

Research & Scholarly Development Grant Program Application Package



Thank you for considering applying to the Research and Scholarly Development Grant program. This document contains everything you will need to apply. Be sure to reference the Applicant Checklist at the end of this document.

Contents

Internal Funding Program Applicant Checklist	iii
Program Guidelines	1
Overview	1
Eligibility	1
Required Pre-Proposal	2
Constructing the Full Proposal	3
Submitting the Application	5
Evaluation Criteria	5
Proposal Review Process	6
Award Administration	6
Appendix A: Cayuse SP Routing Guidelines	7

Links

InfoReady Faculty Opportunities page: <https://southalabama.infoready4.com/#facultyopps>

Access to Cayuse: <http://bit.ly/cayuseaccess>

Process Workshop registration (optional): <http://bit.ly/processworkshops>

**Department of Research Communications, Development & Learning
Proposal Development Tools: Internal Funding**



Matt Reichert | 251.460.6628 | reichert@southalabama.edu
Angela Jordan | 251.460.6507 | ajordan@southalabama.edu

**Office of Research & Economic Development
Internal Funding Program Applicant Checklist**

CHECKLIST		COMMENTS
<input type="checkbox"/>	Take the Internal Funding Process Workshop: http://bit.ly/processworkshops Required for new applicants to the Seed Grant to Support the Arts & Humanities and strongly recommended for first-time applicants to other programs.	New to South or applying for internal funding with us for the first time? Taking our internal funding process workshop will familiarize you with the online systems and application requirements.
<input type="checkbox"/>	Using InfoReady for the first time? Use SSO to login and then update your profile with your department information under “Primary Organization.”	Seed Grant applicants can enter their regular department and IGNORE the following category (Arts and Sciences - Seed Grant Program to Support the Arts and Humanities Applicants ONLY).
<input type="checkbox"/>	Application package uploaded to InfoReady.	Can be done in parallel, e.g. simultaneously, with Cayuse SP submission.
<input type="checkbox"/>	Using Cayuse SP for the first time? Request account creation using the Change Request form on the Sponsored Projects website.	ALLOW A MINIMUM OF 24 HOURS FOR ACCOUNT CREATION!
<input type="checkbox"/>	Proposal record created in Cayuse SP following instructions given in program guidelines appendix.	
<input type="checkbox"/>	In Cayuse SP, be sure you have entered BOTH a grant administrator AND proposal editor. In some units this will be the same person while in others they will be different.	Grant Administrator goes on the “General Information” tab. Proposal Editor goes on the “Investigators/Research Team” tab.

<input type="checkbox"/>	<p>Does your co-PI really need to be entered in Cayuse SP? (Ignore if you don't have a co-PI or your program disallows it.)</p>	<p>If your co-PI is providing time to the grant and is either funded or providing cost-share, AND/OR if their department is providing any resources for the project, then the answer is YES. If your "co-PI" is more of a consultant or advisor, then the answer may be NO. This applies to co-PIs internal to USA. See the Appendix for more info.</p>
<input type="checkbox"/>	<p>Detailed (NOT Summary) budget entered in Cayuse SP.</p>	<p>On the "Budget" tab.</p>
<input type="checkbox"/>	<p>In Cayuse SP, budget is ONLY for funds requested from ORED.</p>	<p>DO NOT enter full project budget if it is larger than the amount requested.</p>
<input type="checkbox"/>	<p>In Cayuse SP, Research Comm, Dvlp & Lrng is added as an approving unit, and is listed as the final approver in the routing order.</p>	<p>On the "Approving Units" tab, you will need to manually add RCDL AND manually change the number to be the last one in the routing order.</p>
<input type="checkbox"/>	<p>In Cayuse SP, proposal is submitted for routing AT LEAST one day in advance of the program deadline.</p>	<p>Department chairs and deans are often traveling and unable to promptly make approvals. Plan for this possibility and route your proposal well in advance of the deadline.</p>

Office of Research & Economic Development Internal Funding Programs



Matthew Reichert 251.460.6628 reichert@southalabama.edu
Angela Jordan 251.460.6507 ajordan@southalabama.edu

