General University Research Program (2016-2017)

Begin Accepting Applications Date:
08/10/2016

Deadline Date (EST Time Zone):
11/18/2016 5:00PM

Description:

MISSION

The budget of the "University of Delaware" provides for assistance to full-time faculty for individual research and professional development through "General University Research Grants." These merit-based grants are administered by the Deputy Provost for Research and Grant Program, who is advised by the Research Committee of the Faculty Senate. The Research Committee recommends allocation of the funds available for the year, evaluates applications, and recommends those to be supported. GUR grants are awarded primarily in the arts, humanities, and social sciences. Proposals involving interdisciplinary research are especially encouraged.
Eligibility:

Eligibility Requirements

All full-time tenure-track faculty members are eligible to apply for GUR grants. In evaluating proposals, the "Faculty Senate Research Committee" utilizes the following criteria and guidelines.

1. The first priority of the GUR program is to assist un-tenured, tenure-track, early career faculty members with research, scholarly or creative projects.

2. Special consideration will be given to projects which:
   - Are not sufficiently developed (in terms of the project or the reputation of the investigator) to justify support from outside sponsors, where appropriate.
   - Promises to expand scholarly endeavors and increase future productivity.
   - Would have difficulty in obtaining outside support (e.g., due to the small budget or specialized nature of the work).
   - Require additional support to complete an ongoing project.

3. Requests for funds to cover fees to attend research institutes or other formal research or study programs will also be considered by the committee. Support will vary according to the length of the institute and the amount of financial aid available to the applicant from the sponsor of the institute.

Although there is no restriction on the number of awards an individual may receive over the years, all other factors being equal, preference will be given to faculty that have not received awards previously. An investigator will not be considered for a second or later award unless at least three years have elapsed since the most recent award. Applicants who have received a GUR anytime between June 2014 and June 2016 are NOT eligible to submit for this round. Also, in considering new applications from previous awardees, the committee will review the required final reports from their prior GUR awards to determine whether past awards were used productively to benefit the applicant’s research programs. No additional awards will be made to applicants who have failed to complete the required project report for a GUR award made prior to June 2014.

Application Information:

Award Administration

"General University Research" grants are awarded on the basis of eligibility and merit and administered by the UD Research Office. Proposals are screened for eligibility by the university. Untenured tenure-track Assistant Professors are given priority over senior faculty projects. Evaluations of merit and award recommendations are made by the University’s Faculty Senate Research Committee. The college recommendations are shared with the committee and used to determine relevance to the field and overall quality. Final determination of awards is made by the Deputy Provost for Research and Grant Program and is based on funding availability and notice of award.

The Research Committee consists of the Deputy Provost for Research and Grant Program and eight faculty members (one of whom serves as the chair). Membership to the committee is restricted to established and active researchers. Four members are chosen from the arts, humanities and social sciences and four from the natural sciences, engineering and mathematics.

The university's patent, copyright, and publication policies, which can be found in the Handbook for Faculty http://facultyhandbook.udel.edu, apply to research conducted under a GUR grant. University Policy and Federal law (45 CFR 46) require that all research involving living human subjects be reviewed and approved by an "Institutional Review Board" (IRB). In addition, federal regulations require that all use of non-human vertebrate animals in research, teaching, and testing follow established guidelines and be reviewed and approved by an "Institutional Animal Care and Use Committee" (IACUC), which is constituted according to the Public Health Service Policy on Humane Care and Use of Laboratory Animals. Additional information is available at www.udel.edu/research/researchers/policies-forms.html.
PROJECT BUDGET -

Grants vary in amounts and are typically a maximum of $6,000. Exceptionally well justified proposals could be considered at higher amounts and will be approved on the basis of individual merit, and support such costs as technical assistance, equipment, supplies, travel, and graduate student salaries. The maximum total budget allocation for salaries is $5,000. Project budgets should include appropriate fringe benefits for personnel other than the Principal Investigator (PI). Inclusion of summer stipends for principal investigators, matching faculty academic time or student research assistant stipends is permitted. GUR grants may not be used to support or publish advanced-degree theses of the principal investigators.

In general, the committee is willing to consider a wide variety of specific budgetary requests as long as the budget items are adequately justified in relation to the proposed project and the applicant’s research program. A budget justification for each listed item is required in the application. Budget justifications should include the personnel line as well as the justification for any funds requested for the principal investigator. The committee may choose to award a GUR grant at a level of funding different from the amount requested.

All budgets should be prepared with the understanding that budget changes exceeding 10% of the total award and re-budgeting of funds into categories not in the original budget (e.g., equipment, foreign travel) are subject to prior approval by the RO. Requests for re-budgeting must be submitted on the Request for Re-budgeting form to the UD Research Office (research-gur@udel.edu).

