GENERAL UNIVERSITY RESEARCH PROGRAM (GUR)

2012-2013 GRANT GUIDELINES

AND APPLICATION

Research Office

University of Delaware

210 Hullihen Hall Newark, DE 19716

*Phone:* (302) 831-7088 *Fax:* (302) 831-2828

**GENERAL UNIVERSITY RESEARCH PROGRAM (GUR)**

The budget of the University of Delaware provides for assistance to full-time faculty for individual research and professional development through General University Research grants. These merit-based grants are administered by the Sr. Vice Provost for Research, who is advised by the Research Committee of the Faculty Senate. The Research Committee recommends allocation of the funds available for the year, evaluates applications, and recommends those to be supported. GUR grants are awarded primarily in the arts, humanities, and social sciences. Proposals involving interdisciplinary research are especially encouraged.

The university's patent, copyright, and publication policies, which can be found in the Handbook for Faculty ([www.udel.edu/provost/fachb](http://www.udel.edu/provost/fachb)), apply to research conducted under a GUR grant. [**University policy**](http://www.udel.edu/ExecVP/polprod/6-04.html) and federal law ([**45 CFR 46**](http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm)) 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>.

**ELIGIBILITY**

All full-time faculty members are eligible to apply for GUR grants. In evaluating proposals, the Faculty Senate Research Committee utilizes the following criteria and guidelines.

1. The first priority of the GUR program is to assist untenured, tenure-track, early career faculty members with research scholarly or creative projects.
2. Special consideration will be given to projects which:
3. Are not sufficiently developed (in terms of the project or the reputation of the investigator) to justify support from outside sponsors, where appropriate
4. Promises to expand scholarly endeavors and increase future productivity
5. Would have difficulty in obtaining outside support (e.g., due to the small budget or specialized nature of the work)
6. Require additional support to complete an ongoing project
7. Requests for funds to cover fees to attend research institutes or other formal research or study programs will also be considered by the committee. Support will vary according to the length of the institute and the amount of financial aid available to the applicant from the sponsor of the institute.

Although there is no restriction on the number of awards an individual may receive over the years, all other factors being equal, preference will be given to faculty that have not received awards previously. An investigator will not be considered for a second or later award unless at least three years have elapsed since the most recent award. **Applicants who have received a GUR anytime between June 2010 and June 2012 are NOT eligible to submit for this round.** Also, in considering new applications from previous awardees, the committee will review the required project reports from their prior GUR awards to determine whether past awards were used productively to benefit the applicant's research programs. **No additional awards will be made to applicants who have failed to complete the required project report for a GUR award made prior to June 2010.**

**TYPES OF SUPPORT**

Grants in varying amounts (typically maximum of $6,000) but exceptionally well justified proposals could be considered at higher amounts are approved on the basis of individual merit, and support such costs as technical assistance, equipment, supplies, travel, and graduate student salaries. The maximum total budget allocation for salaries is $5,000. Project budgets should include appropriate fringe benefits for personnel other than the Principal Investigator (PI). Inclusion of summer stipends for principal investigators, matching faculty academic time or student research assistant stipends is permitted. GUR grants may not be used to support or publish advanced-degree theses of the principal investigator.

In general, the committee is willing to consider a wide variety of specific budgetary requests as long as the budget items are adequately justified in relation to the proposed project and the applicant's research program. A budget justification for each listed item is required in the application. Budget justification should include the personnel line as well as the justification for any funds requested for the principal investigator. The committee may choose to award a GUR grant at a level of funding different from the amount requested.

NOTE: For tax purposes, Stipends for principal investigators on GUR grants are considered to be fellowships rather than wages and are therefore exempt from FICA but no fellowship is exempt from Federal and State payroll taxes. For students paid on a fellowship, there is the expectation that some or all of the funds will be used for qualified educational expenses. It is assumed that a faculty member receiving fellowship funds will not have any qualified educational expenses and appropriate payroll taxes will be subject to withholding at the time of disbursement.

**PROJECT PERIOD**

GUR grants will be announced in March. The grant period begins on June 1 and extends to May 31 of the following year. Recipients are expected to devote a large part of the summer period to the conduct of the proposed research. The award period is extended through the following academic year so that charges to the grant account can be covered for later expenses like publication or travel to meetings at which results will be presented.

The grant period may be extended by the Sr. Vice Provost for Research Development (or Research Office designee) if unusual circumstances warrant, but recipients are encouraged to complete the research on schedule and then use the results as the basis of a proposal to an external agency or agencies. Requests for no-cost extensions must be made in writing to the Research Office (research-gur@udel.edu). Requests should include the reason for and the duration of the extension. Additional information regarding how to request no-cost extensions may be found under the General University Research Grants (GUR) Frequently Asked Questions at <http://www.udel.edu/research/preparing/gur-faq.html>.

