Cleon C. Arrington
RESEARCH INITIATION GRANT PROGRAM
University Research Services & Administration
Application Submission Deadline: Tuesday January 17, 2017

PURPOSE & GENERAL INFORMATION ABOUT AWARD
The purpose of the Cleon C. Arrington Research Initiation Grant (RIG) Program is to promote the scholarly, research activity of the faculty to establish an environment of research excellence within the University. This award aims to promote new scholarly, research initiatives, primarily of early career faculty. One campus-wide competition is held each fiscal year.

AMOUNT AND TIME FRAME OF AWARD
Research Initiation Grants (RIGs) 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
RIGs are available to full-time, tenured and tenure-track faculty in any academic discipline at Georgia State University with an established research agenda, as exemplified by previous publications or grants, 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 Research Initiation Grant during a four-year period (current applicants cannot have received a RIG award since July, 2014. Applicants may apply to both the RIG and Scholarly Support internal grant programs simultaneously, but they may receive only one of these awards in a fiscal year.

What the RIG funds
Proposals must be for new scholarly, research initiatives. The primary aim of the RIG mechanism is to assist early career faculty (i.e. new investigators) with getting their research started and their applications for external funding for research. Although proposals will be accepted from senior (tenured) faculty, the work outlined in those proposals must include a very compelling written justification for why the proposed project is considered a “new initiative” for this investigator. Moreover, senior faculty applicants should clearly show that the proposed work is not just an extension of something they have already done and that they have not received funding for similar work similar over their career (whether at Georgia State or elsewhere). Finally, these internal grant awards are not intended to be used as bridge funds or to fund ongoing scholarly or research initiatives.

FACULTY MENTOR OPTION
Early career faculty applying for a RIG may choose to add a faculty mentor (internal or external

Last Revised 10/06/2016
to GSU), who will provide specific mentorship to the Principal Investigator and project. Faculty applying for a mentor option cannot be tenured and should not already have a strong record of external funding for their research. A strong justification needs to be provided to outline the role of the mentor and specific tasks to be completed that go above and beyond the mentoring expected by senior faculty as part of their typical duties and service to the university and their departments. Mentors are not necessarily collaborators on the proposed project and if they are collaborating on the project mentors must not just perform the duties of a collaborator, but also provide actual mentorship to the applicant as outlined in that section of the proposal.

Mentors are expected to have a record of external funding for their own research and to provide guidance and feedback to the mentee faculty in the form of discussing plans, reviewing and proofing documents related to the project (e.g. project plan, manuscript proofs, grant proposal proofs, etc.) among other possible things. In addition, mentors are expected to be available to the mentee faculty on a regular basis decided and agreed upon between the mentor and mentee and described in this RIG application. For the mentor’s contribution to the project, PIs may request up to $5,000 in funds (to be taken from the $20,000 total allowed budget) to compensate the mentor for their effort. These funds may be used towards mentor salary, supplies, travel, or any other type of expense that is considered allowable to pay with state funds. Mentors should provide their C.V. and a letter of commitment to illustrate their expertise, to indicate the mentoring activities they will provide and to illustrate their commitment to mentoring the applicant on this proposed project (see application instructions below).

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 complete the project and expend funds 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 awards will require the 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.

**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 of the end of the project period. **Awardees are expected to have applied for external funding from the work completed in their RIG project within two years after the completion of the project.** Future access to other internal grant awards will be contingent upon successful completion of the proposed work and clear effort being made to obtain external funding in a timely manner based on the completed RIG project.

**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. Because proposals are evaluated by this interdisciplinary peer review panel, they should be written to be understood by faculty who are not experts in the applicant’s field of study. Reviewers use the review criteria detailed below to evaluate each application. A summary of reviewer comments will be sent to all applicants at the time Notice of Awards are sent. Along with the comments, a percentile score is provided to applicants that reflects where their proposal was ranked compared with all other applications received for that round.

**Review and Award Criteria**

1. Does the proposed project have merit?
2. Does the project have the potential for high impact to the field of study?
3. Are the methods and measures to be used in the project adequate and appropriate for and achieving the primary goals or aims of the project?
4. (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?
5. Is the timeline for completion of the project feasible (e.g. can the proposed project be completed within the 1-year budget period)?
6. Does the proposal provide a reasonable plan for seeking future external funding within a minimum of two years after the completion of the proposed project? Does the applicant name specific funding opportunities they plan to apply for or name specific agencies to which they plan to apply for external funding related to their proposed project?
7. Does the applicant(s) have adequate expertise and / or a track-record, appropriate to their rank, of conducting work in the field in which their proposed project falls? If the proposed work is in a new area, will the applicant collaborate with others who have expertise in the proposed areas to ensure a high probability of success for completion?
8. Applicants who have received Internal Grant Program funding in the past are expected to have applied for external funding (RIG awards) 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?
9. For applicants who are more senior at Georgia State University, does the work outlined in the proposal include a very compelling written justification for why the proposed project
is considered a “new initiative” for this investigator? Does the applicant clearly show that the proposed work is not just an extension of something they have already done and that they have not received funding for similar work similar over their career (whether at Georgia State or elsewhere)?