Overview

The Research and Scholarship Development Grant (RSDG) provides tenure and non-tenure track faculty with seed funding to help build their research and scholarly programs. The award range is from a minimum of \$15,000 to a maximum of \$25,000. \$125,000 is allocated for the 2024-2025 program. The award funds may be used for:

- seed/pilot funding for new research/scholarly projects
- planning and development activities for complex, multi-institutional grant proposals

RSDG awards are intended to facilitate pilot project data collection or activities to develop complex, multi-institutional proposals that will competitively position the USA lead applicant to attract external funding. The RSDG mechanism is designed to facilitate collaborative project activities across disciplines, departments, colleges, and programs. Proposals must include a timeline that demonstrates how the project activities will lead directly to external funding requests to sustain and expand the research/scholarly activity.

Eligibility

Faculty who are in the initial stages of building their career, who are re-entering the funding arena, who are exploring a new research focus, or who are working with an established or emerging group to create a nationally recognized center/consortium to support one or more substantive research areas are strongly encouraged to apply. Interdisciplinary projects are strongly encouraged.

ELIGIBLE: Appointees in the rank of assistant, associate, and full professor, regardless of tenure status, are eligible to apply. Applicants with an “instructor” title are eligible to apply for funding through this program. Instructor applicants must be full-time, permanent employees having a doctoral degree who could be named as a Principal Investigator on an externally sponsored project.

RSDG AT A GLANCE

Seed/pilot funding for new research/scholarly projects.

Planning/development activities for complex, multi-institutional grant proposals.

Award range is \$15,000 - \$25,000. F&A costs are not applied.

Pre-proposal deadline is 10/1/24 @ 11:59 pm

Full proposal deadline is 12/15/24 @ 11:59 pm.

Pre- and full proposal documents submitted in InfoReady.

Institutional approvals submitted in Cayuse SP for full proposals only.

Funding decisions announced by late January.

Award term begins May 15.

Award term is one year.

In addition to the other application requirements, instructor applicants should include details about the research resources and facilities that are available to conduct the proposed project.

INELIGIBLE: The following are not eligible to apply: faculty known to be in their last year of employment; appointees working solely in adjunct titles are not eligible to apply as a PI or Co-I; faculty who are on leave without pay or on sabbatical are not eligible for an RSDG award during the leave period. **Faculty from the College of Medicine are not eligible to apply for funding from this program.**

LIMITATIONS ON FREQUENCY OF FUNDING: Each faculty member may only be funded from one RSDG award annually, in any role. A Principal Investigator may not receive consecutive RSDG awards.

Faculty may hold only one internal funding award from the Office of Research and Economic Development at a time. For example, current awardees of a Faculty Development Council grant, on either track, are not eligible to apply.

Required Pre-proposal

A pre-proposal is required from faculty who wish to apply.

DEADLINE: Sunday, October 1, 2024 at 11:59pm.

LENGTH: One page for the narrative, and an additional one page for a draft budget.

FORMAT: The proposal should be formatted with 1" margins and a font size no smaller than 11 points; line spacing must be 1.0 or greater.

CONTENT: In at least three paragraphs, briefly address the required components of the full project description as given below: significance and goals; methodology; and timeline and expected outcomes. You will need to both use accessible language that an educated non-expert can understand, and include enough detail that reviewers (who will be faculty from across the university) can assess the project's potential.

BUDGET: In no more than one page, provide a draft budget and brief narrative justification for your project expenses. Budgets must be a minimum of \$15,000 and are capped at \$25,000.

SUPPLEMENTARY DOCUMENTS: No additional documents are required.

SUBMISSION: Pre-proposals will only be submitted in InfoReady.

REVIEW: Reviews will be conducted in October, with applicants notified of their status by the end of the month.

Pre-proposal
Due:
11:59 pm
October 1

Constructing the Full Proposal (For Invited Applicants Only)

A complete application document will contain the following items in the order specified. Clearly label each section of the proposal.

a. Cover sheet with title and abstract (250 word maximum).

- On the first page of the application, include the title and a 250-word abstract of the proposed project.

b. Research/Scholarly Project Description including compliance certifications (human and/or animal subjects, bio- and/or radiation safety, export control, etc. as appropriate, three page maximum).