**PROCEDURE FOR SUBMITTING PROPOSALS**

GUR proposals do not require matching funds from the PI’s College and/or Department. However, matching funds may be included when applicable and when approved by the Chair and Dean. The PI must submit a full proposal in PDF format which cannot exceed **five pages\*** in length.

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

The full proposal must be created as a single file in the provided Adobe PDF template. Applications are evaluated by reviewers from a wide range of disciplines; therefore, applicants are encouraged either to avoid the use of jargon and highly technical terms or to define key terms in their proposals. Applicants are strongly encouraged to use the Suggestions for Preparing a Successful GUR Proposal (available on page eight) as a guide for preparing the application.

All proposals should be single-spaced and prepared using one-inch margins and Times New Roman 11-point font. Applicants should allow up to ½ page for the Significance of the Proposed Work section. Allow up to 1 ½ pages for the Description of Proposed Research or Scholarly Activity section and up to 1 page for the Additional Information in Support of the Proposal section. Proposals not adhering to the page limit, section limits and font size will not be considered by the Research Committee of the Faculty Senate. In addition, to the five page GUR proposal, a budget and budget justification page (see Attachment 1) is required.

**Other Proposal Attachments:** As highlighted in the application template, copies of all progress reports for prior GUR awards and copies of closely related externally submitted proposals must be appended. In addition, supporting materials for scholarly activity in the arts may be included in the GUR application to illustrate and explain the project. All other appended material (letters of recommendation, letters of collaboration, reprints, or other supporting material**) will not** be considered in the review of the proposal.

 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 University. Note: Hard copy routing of signatures and proposals to your Chair and Dean is no longer necessary. Chairs are asked to forward their comments to their applicable Dean following previously established college procedures. The Dean then prepares the College Overview of Submissions sheet (see Attachment 2) adding comments on the relevance of the research in the field and an overall quality rating for each proposal. Attachment 2 is then forwarded via email to ro-dev@udel.edu.

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

1. Sponsor ID: 0921
2. Purpose: RSCH6- University Sponsored Research
3. Budget:
* Requested amount entered as direct costs
* Applicable cost share entered from department and/or college
* F&A Pricing Setup
	+ Choose Industrial Research On Campus for the rate type and overwrite the F&A rate to zero
* No 1% effort required as cost share for PIs.
1. Routing of PAS is to include PI, Department Chair, College Dean and Office of Sponsored Programs.

**PROPOSAL REVIEW PROCEDURE AND TIMELINE**

|  |  |
| --- | --- |
| October 2, 2012 | Applicants are invited to attend an award celebration from 4-5:30 p.m. showcasing research funded through the GUR Program in 2012. This is a great opportunity for applicants to network with awardees and reviewers. Further details will be posted to the Research Office website soon! |
| October 17, 2012 | Applicants are invited to attend a Workshop on How to Prepare a GUR Proposal.* Location: SHL 131
* Time: 2-3:30 p.m.
* Registration information will be posted to the Research Office website soon!
 |
| November 5, 2012 | Full proposal due to Department Chair via PeopleSoft and PAS Webform |
| November 15, 2012 | Chair’s recommendation Due to Applicable Dean |
| December 3, 2012 | Full proposal due to Research Office via PeopleSoft and Approved PAS Webform |
| December 3, 2012 | Attachment 2 from Applicable Dean Due via email to ro-dev@udel.edu |
| December 10, 2012 | Email Acknowledgement from the Research Office of Receipt of Proposal and C&G Admin. Review |
| December 17, 2012 | Final Faculty Submission into the GUR Reviewer Database (login instructions and url will be sent to faculty in email acknowledgement sent December 10) |
| January 2013 | Research Office prepares for review meeting and creates “default” eligibility rankings within the reviewer database* Untenured tenure track Assistant Professors = 10
* Senior faculty projects = 6
 |
| February 2013 | * Faculty Senate Research Committee reviews proposals
* The college recommendations are shared with the committee & used to determine relevance to field & overall quality
* Research Committee meets later in the month to discuss each proposal along with the scores assigned by each member
* Research Committee compiles a list of fundable proposals, ranking those deemed worthy of support in priority order & submits to Sr. Vice Provost (VP) for Research for final determination of funding availability & notice of award

Review Committee Composition* Research Committee consists of the VP for Research & eight faculty members (one of whom serves as the chair)
* Membership is restricted to established & active researchers
* Four members are chosen from the arts, humanities, & social sciences & four from the natural sciences, engineering & mathematics
 |
| **March 2013** | Awards Announced |
| **June 2013** | Funding available June 1, 2013  |

**REVIEW CRITERIA AND SCORING**

Committee is instructed to enter a score in the range of 1 to 10 (10 being the highest) for each of the four questions listed below.



