THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

University Facilitating Fund FY23

Title:	University Facilitating Fund (UFF)
Award Period:	July 1, 2022 – June 30, 2023
Purpose:	To provide seed funding to GW faculty for new research and scholarly activity
Deadlines:	Proposal Due: Thursday, November 18, 2021 at 5:00PM
Amounts:	Funding range: $5,000-$20,000 (Awards are typically less than $15,000 each)
Administrative Contact:	intramurals@gwu.edu
Website:	http://research.gwu.edu/university-facilitating-fund

Program Purpose

The goal of the University Facilitating Fund is to foster the creation of new research projects and scholarly activities that encourage application to externally funded opportunities, bring external recognition to the PI and university and/or demonstrate significant impact to the field of which it belongs.

- In disciplines where external funding is available, (e.g., science and engineering), the potential for UFF activities to lead to external funding will be the primary factor in review.
- In disciplines where external funding sources are limited (e.g., arts and humanities), the scholarly merits of the program or project will be weighted heavily.

Emphasis will be placed on junior investigators, first-time applicants, and investigators who are proposing work in a new area of research and scholarship. Proposals to continue or extend previous work will be considered but prioritized accordingly.

Eligibility Criteria

To be eligible, faculty **must be**:

1. Regular full-time university faculty who are continuing in service at the university the following academic year
2. PI must be in a school other than Law School, SMHS or GWSPH. (Faculty members in the Law School, SMHS and GWSPH cannot serve as the PI but may be listed as an investigator.)

Each application must have only one principal investigator (PI) listed who will be the sole contact for the application and/or award. A faculty member may submit only one proposal as the PI and may not designate another faculty member to serve as PI. An award for consecutive years for the same project is permissible if sufficient progress and justification for continued funding is demonstrated.

Categories of Proposals

The University Facilitating Fund has two categories of support:

- **Research: Proposals that require seed funding for activities that will increase competitiveness for external funding.** Proposals will likely outline new projects for the investigator(s) involved or be for new investigators. Proposals related to an existing project, should clearly address the new ideas,

research direction and distinction between the requested funding and the existing project. It is expected that a Research award will result in submission to an externally funded opportunity.

- **Scholarly: Proposals to enhance scholarly and creative activities.** These proposals are typically made in the arts, humanities, or other related fields. Activities include but are not limited to, research to complete a full-length work or production, travel to collections or libraries or other similar activities. If a proposal is related to an existing project, the proposal should clearly address the new ideas, scholarly direction, and/or additional work that otherwise could not be achieved. The expected finished product should bring external recognition to the PI and university.

PIs will indicate in their application into which category their proposal fits.

Patents and inventions may arise from work performed and should be disclosed to the university. For more information, consult the [Technology Commercialization Office](#).

Proposal Components/Compliances: Due Thursday, November 18, 2021 at 5:00PM

PIs are required to submit their UFF (FY23) applications through [OVPR-InfoReady](#) portal. Please select the "Login for George Washington University Users" and login with your George Washington University NetID and password. Paper and emailed copies of proposal components **will not** be accepted; complete proposals must be submitted via [OVPR-InfoReady](#) portal. **Unrevised resubmitted applications from previous UFF competitions will not be accepted nor will proposals from PIs who have not fulfilled reporting requirements from previous intramural competitions. Noncompliant proposals will be returned and may not be reviewed.**

The application will consist of the following components to be uploaded into [OVPR-InfoReady](#) portal (**please note page limits**):

Abstract/Summary – 1 Page Limit
- Concise overview of important aspects of your proposal and its conceptual framework.
- Describes:
    - The main goal of the project and how to accomplish, manage, and evaluate it.
    - Project objectives.

Narrative – 5 page limit that includes the following five components

Research – Narrative Components	Scholarly – Narrative Components
1. Objectives/Specific Aims	1. Objectives/Contribution
- What research questions or problems will be addressed? - What is to be accomplished during the project period? - What tasks will be involved and how will they be accomplished? - If applicable, how is the proposed effort distinct from existing GW projects?	- What are the basic ideas, problems and/or questions being examined? - How will the project complement, challenge or expand related and relevant studies or works in the field? - If applicable, how is the proposed effort distinct from existing GW projects?