NOTE: For tax purposes, Stipends for principal investigators on GUR grants are considered to be fellowships rather than wages and are therefore exempt from FICA, but no fellowship is exempt from Federal and State payroll taxes. For students paid on a fellowship, there is the expectation that some or all of the funds will be used for qualified educational expenses. It is assumed that a faculty member receiving fellowship funds will not have any qualified educational expenses and appropriate payroll taxes will be subject to withholding at the time of disbursement.

PROJECT DURATION -

GUR grants are awarded for up to two years, June 1 through May 31. Recipients are expected to devote a large part of the summer period to the conduct of the proposed research. The award period is extended through the following academic year so that charges to the grant can be covered for later expenses like publication or travel to meetings at which results will be presented.

The grant period may be extended by the Deputy Provost for Research and Scholarship (or Research Office designee) if unusual circumstances warrant, but recipients are encouraged to complete the research on schedule and then use the results as the basis of a proposal to external agencies. Requests for no-cost extensions must be made in writing to the Research Office (research-gur@udel.edu). Requests should include the reason for and the duration of the extension. Additional information regarding how to request no-cost extensions may be found under the Frequently Asked Questions on Internal Grants at http://www.udel.edu/research/preparing/gur-faq.html.

PROPOSAL COMPONENTS & FORMATTING -

GUR proposals do not require matching funds from the PI’s College and/or Department. However, matching funds may be included when applicable and when approved by the Chair and Dean. Applications are evaluated by reviewers from a wide range of disciplines; therefore, applicants are encouraged either to avoid the use of jargon and highly technical terms or to
define key terms in their proposals. Applicants are strongly encouraged to use the Suggestions for Preparing a Successful GUR Proposal available at http://www.udel.edu/research/preparing/documents/gur-suggestions.pdf as a guide for preparing the application.
PROCEDURES FOR SUBMITTING PROPOSALS

FACULTY PROCEDURES

1. Interested faculty should reach out to their department administrator for assistance with the submission process.

To find your Departmental Administrator and Research Office Contract & Grant Specialist, simply go to www.udel.edu/research:

- Click on For Researchers
- Click on Staff Directory
- Select your Department by scrolling down the right-hand blue box

2. Faculty should provide their applicable Departmental Administrator with a budget and budget justification so that a record in UD's Grant Management System, PeopleSoft (PS) may be initiated. A FIN Proposal Approval Summary (PAS) webform is not required at this step.

3. Faculty should then complete the online application available at http://www1.udel.edu/research/preparing/funding.html. Faculty will need their PS record number to apply. Once completed, faculty should click 'Preview Application' and print a copy for their Department Administrator who will update the PeopleSoft record and route approvals through FIN Proposal Approval Summary(PAS) webform, per standard UD operating procedures. The PS information will be used to generate the award, should the proposal be approved for funding by the University.

4. After the proposal has been submitted to the UD Grant Management System and administratively reviewed by the Research Office, the faculty member will be given permission to click "Final Review & Submit." Then the application will be made available to the UDRF Research Committee for review.

CHAIR/DEAN PROCEDURES

1. Chairs are asked to forward their comments to their applicable Dean following previously established college procedures. All approvals should be documented on the PAS webform.

2. Deans are asked to prepare the College Overview of Submissions sheet available at http://www1.udel.edu/research/preparing/funding.html by adding comments on the relevance of the research in the field and overall quality rating for each proposal. The College Overview is then forwarded via E-mail to research-gur@udel.edu.

DEPARTMENT ADMINISTRATOR PROCEDURES

Departmental Administrator guidance for using "UD's Grants Management System" is available at http://www.udel.edu/research/training/peoplesoftgrants.html and by contacting the applicable department's assigned Contract & Grant Specialist in the Research Office.

Department Administrators should use the following information for entering the proposal into the UD Grants System.

GUR PEOPLESOF PROPOSAL DEVELOPMENT

1. Sponsor ID: 0921 - General University Research
2. Purpose: RSCH6- University Sponsored Research

3. Budget:
   - Requested amount entered as direct costs
   - Applicable cost share entered from department and/or college.
   - F&A Pricing Setup
     a) Choose Industrial Research On Campus for the rate type and overwrite the F&A rate to zero
     b) Pricing Method should be FIXED
   - 1% effort is not required as cost share for PIs

4. Upload the single PDF full proposal file under the Attachments tab using the following naming convention: ProposalID_Other.

