculty academic year salary (list and calculate for each faculty included)</td>
<td>Percent effort: Base salary: Total requested:</td>
</tr>
<tr>
<td>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)</td>
<td>Percent effort: Base salary: Total requested:</td>
</tr>
<tr>
<td>Staff salary (list individual staff positions and amount to pay each person listed)</td>
<td>Percent effort: Base salary: Total requested:</td>
</tr>
<tr>
<td>Graduate Research Assistants (GRAs) Cannot exceed 20 hrs/wk or 50% effort (list each individual and amount to pay each person listed)</td>
<td>Percent effort: Max monthly or semester salary: Total requested:</td>
</tr>
<tr>
<td>Student Assistants (list requested stipend for each individual) NO FRINGE ALLOWED</td>
<td>Total stipend requested:</td>
</tr>
<tr>
<td>One course release at cost for replacement instructor. Cannot request summer salary and course release for the same faculty</td>
<td>Total requested cost for replacement instructor:</td>
</tr>
<tr>
<td>Equipment (itemize)</td>
<td></td>
</tr>
<tr>
<td>1 Travel (location, dates and amount for each trip and itemize)</td>
<td></td>
</tr>
<tr>
<td>2 Participant Support costs (itemize)</td>
<td></td>
</tr>
<tr>
<td>3 Other Direct costs including supplies (itemize)</td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT TOTAL BUDGET</strong></td>
<td>$</td>
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</tbody>
</table>

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.