UDRF SI Proposal Application (2017-2018)

Begin Accepting Applications Date: 06/20/2017

Deadline Date (EST Time Zone): 10/13/2017 5:00PM

Description:

UDRF-SI MISSION STATEMENT

The University of Delaware Research Foundation, Inc. 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 to focus on assisting 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."

Established in 2008, the UDRF- Strategic Initiatives program supports high-quality, collaborative, scientific research projects in alignment with the University’s new strategic plan, Delaware Will Shine (DWS). Proposals should address one or more of the seven grand challenges in DWS. In addition, the UDRF-SI program requires a joint proposal from an untenured, tenure-track faculty member and a tenured faculty member.

Eligibility:

ELIGIBILITY FOR UDRF STRATEGIC INITIATIVES (UDRF-SI) GRANTS

UDRF Strategic Initiatives (UDRF-SI) grants will support high-quality, collaborative research projects in the emphasis areas above, broadly construed. 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. Teams should include one untenured faculty member and one early-career, untenured, tenure-track faculty member. Previous recipients of UDRF-SI grants are not eligible to apply. Faculty may apply and receive both a UDRF and UDRF-SI grant. However, only one award may be received per calendar year. The tenured faculty member may or may not be a recipient of prior UDRF and/or UDRF-SI funds.
Application Information:
PROPOSAL EVALUATION

The primary purpose of the research grant is to further the professional development of the recipients and to advance the University's strategic initiatives. Selection for funding will be based on:

- Originality and importance of the research (40%)
- Contribution to the University's strategic initiatives (20%)
- Likelihood of completion in 18 months and/or of leading to significant, continuing funding by outside sources (20%)
- Mentoring plan and benefit to early-career faculty member (20%)
Thank you for your interest in the University of Delaware Internal Grants Program and welcome to your dashboard.

**Important Instructions:**

- Click on any section and start filling in the questions in the order they are in on the page.
- You can save your work and submit the application at a later time. Be sure to click the "Save" button at the bottom of each section. There is a time-out feature. If a page remains idle for 20 minutes, it will not automatically save your work and require you to log back in.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, you missed a required question(s) in that section.
- When you are ready to submit, click the "Final Review and Submit" button to verify your attachments have uploaded correctly and the application contains all necessary information.

*Note: The file size for each document uploaded should not exceed 10mb/upload. Time given is in Eastern Time Zone (EST).*

Please [click here](https://udelawards.communityforce.com/Student/Home.aspx) for a Copy of the Guidelines.
PROPOSAL BUDGET

The typical UDRF-SI project budget is $45,000 of which $30,000 can be requested from the sponsor with an additional $5,000 in match from the College Dean and $10,000 from the Provost. If a larger amount is requested (up to $60,000) the proposal should specifically address the need, benefits, and impact of a larger project.

Summer salary of faculty will not be allowed from Strategic Initiatives grants. Allowable budget items include graduate student or technical assistant, equipment, supplies, travel, etc. However, support of graduate student tuition is prohibited. There are no indirect costs associated with the UDRF-SI awards.

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 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 Strategic Initiatives grants are awarded for up to 18 months, December 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).

PROPOSAL COMPONENTS & FORMATTING

All UDRF-SI proposals require matching funds from the Principal Investigator’s (PI) College and the Provost’s Office as described above. 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.

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-SI grant. Research conducted under a UDRF-SI grant must comply with the University Research, Sponsored Programs, Technology Transfer and Intellectual Property Policies as found at http://sites.udel.edu/generalcounsel/policy-section/research-sponsored-program-technology-transfer-and-intellectual-property/.

Required Approvals: If proposed research includes involvement of human living subjects or private identifiable data, and/or the use of non-human vertebrate animals, the research protocol must be reviewed and approved by the Institutional Review Board (IRB), or the Institutional Animal Care and Use Committee (IACUC) respectively prior to the expenditures of any UDRF-SI funds.
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. Faculty will need their PS record number to apply. (Note: The online application will not populate with PS information until a budget has been provided in PS.) 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/peoplesofgrants.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- SI PEOPLESOFRT PROPOSAL DEVELOPMENT

1. Sponsor ID: 2910 - University of Delaware Research Foundation
2. Purpose: RSCH4- Foundation Research
3. Budget:

- $30,000 (from UDRF) entered as direct costs (45 Purpose)
- $10,000 (from the Provost Office) - entered as cost share from department #01551. (There’s 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
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 October 13, 2017. The following schedule has been established to ensure proper review and submission.

October 13, 2017: "Preview Application" copy of the 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.

October 19, 2017: Research Office approval by C & G

October 25, 2017: Faculty given permission to hit "Final Review and Submit" by Research Office

November 30, 2017: Awards Announced

December 1, 2017: Funding Available
UDRF Strategic Initiatives grants are made with the following understandings. Acceptance of the award includes acceptance of these understandings.

1. Acceptance signifies intent to continue at the University for the duration of the project period.

2. 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 Final Report on the research be submitted to the Research Office, no later than ninety (90) days after the end date of the grant. Each grantee is requested to furnish one copy of any resulting papers, books, or other publications to the Research Office (research-udrf@udel.edu).

3. 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.

4.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.
Post Award

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

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.