10. For RIGs including a mentor option, does the mentor have appropriate expertise and track record to provide mentoring to the applicant where indicated? Will the mentor provide mentoring to the applicant for this project and professionally that is above and beyond what is considered part of their typical service to the university?

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

12. Does the application include appropriate letters of cooperation from collaborators or organizations providing key resources (this does not refer to letters of recommendation, but letters regarding specific support or 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 above.

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 (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 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.
   - 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.

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 will be attached as a Word file or PDF file to your application in the Research Portal. This part of the application 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 the following section titles:

a. **Abstract** (no more than one-half page, single-spaced): This summary should include a statement of the main question being addressed by the project, the primary aims or objectives of the project, the significance or potential impact of the proposed project, and 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 who are not new investigators (as defined under eligibility) must also provide a compelling justification of how the proposed project is a new initiative for them in this section. **New initiatives** are not to be extensions of work the applicant is already doing or has done in the past. References should be included for the Project Description, but these are not subject to the page limitations.

c. **Plans to Obtain Extramural Support** (no more than one page, single-spaced): Establishing specific plans to submit for sponsored funding and following through on these plans is a required outcome of all RIG awards. Describe specific plans to obtain extramural support for this work. Include the types of funding to be sought based on the results of the project (i.e. sponsoring agency, specific program announcement, and approximate deadlines if information is available).

d. **Status Reports from Prior Internal Awards** (no more than one half page, single-spaced): Provide a status report listing the accomplishments seed by any internal award funded through a University Research Services & Administration internal grant program within the last five years (seed 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.

e. **For Resubmissions Only** (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 Description and is allowed up to one additional page (in addition to the 5-page limit).

f. **For Mentored RIG Applications Only** (no more than one-half page, single-spaced): Provide a specific, but brief description of the commitment that the mentor will make to this project and to the applicant over the life of the project including % effort they plan to devote and what exactly they will be doing to support the applicant and project. As mentioned above, the mentor should provide commitment above and beyond the expected reading and reviewing of the applicant’s work. Some examples might include mentoring the applicant in time management, developing strategic
research goals, managing sponsored projects and people, grant-writing skills, etc. If the mentor will be getting some of the awarded funds, that will need to be itemized in the budget (see below). In addition, both a current C.V. or biosketch of the mentor and a letter of commitment written by the mentor, outlining what they will do to support the project and the applicant, should be appended to the end of the application (using any standard format).

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

   iv. Scholarly products (e.g patents) and/or artistic productions relevant to the proposal (these could be in lieu of publications)

   v. Relevant external grant support with the following details (including those submitted and pending review, but do not include grant proposals that have not yet been submitted). Include any funds obtained for like or similar projects as that described in this application:

      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. When including a Mentor option, the Mentor’s portion of the budget must be included in the $20,000 maximum budget allowed.

      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. 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 computer supplied to faculty members.

v. 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.”

vi. 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 (no more than $20,000).

h. 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 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 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.).

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 may be included. 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, 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 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 the 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 Research Initiation 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
# RESEARCH INITIATION 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). For Mentored RIG proposals, please note which items listed are allocated to the mentor’s portion of the funding.

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<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:</td>
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<td></td>
<td>Base salary:</td>
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<td>Total requested:</td>
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<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:</td>
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<td>Base salary:</td>
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<td>Total requested:</td>
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<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:</td>
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<td>Max monthly or semester salary:</td>
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<td>Total requested:</td>
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<td>Student Assistants (list requested stipend for each individual) NO FRINGE ALLOWED</td>
<td>Total stipend requested:</td>
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<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>
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<td>Equipment (itemize)</td>
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<td>1 Travel (location, dates and amount for each trip and itemize)</td>
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<tr>
<td>2 Participant Support costs (itemize)</td>
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<td>3 Other Direct costs including supplies (itemize)</td>
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<tr>
<td>PROJECT TOTAL BUDGET</td>
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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.