University of Delaware Research Foundation (2016-2017)

Begin Accepting Applications Date: 08/10/2016
Deadline Date (EST Time Zone): 01/13/2017 5:00PM

Description:
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:
ELIGIBILITY FOR UDRF GRANTS

UDRF will support high quality engineering and scientific research projects by early-career, untenured, tenure-track faculty. Grants are primarily in the fields of engineering and the natural and physical sciences. However, any proposal that uses scientific methods and promises quantitative results is eligible for a grant regardless of academic focus or departments. Grants will not be awarded to tenured faculty and block grants are not being awarded at this time. Previous recipients of UDRF or UDRF-Strategic Initiative (SI) grants are not eligible to apply for additional UDRF grant support at this time. Eligible faculty may apply to both the UDRF and UDRF- SI programs in a given calendar year. However, only one award may be received per calendar year.
Application Information:

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.

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 UDRF 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 http://www.udel.edu/research/researchers/policies-forms.html.
PROJECT BUDGET -

The typical 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. However, support of graduate student tuition is prohibited. 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.

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.

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.

PROPOSAL COMPONENTS & FORMATTING -

All UDRF proposals require matching funds from the Principal Investigator's (PI) College and the Provost's Office. The Executive Summary should provide an overview of the scientific scope of the project and potential sources of future funding for the program. The program description should be clear to a reviewer with a technical/scientific background, but who may not be an expert in the field.

All attachments to the online application should be prepared using one-inch margins and Times New Roman - 11 point font. Proposals not adhering to this requirement will not be considered by the Research Committee of the UDRF.
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](http://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://research.udel.edu/internal-grant-portal](http://research.udel.edu/internal-grant-portal). 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 Grants 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.

DEPARTMENT ADMINISTRATOR PROCEDURES

Departmental Administrator guidance for using "UD's Grants Management System" is available at [http://www.udel.edu/research/training/peoplesofagrantstrans.html](http://www.udel.edu/research/training/peoplesofagrantstrans.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.

UDRF PEOPLESOFT PROPOSAL DEVELOPMENT

1. Sponsor ID: 2910 - 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 the Proposal Summary Form).
- $5,000 (from College Dean) entered as cost share from appropriate College Dean.
- F&A Pricing Setup
8/16/2016

University of Delaware - Research Office - University of Delaware Research Foundation (2016-2017) Application Dashboard

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.
DEADLINES

UDRF proposals are due in the Research Office by January 13, 2017. The following schedule has been established to ensure proper review and submission.

January 13, 2017: 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.

January 18, 2017: Research Office Approval by C & G

January 23, 2017: Faculty given permission to submit by Research Office

Late May: Awards Announced

June 1, 2017: Funding Available
UNDERSTANDINGS CONCERNING UNIVERSITY OF DELAWARE RESEARCH (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. Grants are 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 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-udrf@udel.edu) no later than ninety (90) days after the end date of the grant. A format for reports may be found at http://www.udel.edu/research/doc/udrf-finalreport.docx. Each grantee is required to furnish one copy of any resulting papers, books, or other publications to the University Library through the Research Office (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.
UDELSPENDINGPROCEDURE

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 Engencia and salary can be paid by using an S-contract. 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.

UDRF PeopleSoft Award Set Up

1. Project/purpose code will be a XXXX4-5
2. Project type is Gift processing with ProjectID
3. Source code in the speed type is 630000000000
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-udrf@udel.edu).

No Cost Extension Requests

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.