- The project description should not exceed three pages. The research/scholarly project description should contain at least the following in three separate sections:
 - a. The significance of the project relative to research/scholarly activities in the field **stated in language that can be understood by an educated non-expert. This is particularly important because the interdisciplinary review panel is comprised of faculty from across the university. Applicants who do not adhere to this direction typically receive lower scores from the panel.** Questions to address include: What is the current understanding in the field? How does the proposed work improve or extend the current understanding of the field? What is innovative about the proposed project?
 - b. Define the specific goals/aims of the project, the timeline for achieving the goals/aims (include milestones) and expected outcomes - discovery, product and dissemination.
 - c. Clearly describe the plan of work and the approach/methodology (experimental, scholarly, analytical, as appropriate) to be used.
- **Please address the Evaluation Criteria (p6 below) within your application.**
- If appropriate, the use of animal or human subjects must be clearly presented in the project description. **It is highly recommended that applicants contact the appropriate Research Compliance office prior to submitting this proposal in order to discuss the potential approvals required if the project were to be awarded.** Animal or human subject use protocols must be approved before beginning the project. Additional information may be found at: <http://www.southalabama.edu/researchcompliance/index.html>.

c. References Cited (one page maximum).

- Standard citation formats for the applicant's academic field may be used.

d. Budget and Budget Justification (three page maximum).

***NOTE ON TRAVEL:** Any university restrictions on research activities and travel are applicable to projects funded under this program and subject to change. If your travel plans could be significantly impacted by restrictions, it is recommended that you describe alternative plans.*

- A detailed budget and budget justification must be provided.
- The budget must be at least \$15,000 and cannot exceed \$25,000; the justification should briefly address all of the items listed in the detailed budget including the role(s) and effort commitments of all personnel.
- Support for salary and fringe benefits for faculty on 12-month appointments is *not* allowable.
- For nine-month faculty wishing to request summer salary, one month should be considered the maximum. Applicants who wish to request more than one month of summer salary must provide a strong justification for doing so.
- Fringe benefits rates should be included in the budget projection if PI or other personnel effort is projected. See the Appendix, p8, for questions on how to identify collaborators.
- If other personnel effort is included, for example, a graduate assistant, research associate, or postdoc, be specific as to what the individual will be doing and what expertise he/she brings to the project (e.g., computer knowledge, statistics). If graduate student effort is proposed, please be specific in the type and length of the student's appointment and the percentage of their effort committed to the RSDG project.
- Undergraduate and graduate student workers may be compensated for part-time work (< 20 hrs/wk) that directly supports the proposed project. Check the university's Student Employee Policy for the current allowable hourly wages. Include the projected number of undergraduate and graduate student hours to be committed to the project.
- The need for external consulting expertise must be well-justified and both the hourly rate and estimated number of consultant hours, cited.
- All items, including computer hardware and software and/or materials and supplies and travel must be justified in relation to the use/need for the proposed RSDG project.
- No indirect cost charges will be applied to this program.
- Vague or incomplete justifications may lead to denial of an award or to an award with a reduced budget.
- University policies apply.

e. Funding Potential (one page maximum).

- Include explicit citations of potential extramural funding opportunities and sponsoring agencies to which a proposal(s) incorporating the seed/pilot project data could/will be submitted. If the award funds a planning grant, cite the funding opportunity solicitation number, agency, submission due date, internal and external investigators and projected direct and total costs of the application.
- Include a timeline and discussion of the activities / contingencies that will support / must be met to develop, submit and secure external funding for the project (inclusion of a Gantt chart or other timeline graphic is encouraged).

f. Facilities and Resources

- Describe the facilities available, departmental contributions (e.g. shared equipment) and other support for the project.

g. Biosketch and Current, Pending and Completed Support (two pages each suggested).

- Applicants are required to use the biosketch format from the major federal agency that funds projects in their field, e.g. NSF, NIH, etc.
- **Indicate the format used within the page header, e.g. “Jean Doe biosketch, NSF format.”**
- If you are using a SciENcv online tool for your biosketch and/or current and pending forms OR you are using agency-provided templates, it is acceptable for your documents to be longer than the suggested two pages. The two-page limit is suggested to reduce reviewer burden, particularly for those who are not using online forms or templates.
- Include *all* sources of internal and external current (active, including awards in NCE status), pending (submitted) and completed support (within the last three years). Use the format required by the same federal agency as in the biosketch, above.
- All funds available to PI within the past three years, internal or external, must be cited whether or not they relate to, or will be leveraged for, the work described in the RSDG proposal.