5. Routing of PAS is to include PI, Department Chair, College Dean and OSP, per standard procedures.

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DEADLINES

GUR proposals are due in the Research Office by **November 18, 2016**. The following schedule has been established to ensure proper review and submission.

- **November 18, 2016**: Full Proposal and Webform to be received by the Research Office
  - *In accordance with standard UD operating procedures, RO Contract & Grant Specialists (C&G) require a minimum of 72 hours to review and approve proposals.*
- **November 23, 2016**: Research Office Approval by C & G
- **November 30, 2016**: Faculty given permission to submit by Research Office
- **Late May**: Awards Announced
- **June 1, 2017**: Funding Available

We are pleased to announce **two workshops** designed to help applicants succeed in preparing competitive GUR applications. Both workshops are from 12:00-1:30PM in Hullihen Hall, Room 105.

- **October 18, 2016**  "How to Prepare a GUR Application for Faculty"
- **October 21, 2016**  Repeat- "How to Prepare a GUR Application for Faculty"

Research administrators are encouraged to attend the **September 20, 2016**, "UD as a Sponsor" workshop from 12:00-1:30 in Memorial 126.

Registration for all three workshops is available at [http://www1.udel.edu/research/training/](http://www1.udel.edu/research/training/).
Recommendations for research grants are made with the following understandings. Acceptance of the award includes acceptance of these understandings.

1. The primary purpose of the research grant is to advance the scholarship or creative activities of the recipient. Research projects or creative activities that meet this goal and also provide graduate student support and training opportunities are considered most favorably. Proposals are reviewed on the following criteria:

- Significance of the problem/quality of the idea
- Adequacy of the research plan
- Justification of resources/appropriateness of timeline
- Promise of development/potential of outside funding

2. Grants are awarded to faculty members of the university. Acceptance signifies intent to continue at the university for the duration of the grant.

3. The University exercises no direction or supervision over the details of the research or activities to be performed, but it does require adherence to the original objectives and purposes of the grant. It also requires that a report on the project be submitted to the Research Office (research-gur@udel.edu) no later than ninety (90) days after the end date of the grant. A format for reports on "General University Research" may be found at [http://www.udel.edu/research/preparing/documents/gur-final-report-template.docx](http://www.udel.edu/research/preparing/documents/gur-final-report-template.docx). Each grantee is required to furnish one copy of any resulting papers, books, or other publications to the University Library through the Research Committee.

4. Every publication directly resulting from a grant must include an acknowledgment stating that the research or creative activity was carried out with the support of the "University of Delaware General University Research" fund.

5. Unless arrangements to the contrary have been included in the proposal as accepted, financial income derived from the project will be returned to the University as program income. This is not meant to conflict with university policies on patents, copyrights, and publications.

6. It is expected that a recipient will devote a large part of the summer period to the purpose of the grant and that no other substantial effort, such as full-time teaching or sponsored research, will be undertaken during the summer period.
GUR Spending Procedure

Proposal Information  Procedures for Submitting Proposals  Deadlines

Understanding Concerning GUR- Grants  Continue to Dashboard

GUR SPENDING PROCEDURE -

Purchases can be made using standard UD transaction processing. Typically the departmental administrator will be able to provide the necessary assistance for all expenses. Goods and services may be purchased through UDBlue Hen Market, travel can be arranged through Egencia. If the department administrator is not sure how to precede, the Dean's office for the college should be able to provide guidance.

Post-Award

Awarded grants will be assigned an award and purpose code for future correspondence and report follow-up. All proposals funded at a level different than proposed, must provide a revised budget before the purpose code may be established.

GUR PeopleSoft Award Set Up -

1. Project/purpose code will be a XXXX175
2. Project type is UNIV processing with ProjectID
3. Source code in the speed type is 890000000000
4. Following set up in OSP please include Marsha Lockard in email to department regarding code.
5. Once Marsha Lockard receives copy of COA she will process JV. She will send a copy of the JV and COA to the appropriate Contract & Grant Specialist.

Re-budgeting Requests -

Budget changes exceeding 10% of the total award and re-budgeting of funds into categories not in the original budget (e.g., equipment, foreign travel) are subject to prior approval by the RO. Requests for re-budgeting must be submitted on the Request for Re-budgeting form to the UD Research Office (research-gur@udel.edu).

No Cost Extension Requests -

Requests for no-cost extensions must be made in writing to the Research Office (research-gur@udel.edu). Requests should include the reason for and the duration of the extension. Additional information regarding how to request no-cost extensions may be found under the Frequently Asked Questions on Internal Grants at http://www.udel.edu/research/preparing/gur-faq.html.