UNIVERSITY OF DELAWARE
RESEARCH FOUNDATION

(UDRF)
2014 UDRF-SI
STRATEGIC INITIATIVES GRANT GUIDELINES

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UNIVERSITY OF DELAWARE RESEARCH FOUNDATION (UDRF)

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 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. Eligible faculty may apply to both the UDRF and UDRF-SI programs in a calendar year. However, only one award may be received per calendar year.

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

The typical UDRF-SI project budget is $35,000, including required $5,000 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. However, support of graduate student tuition is prohibited. 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-finalreport.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, following the NSF format for biographical information, is also requested. An NSF example and template may be found on the Research website at http://www.udel.edu/research/doc/NSF_Biosketch_Template.doc.

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 to be entered 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.
UDrupal 2014 SI PEOPLESOFT PROPOSAL DEVELOPMENT AND AWARD SET-UP

1. Sponsor ID: 02910 - University of Delaware Research Foundation
2. Purpose: RSCH4 – Foundation Research
3. Budget:
   - $30,000 (from UDRF) entered as direct costs (45 Purpose)
   - $5,000 (from UD Strategic Initiatives – as a match (Dept. #01551)
   - $5,000 (from the Provost Office – as a match (Dept. #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. 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.

UDrupal 2014 SI REVIEW DATABASE SUBMISSION

After the proposal has been submitted to the UD grants system and the webform has been approved by the Research Office, login instructions and URL will be emailed to the faculty for submission of the proposal to the UDrupal 2014 SI review database.

DEADLINES

UDRPF-SI proposals are due in the Research Office by October 10, 2014. The following schedule has been established to ensure proper review and submission.

- Final proposal due to Dept. Admin by PI .......................................................... October 10, 2014
- Webform to be received by the Research Office .............................................. October 17, 2014
  ○ In accordance with standard UD operating procedures, RO Contract & Grant Specialists (C&G) require a minimum of 72 hours to review and approve proposals.
- Research Office Approval by C&G ............................................................. October 22, 2014
- Faculty provided access to Reviewer Database by Research Office .................. October 29, 2014
- UDrupal 2014 SI proposal submission to Reviewer Database by Faculty ................. November 5, 2014
- Awards Announced .................................................................................. November 2014
- Funding Available ...................................................................................... December 1, 2014

*Faculty/Chairs should speak with their applicable Deans’ office regarding college specific deadlines/procedures. The reason faculty are asked to submit their final proposals to Department Administrators for input into PeopleSoft and then later to personally submit the approved proposal into a Reviewer Database is to facilitate the review process. Only Research Office approved proposals will be forwarded to the review committee.
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-finalreport.docx](http://www.udel.edu/research/doc/udrfsi-finalreport.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-SI Application here:

[http://www.udel.edu/research/doc/udrfsi-application.docx](http://www.udel.edu/research/doc/udrfsi-application.docx)