Submitting the Application

1. Submit Proposal Documents in InfoReady Review

- Items a-g must be compiled as a single PDF and uploaded into InfoReady. The proposal should be formatted with 1” margins and a font size no smaller than 11 points; line spacing must be 1.0 or greater; pages should be numbered consecutively beginning with the Research/Scholarly Project Description.
Page limits for all sections should be observed.

**Full Proposal
Due:
11:59 PM,
December 15**

2. Obtain Institutional Approvals in Cayuse

- Proposals, including application documents listed above, must be routed for departmental and school/college approval through the Cayuse platform and received by the Office of Research Development by the proposal due date. Detailed instructions about how to route the proposal through Cayuse are included as an appendix to this document and can be found at: <http://www.southalabama.edu/departments/research/rdl/funding-opportunities/internal-funding-opportunities.html>

3. Deadlines

- The deadline for invited full proposals is Wednesday, December 15, 2024 at 11:59 p.m.

Evaluation Criteria

INTELLECTUAL MERIT: To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts? What is the potential for the proposed activity to advance knowledge and understanding within the field or across different fields?

PERSONNEL AND ENVIRONMENT: Is the individual and/or the team qualified to conduct the proposed activities? Are resources and/or equipment necessary to complete the project available?

OUTCOMES AND POTENTIAL FOR EXTERNAL FUNDING: Are demonstrable outcomes clearly defined and a timeline, with milestones, provided? Has the PI identified potential sources of external support and presented a plan for securing external support?

QUALITY OF PROPOSAL DOCUMENT: Is the plan for carrying out the proposed activities and the approach / methodology well-reasoned? Is the proposal well-written and organized? Is the rational or driving hypothesis compelling? Is the budget appropriate for the proposed activities?

Proposal Review Process

Proposal review will be managed by the Office of Research Development using InfoReady. Faculty will be engaged as peer reviewers and will provide feedback and scores based on the evaluation criteria. Decisions on funding will be made by approximately late January.

Award Administration

The term of the award is one year from the date specified on the award letter.

Fund numbers will be established by Grants and Contracts Accounting. Post-award administration is the responsibility of the PI and departmental/college research administrator.

No-cost extensions of up to six months will be considered on a case-by-case basis. No-cost extension requests must be applied for at least 60 days prior to the end of the award at the [ORED Faculty Development Program Post-Award Administration page](#) on InfoReady. Only one no-cost extension will be permitted, and unexpended funding remaining at the end of the term of the award, including the no-cost extension period, will revert to the Office of Research and Economic Development.

A final progress report must be submitted via InfoReady in the spring semester following the completion of the award. We now collect progress reports for all our programs once annually. Failure to submit a progress report on time will jeopardize submission eligibility for ORED-managed internal funding programs.

The Office of Research Development and Learning may contact awardees for additional, ad hoc progress updates.

Appendix: Cayuse SP Routing Guidelines for ORED Internal Funding Program Proposals

Institutional approval of ORED-sponsored internal funding program proposals is handled through Cayuse SP. (Internal funding submissions do NOT use Cayuse 424.) This applies to the following ORED-sponsored internal funding programs:

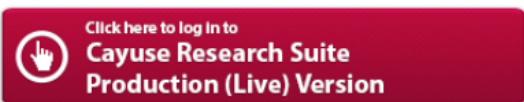
- Faculty Development Council Grant
- Research and Scholarly Development Grant (full proposal only)
- Seed Grant to Support the Arts and Humanities
- Social Justice Research Initiative

Proposals can be created in Cayuse SP as soon as a submission is planned. Users can save the proposal without routing it and return later to enter more information and upload attachments. **It is best practice to start the process well in advance of the due date.** Users should also be aware that routing for institutional approvals can take time depending upon faculty and administrator availability and should plan accordingly.

New Cayuse SP users will need to request account creation, which will take at least 24 hours. This can be done by going to the [Sponsored Projects Administration website](#) and using the green “Cayuse Research Suite Change Request” button. For the field that says “Please provide details of your change request” simply put “Requesting Cayuse account creation.” You do NOT need to get authorization from your department chair.

