UNIVERSITY OF DELAWARE RESEARCH FOUNDATION (UDRF)

UDRF MISSION STATEMENT

The University of Delaware Research Foundation, Inc. (UDRF) is a nonprofit, tax-exempt organization for the support of fundamental research in all fields of science. Although an independent corporation, it is chartered primarily to support the University's research mission. In 1994, the UDRF Board of Trustees redefined its mission as follows to focus on assisting only early-career permanent faculty as follows:

“The Mission of UDRF is to support the research mission of the University of Delaware in strengthening research and increasing national and international distinction of select graduate programs. In so doing, we will:

• Provide grants supporting the highest quality engineering and scientific research;
• Focus on assisting early-career, untenured, tenure-track faculty in areas of primary interest to the University, and
• Provide funds that supplement, but do not supplant, funds available from the University or other sources.”

ELIGIBILITY FOR UDRF GRANTS

UDRF will support high quality engineering and scientific research projects by early-career, untenured, tenure-track faculty. Regular Grants will no longer be awarded to tenured faculty, and block grants are not being awarded at this time. Previous recipients of UDRF or UDRF-SI grants are not eligible to apply for additional UDRF grant support at this time.

AWARD ADMINISTRATION

University of Delaware Research Foundation 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 and each proposal must have a match from the Dean of the College and the Provost. Evaluations of merit and award recommendations are made by the UDRF Research Committee, which is composed of engineers and scientists from the private sector in the area. The UDRF Board of Trustees makes the final award decisions at its annual meeting. Grants are made primarily in the fields of engineering and the natural and physical sciences, but any proposal that uses scientific methods and promises quantitative results is eligible for a grant, regardless of academic focus or department.

The University’s patent, copyright, and publication policies, which can be found in the Handbook for Faculty (http://www.udel.edu/provost/fachb), apply to research conducted under a UDRF grant.
PROPOSAL BUDGET

The typical UDRF project budget is $35,000 of which $25,000 can be requested from the sponsor with an additional $5,000 each in match from the Provost and the respective College Dean. Special circumstances that warrant additional personnel may be addressed and larger budget amounts will be considered on rare occasions. Budget items may include up to one month of summer salary for the principal investigator, subject to the limitations described below. Other costs covered include graduate student or technical assistance, equipment, supplies, travel, etc. Support of graduate students is generally accorded higher priority than other budget categories. There are no indirect costs associated with the UDRF awards.

The stipend for the principal investigator is limited to $5,000, or one-ninth of the academic year salary, whichever is less. Fringe benefits are not included for principal investigators with nine-month appointments but may be required for other salaries.

Budget changes exceeding 10% of the total award and re-budget of funds into categories not in the original budget (i.e. equipment, foreign travel, etc.) are subject to prior approval. Requests for re-budgeting must be made in writing to the Research Office (research-udrf@udel.edu) and should include the reason for and details about the request and potential impact on the originally proposed project.

PROJECT DURATION

UDRF grants are awarded for up to two years, June 1 through May 31. The project period may be extended when circumstances warrant. Requests for no-cost extensions must be made in writing to the Research Office (research-udrf@udel.edu). Requests should include the reason for and the duration of the extension. A final technical report (http://www.udel.edu/research/doc/udrf-final-report.docx) is due to the Research Office (research-udrf@udel.edu) no later than 90 days from end date of proposal.

PROCEDURE FOR SUBMITTING PROPOSALS

All UDRF grants require matching funds from the Principal Investigator’s (PI) College and the Provost’s Office. PIs must submit a full proposal, which cannot exceed six pages* to request the matching funds. Information in excess of six pages will not be considered by the UDRF Research Committee. The Executive Summary, which should not exceed 250 words, is included as part of the six pages and should provide an overview of the scientific scope of the project and potential sources of future funding for the program. In addition to the six pages of the UDRF proposal, a budget page (see Attachment 1) plus a budget justification are required.

*Reference citations may be included as an Appendix to the proposal.