**UNDERSTANDINGS CONCERNING**

**GENERAL UNIVERSITY RESEARCH GRANTS**

Recommendations for 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 advance the scholarship or creativity activities of the recipient. Research projects or creative activities that meet this goal and also provide graduate student support and training opportunities are considered most favorably.
2. Grants are awarded to faculty members of the university. Acceptance signifies intent to continue at the university for the duration of the grant.
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-gur@udel.edu) no later than ninety (90) days after the end date of the grant. A format for reports on General University Research is attached (Attachment 3). Each grantee is required to furnish one copy of any resulting papers, books, or other publications to the University Library through the Research Committee.
4. Every publication directly resulting from a grant must include an acknowledgment stating that the research or creative activity was carried out with the support of the University of Delaware General University Research fund.
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.
6. It is expected that a recipient will devote a large part of the summer period to the purpose of the grant and that no other substantial effort, such as full-time teaching or sponsored research, will be undertaken during the summer period.

**GUR SPENDING PROCEDURE**

Purchases can be made using standard UD transaction processing. Typically the departmental administrator will be able to provide the necessary assistance for all expenses. Office supplies can be purchased through UD Mart, travel can be arranged through University Travel, and salary can be paid using an S-contract. If the departmental administrator is not sure how to precede, the Dean’s office for the college should be able to provide guidance.

**SUGGESTIONS FOR PREPARING A SUCCESSFUL GUR PROPOSAL**

* Remember that reviewers outside your discipline will be reading the proposal; therefore the significance section is critical. Define terminology and avoid jargon.
* Prepare a single-spaced proposal as a single file in the provided Adobe PDF format.
* Adhere strictly to the five page maximum limit and all section limits highlighted below.
* Use Times New Roman 11 and one-inch margins.
* Cite references in an Appendix, where appropriate. *(References do not count in the five page limit.)*
* **Significance section**-(1/2- Page Maximum)
* Convince the reviewer why it is imperative that the project be funded.
* Appeal to the discipline, personal scholarly goals, practice of your art, and university mission.
* Argue the importance of your project, why it is unique, and why it should be funded. Discuss how the outcomes will impact your teaching, will be incorporated into your classes, and how this research continues to enhance your previous scholarly activities.
* Explain how the project fits into the larger disciplinary interests or lines of investigation and how your project will contribute to the knowledge base of the discipline.
* **Description of Proposed Research or Scholarly Activities**- (1 ½- Page Maximum)
	+ Be specific about your methodology.
	+ Be clear about how this funded proposal would contribute to your planned program of scholarship. Specify whether this is a pilot study, whether this research will generate data for future research proposals.
	+ Identify the target publications for the proposed scholarship activities.
	+ Provide a timeline.
* **Empirical Research Proposals**
	+ Identify study design.
	+ Define population.
	+ Give sample size with rational. Address sampling plan.
	+ Define variables and how they will be measured.
	+ Address any limitations or anticipated problems and plans for dealing with them, including the statistical modeling or any other methodological approach proposed.
	+ Briefly address data analysis plans.
	+ What will be the product of the proposed scholarly endeavor?
	+ Book proposals-include a projected table of contents or give a description of possible chapters to be included. Address any preparatory work. If an anthology-discuss themes. Describe the book chapters and how they fit together.
* **Other Scholarly Proposals**
	+ Make a sound argument and clearly explain the activities you are contemplating pursuing, such as why you must travel to a certain location to carry out the project.
	+ Address the audience of the scholarly endeavor. To whom would this endeavor appeal?

* **Benefits Expected**
* Describe who will benefit from the project.
* Reference whether and how the project will contribute to the educational mission of the university.
* Describe how students may benefit
* Identify how the results of this work will be more broadly disseminated
* **Plans for Submission of the Project to other Funding Sources**
	+ - Describe any future external funding plans.
	+ **Current and Pending Research Support**
		- List amount, agency, and project periods
		- If you have submitted a proposal on the same topic or on a closely related topic to an external funding organization, append one copy of the proposal to the application.
	+ **Previous GUR Grants and Results Obtained on Previous GUR Grants**
	+ (Append GUR Progress Reports to the Application)
		- Provide date, title, and amount of any previous GUR grants highlighting any that resulted either in a publication equivalent artistic work or to a successful external application.
	+ **Additional Information in Support of Proposal** (1- Page Maximum)
	+ **Attachment 1- Budget and Budget Justification**
* Budget-justify with specific documentation. Keep request within budget guidelines. If budget exceeds GUR funding, discuss other potential funding sources or plans. Voluntary cost share must be approved by the applicable department and/or college.