At USA, Cayuse Research Suite has two modules: Cayuse SP and Cayuse 424.

- Cayuse SP is the proposal and award administration module that replaced paper Transmittal Sheets. SP electronically routes proposals for necessary University approvals, monitors proposal status, and interfaces with post-award activity. All proposals at the University of South Alabama will begin in SP whether submitted electronically or by an alternate method. It is not, however, a submission module.
- Cayuse 424 is the module through which most federal grant proposals can be created, reviewed for sponsor requirements, and electronically submitted by SPA. The 424 module is connected directly with Grants.gov. Proposals are checked throughout proposal development for compliance and when submitted, travel quickly to the directed Federal sponsor.



>>> [Cayuse uses the JagNet authentication system. Click here for more information, including special 'JagNet for USA Health' instructions for Health System employees.](#) <<<



The following information will assist in completing information in Cayuse SP to obtain institutional approval. All fields within Cayuse SP designated with an asterisk (*) must be completed in each “page” to advance to routing the information.

The information presented below pertains only to the specific field information required for routing ORED-sponsored internal funding proposals and does NOT detail every field that needs completion.

[Cayuse SP Page] Start New Proposal

Sponsor Information

- Sponsor: when the keyword search box pops up, select the “**No Sponsors**” button
- Sponsor Program Name: Research and Scholarly Development Grant

General Proposal Information

- Admin Unit: select the applicant’s department
- Grant Administrator: select your college’s grant administrator; you can [find a list here](#).
- Project Start/End Dates: 5/15/20XX – 5/14/20XX
- Activity Code: Internal Competition
- Proposal Type: Internal Competition
- Instrument Type: Grant
- How will this proposal be submitted?
Other
- Sponsor Deadline: 12/15/2024

When this page is saved, a green check mark will appear in the left hand menu by “General Information,” and the full list of sections will be displayed.

[Cayuse SP Page] Investigators/Research Team

- Add the applicant with a role of Lead Principal Investigator. Unless the applicant

SHOULD I IDENTIFY MY INTERNAL COLLABORATOR AS AN “INVESTIGATOR” (I.E. CO-PI) OR “OTHER KEY PERSONNEL” IN CAYUSE?

Are they being paid on the grant? If YES, then they should be listed as a co-PI.

If NO, then:

Are they committing an amount of time that they will record on their effort reporting? If YES, then they should be listed as a co-PI.

If NO, then:

Is the collaborator’s department committing significant resources that will represent an expense above and beyond normal operations? If YES, then they should be listed as Other Key Personnel.

If NO, then:

Is the collaborator supervising students who will be working on the project? If YES, then they should be listed as Other Key Personnel.

If NO, then:

Is the collaborator providing consultation about an aspect of the project, and/or co-authoring any resulting papers? If YES, then they should be listed as Other Key Personnel.

If NO then they should not need to be listed as part of your research team.

is committing effort to the project, the Person Months and Sponsored Effort % will be 0.

- Add other personnel effort commitments as appropriate.
- **Add the same grant administrator as above in a proposal editor role (Person Months and Sponsored Effort % will be 0).**

[Cayuse SP Page] Budget

Overview

- Budget Form: **Detailed**
- # of Budget Periods: 1
- Current Period: dates should be the same as Entire Project
- F&A Rates: 0%

[Cayuse SP Pages] Conflict of Interest, Regulatory Compliance, Subcontractors, Export Control, and Intellectual Property

- Must be completed accordingly.

[Cayuse SP Page] Proposal Abstract

- It is not necessary to make this abstract publically available.
- Paste in your 250-word abstract.

[Cayuse SP Page] Proposal Attachments

- Attach a copy of the application package (compiled PDF that will be submitted via InfoReady).

[Cayuse SP Page] Approving Units

Add Approving Unit

- Unit: Research Comm, Dvlp, & Lrng
- ***Important** – Research Comm, Dvlp & Lrng must be designated as the final approver in the routing order before authorizing the unit listing. E.g. 1. is department level, 2. is unit level, and 3. is Research Comm, Dvlp & Lrng.

If all of the items on the left-hand menu list show a green checkmark, the proposal is ready to Submit for Routing.