UNIVERSITY OF DELAWARE RESEARCH FOUNDATION (UDRF)

2013
UDRF-SI
STRATEGIC INITIATIVES GRANT GUIDELINES

Please see UDRF-SI Guidelines on the web here:
http://www.udel.edu/research/preparing/udrfsi-guidelines.html

Questions?
Please contact Wendy Jordan at: wjordan@udel.edu

Research Office
University of Delaware
210 Hullihen Hall • Newark • DE 19716
Phone: (302) 831-7340
UNIVERSITY OF DELAWARE RESEARCH FOUNDATION (UDRF)

UDRF 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 as follows 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.”

In 2008, the Board decided to create a new program aimed at supporting research in three areas emphasized in the University’s Strategic Plan, the Path to Prominence (http://www.udel.edu/prominence/). These are Life and Health Sciences, Energy, and the Environment. An additional goal of these Strategic Initiatives grants is to increase opportunities for mentoring early-career faculty.

ELIGIBILITY FOR UDRF STRATEGIC INITIATIVES (UDRF-SI) GRANTS

UDRF Strategic Initiatives (UDRF-SI) grants will support high quality, collaborative engineering and scientific research projects in the emphasis areas above, broadly construed. Teams should include one tenured faculty member and one early-career, untenured, tenure-track faculty member.

AWARD ADMINISTRATION

University of Delaware Research Foundation grants are awarded on the basis of eligibility and merit and administered by the UD Research Office. Strategic Initiatives Grants selections will be made by the Vice Provost for Research and Strategic Initiatives, who will seek additional advice as necessary. Grants are made primarily in the fields of engineering and the natural and physical sciences, but a proposal that uses scientific methods and promises quantitative results in the areas above 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-SI project budget is $35,000, including required $5000 match increments each from the cognizant Dean and 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 assistance, equipment, supplies, travel, etc. There are no indirect costs associated with the UDRF-SI awards.

Budget changes exceeding 10% of the total award and reallocation of funds into categories not in the original budget (i.e. equipment, foreign travel, etc.) are subject to prior approval. Requests for reallocating 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 Strategic Initiatives grants are awarded for up to 18 months, December 1 through June 30. 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/udrfsi-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

Proposals should include a project description not to exceed three pages* (one inch margins, Times New Roman – 11 point font). The proposal should specifically address how the research will advance one of the strategic initiatives from the Path to Prominence identified above. It should also specifically address mentoring the early-career faculty member, including plans for assisting with the pursuit of external funding sources. In addition to the three pages, an abstract of 250 words or less is required. In addition, 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 for each faculty member, following the NSF format for biographical information, is also requested. (http://www.nsf.gov/pubs/2002/nsf022/nsf0202_2.html)

The full proposal must be created as a single file in Adobe PDF format. It is important to avoid specialized terminology to aid the reviewers, who may have a variety of different technical specialties. The full proposal, budget, budget justification and CV, should be given to the Department Administrator for entering into the UD Grants System and a proposal approval summary (PAS) weform 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-PEOPLESOF T PROPOSAL DEVELOPMENT AND AWARD SET-UP

1. Sponsor ID: 02910 - University of Delaware Research Foundation
2. Purpose: RSCH4 – Foundation Research
3. Budget:
   - $17,500 (from UDRF) entered as direct costs (45 Purpose)
   - $17,500 (from UD Strategic Initiatives) and $5,000 (from the Provost Office) – total of $22,500 entered as cost share from department #01551. 17,500 from Strategic Initiatives (CANG175127) and 5,000 from CANG112124 (UDRF Match fund). 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. Include Research Plan and budget as attachments in PeopleSoft record.
5. Routing to include PI, mentor (or tenured faculty), 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 ProjectID
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.

DEADLINES

The following schedule has been established for proposal submission for the 2013-2014 UDRF-SI Grant funding:

Proposal due to Dept Admin via PeopleSoft (PAS webform).............................. September 13, 2013
Webform from Research Office acknowledging receipt of proposal and C&G Review................................................................. September 20, 2013
Due to UDRF-SI Reviewer Database............................................................... September 30, 2013
Awards Announced...................................................................................... November 15, 2013
Funding Available......................................................................................... December 1, 2013
UNIVERSITY OF DELAWARE

UNDERSTANDINGS CONCERNING

UNIVERSITY OF DELAWARE RESEARCH FOUNDATION
STRATEGIC INITIATIVES (UDRF-SI) GRANTS

UDRF Strategic Initiatives 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 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 1-2 years and/or of leading to significant, continuing funding by outside sources (20%)
   - Mentoring plan and benefit to early-career faculty member (20%)

2. 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 (http://www.udel.edu/research/doc/udrfsi-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).

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-SI Application here:

http://www.udel.edu/research/doc/udrfsi-application.docx