**Post-Award**

Awarded grants will be assigned a code number for future correspondence and report follow-up. All proposals funded at a level different than proposed, must provide a revised budget before the code number may be established. Copies of resulting publications, exhibit notices, or outcomes from the grant should be forwarded to the Research Office with the grant code number clearly identified.

**[After completing the application below, please print to pdf only the completed application]**

|  |
| --- |
| **University of Delaware Research Office****2012/2013 General University Research (GUR) Grant Application****Proposal Format- Single Spaced with 1 inch margins****(11 point font- Times New Roman)** |
| **PI NAME:**Click here to enter text. **EMPLID** Click here to enter text.**PROPOSAL TITLE:** Click here to enter text. |
| education |
| Degree | Click here to enter text. | Year | Click here to enter text. |
| Discipline | Click here to enter text. |
| Honors  |
| Click here to enter text. |
| Applicant's relevant publications |
| Click here to enter text. |
| Professional and/or research experience (including postdoctoral) |
| Click here to enter text. |
| Significance of the proposed work (½-page maximum) |
| Click here to enter text. |
| Description of proposed research or scholarly activity (1½-page maximum) |
| Click here to enter text. |
| Benefits expected (who would benefit, why, and when) Include specific reference to whether and how the research will contribute to the educational mission of the university (i.e., student involvement/theses, course development, etc.) |
| Click here to enter text. |
| Indicate plans for submission of this project to other funding sources |
| Click here to enter text. |
| Research support--current and pending (amount, agency, and dates) If you have submitted a proposal on the same topic or on a closely related topic to an external funding organization, append one copy of the proposal to the application |
| Click here to enter text. |
| Previous GUR grants (date, title, and amount) Previous grants resulting in either a publication equivalent artistic work when appropriate, or leading to a successful application for external funding, will be considered most favorably in considering applications from past awardees. Please append any progress reports from prior GUR awards to this application. |
| Click here to enter text. |
| Results obtained on previous GUR grants |
| Click here to enter text. |
| Additional information in support of proposal (1-page maximum) |
| Click here to enter text. |

**ATTACHMENT 1**

**GENERAL UNIVERSITY RESEARCH PROGRAM (GUR)**

|  |
| --- |
| **2012-2013 BUDGET** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **A** | **B** |  |
|  | *Direct/GUR* | *Dean or Dept.* |  |
|  |  *Match*  |  |
| *Personnel* |  |  |  |
| PI (max. $5,000 or one-ninth of the academic year salary, whichever is less) | $enter  | $ enter  |  |
| Graduate student(s) | $enter  | $enter  |  |
| Other (list)Click here to enter text. | $enter | $enter  |  |
| Click here to enter text. | $enter  | $enter  |  |
| *Fringe Benefits* (other than for PI) | $enter  | $enter |  |
| *Equipment* (list) Click here to enter text. | $enter  | $enter  |  |
| Click here to enter text. | $enter  | $enter  |  |
| *Supplies* (describe)Click here to enter text. | $enter  | $enter  |  |
| Click here to enter text. | $enter  | $enter |  |
| *Travel* (describe) Click here to enter text.Click here to enter text. | $enter  | $enter |  |
| *Other* Click here to enter text. | $ enter  | $enter |  |
| Click here to enter text. | $ enter  | $enter . |  |
| **Total Cost** | $ enter . | $enter . |  |
| **Total Project Cost** | $enter. |  |
| (Sum of Total Cost from Column A & Column B) |  |  |

**ATTACHMENT 2**

**General University Research Proposal**

**College Overview of Submissions**

College: Click here to enter text. Date:Click here to enter text.

Dean: Click here to enter text. No. of Proposals:Click here to enter text.

For each of the proposal submissions in your college, rate the relevance of the research in each of the fields represented (add more rows as needed) and provide a comment for each of the submissions on the table below. Attach this completed table to the submissions when forwarded to the Office of the Vice Provost for Research & Graduate Studies.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proposal title**  | **Faculty name** | **Research field** | **Comment** | **Relevance to field** **Rating 1-5****(5 being high)** | **Overall Quality****Rating 1-5** **(5 being** **high)** |
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**ATTACHMENT 3**

**FORMAT FOR REPORT ON GENERAL UNIVERSITY RESEARCH GRANTS**

1. Project title Click here to enter text.
2. Name and department of person preparing report Click here to enter text.
3. Other personnel and departments cooperating on project Click here to enter text.
4. Amount of funds granted Click here to enter text.
5. Nature of research\* Click here to enter text.
6. Principal results\* Click here to enter text.
7. Publications or manuscripts prepared (one copy of any subsequent publication will be furnished to Research Committee for forwarding to the University Library.)

Click here to enter text.

1. Signature of investigator Click here to enter text.
2. Date Click here to enter text.

*\*In making this report, please remember that committee members and others who may read it are not specialists in your field.*