A two-page CV, following the NSF format for biographical information, is also requested. (http://www.nsf.gov/pubs/2002/nsf0222/nsf0202_2.html)

The full proposal must be created as a single file in Adobe PDF format. The proposal has to use one-inch margins and Times New Roman – 11 point font. It is important to avoid specialized terminology to aid the reviewers, who may have a variety of different technical specialties. Allow up to ½ page for Section 5 (Significance of the proposed work) and about 2 ½ pages for Section 6 (Description of proposed research or scholarly activity). The full proposal should be given to the Department Administrator for entering into the UD Grants System and a proposal approval summary (PAS) webform routed to appropriate individuals as per standard UD operating procedures. This
information will be used to generate the award, should the proposal be approved for funding by the Foundation. Department Administrators should use the following information for entering the proposal into the UD Grants System.

**UDRF-PEOPLESOFT PROPOSAL DEVELOPMENT AND AWARD SET-UP**

1. Sponsor ID: 02910 - University of Delaware Research Foundation
2. Purpose: RSCH4 – Foundation Research
3. Budget:
   - $25,000 (from UDRF) entered as direct costs.
   - $5,000 (from the Provost Office) – entered as cost share from department # 01551. (There is no need for the Provost Office to approve Proposal Approval Summary Form).
   - $5,000 (from College Dean) entered as cost share from appropriate College Dean.
   - No F&A Costs Allowed
   - No 1% effort required as cost share for PIs.
4. Routing of PAS is to include PI, Department Chair, College Dean and OSP.
5. Routing to include PL, department chair, college dean and OSP.
6. F&A Pricing set up, Pricing Method should be FIXED.
7. Project/purpose code will be a XXXX4-5
8. Project type is Gift processing with Project ID
9. Source code in the speedtype is 6300000000.
10. Following set up in OSP please include Marsha Lockard in email to department regarding code.
11. Once Marsha Lockard receives copy of COA she will process JV and establish cost share purpose code. She will send a copy of the JV and her COA to the appropriate Contract and Grant Specialist.

There is no need to send these proposals to the Provost for approval. The 5K from the Provost’s office should be placed under RO Dept. ID 01551 and not the Provost’s office.

**UDRF-REVIEW DATABASE SUBMISSION**

After the proposal has been submitted to the UD grants system, login instructions and URL will be emailed to the faculty for submission of the proposal to the UDRF review database.

**DEADLINES**

The following schedule has been established for the year 2013-2014 funding:

- Proposal due to Dept Admin via PeopleSoft (PAS webform).......................... January 10, 2014
- Webform from Research Office acknowledging receipt of proposal and C&G Review ................................................................. January 17, 2014
- Due to UDRF Review Database.............................................................. January 24, 2014
- Awards Announced................................................................................. May 16, 2014
- Funding Available..................................................................................... June 1, 2014
UNIVERSITY OF DELAWARE UNDERSTANDINGS CONCERNING
UNIVERSITY OF DELAWARE RESEARCH FOUNDATION (UDRF) GRANTS

UDRF 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 further the professional development of the recipient. In order to be selected for funding, the proposal must:
   • Be an original contribution (20%)
   • Be an important contribution (20%)
   • Be something the faculty member might be expected to complete in 1-2 years (20%)
   • If successful, lead to significant, continuing funding by outside sources (e.g. NIH, NSF, DoE, DoD, USDA, State, Foundations, Private Sector, etc.) (30%)
   • Have clarity of presentation (10%)

2. Research grants are generally awarded to early-career, untenured, tenure-track faculty members of the University. Acceptance signifies intent to continue at the University for the duration of the project period.

3. The University exercises no direction or supervision over the details of the research to be performed, but it does require adherence to the original objectives and purposes of the research. It also requires that a report on the research be submitted to the Research Office, no later than ninety (90) days after the termination date of the grant – please see final report template [http://www.udel.edu/research/doc/udrf-final-report.docx](http://www.udel.edu/research/doc/udrf-final-report.docx). Each grantee is requested to furnish one copy of any resulting papers, books, or other publications to the Research Office ([research-udrf@udel.edu](mailto:research-udrf@udel.edu)).

4. Every publication directly resulting from a research grant must include an acknowledgment that the research was carried out with the support of the University of Delaware Research Foundation.

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, up to the amount of the award. This is not meant to conflict with University policies on patents, copyrights, and publications.

Please see UDRF Application here:
[http://www.udel.edu/research/doc/udrf-application.docx](http://www.udel.edu/research/doc/udrf-application.docx)