2. Background/Significance	2. Work Plan/Goals
• What important problem or critical barrier does the proposal address? • What will be the effect of this study on the concepts or methods that drive this field? • Why are the personnel involved the best people to accomplish this?	• What will be accomplished during the twelve-month award period? • How does your previous work lead to what is being proposed in this proposal? • If applicable, how does this take a previous, related project or work to a new level? • What is the time table for this project?
3. Research Plan/Methods	**3. Competencies/Access**
• What is the big research question(s) and/or problem(s)? • What is the purpose of this project? Examples include but aren't limited to: to test a hypothesis, to address a critical need, to construct a specific model. • Why are the proposed methods the best way to accomplish the goals? • What method(s) will be used to accomplish the goals stated in the Specific Aims section? • What are potential pitfalls to this plan and how will they be addressed?	• Is this a new field for you, what are your reasons for working in it? • If this isn't a new field for you, how will this project advance or expand your expertise? • How will your materials be collected and how will they be interpreted? Examples include: primary materials from museums, data sets or survey results from companies.
4. Results/Outcomes	**4. Final Product/Dissemination**
• How will the findings of the proposed project relate to the original overall goal of the proposal? • What are the next steps for this proposed project once these goals are achieved?	• What are the intended results and the intended audience of this project? • How will the final product be disseminated? • What are the potential pitfalls and how will they be addressed?
5. Impact/Extramural funding	**5. Impact/External Recognition**
• What is the impact of this **research, contribution** or **effort**? • How will the findings of the proposed project be used to submit external grant proposals? • What is the likelihood of obtaining external funding based on these results? • How does this position the PI and/or GW to be a leader in the discipline or field?	• What is the intellectual significance of the proposed project? • What is the impact of this **research, scholarly contribution** or **effort**? • What external recognition for the PI or GW can be expected? • How does this position the PI and/or GW to be a leader in the discipline or field?

Budget Form – 1 Page Limit

The budget template can be found on the right side of OVPR-InfoReady UFF (FY23) and under Competition Files and on the OVPR-UFF webpage.

The funding range is $5,000-$20,000. Awards are typically less than $15,000 each. **The proposed budget should not exceed program funding limitation.** Allowable costs include:

- **Full-Time Regular Faculty with 9-month appointments:**
  Salary support for faculty with 9-month appointments, for those not 100% grant-funded, to be used during the summer months of July and/or August based on the monthly rate of the PI, appropriate fringe benefits, and actual effort on the project. Summer salary may not exceed 75% of a faculty

member's total effort on internal and/or external grants during this period. Effort on the project can and should be distributed throughout the performance period. During the academic year department chairs will provide the protected time needed to complete the work.

- **Full-Time Research Faculty:**
  Salary support is available for full-time research faculty (as defined by the Faculty Code) serving as PI, but is capped at 25% of project funding. Salary and fringe cannot be more than 25% of the total project funding.
- **Student Support** can be requested for graduate students through the Graduate Research Assistant/Fellowship program or for undergraduate students paid hourly. Proposals that request funds for student support must explain the student's role in the overall research plan. Students may work throughout the project year, not only during the summer months.
- **Service costs** may be requested so long as they're essential to the project.
- **Travel** may be requested so long as it is essential to the project and can be justified.

UFF will support:	UFF will not support:
Salary for regular full-time university faculty, including research faculty serving as PI. See above for limitations.	Salary of limited service faculty.
General research expenses—supplies, materials, services, etc.	An already established program on campus.
Equipment essential to the project, but not otherwise provided and not considered 'general use'. General use equipment includes computers, other hardware, enterprise-wide software, lab equipment, etc.	Development projects centered on the development of courses, textbooks or course materials.
Support for one or more student assistants. Graduate students should be budgeted in accordance with the Graduate Assistant/Fellowship Appointment Process and undergraduate students are to be paid hourly.	Requests for matching funds or cost sharing for external proposals.
Service costs & travel (as long as they're essential to the project).	Requests for publication fees.
Fees associated with core facilities usage.	Tuition for students.
	Proposals that were previously submitted to, but not funded by, external agencies.

- If awarded at an amount lower than the one proposed in the budget, the PI may be asked to submit a revised budget within four weeks of award notification.

Budget Justification – 1 Page Limit
- Narrative summary of all project expenses. (This is in addition to the line-item budget found on the right side of the competition page in OVPR-InfoReady UFF (FY23) and the OVPR-UFF webpage.)
- Allows for the PI to explain why particular funds and their amounts were requested in the budget. Be specific and state actual known costs when available.
- To elaborate on the reasons why specific funds were requested, why they are necessary to the proposed project, why they are reasonable and if applicable, why they are not covered by other funding sources (e.g. specialized computing equipment or software).
- Presented in the same sequence of categories as listed in the line-item budget page.

Biosketch – 3 Page Limit
- A biosketch written in a format mandated by a federal agency, such as **NIH** or **NSF** may be used.

- If the PI does not have a biosketch that was used in a proposal submission to a federal agency, they are to create a CV that includes the following information:
    1. Education/Training – (Degree/Year/Field of Study/Institution/Location)
    2. Research & Professional Experience – (Dates/Institution or Employer Name/Position)
    3. Funding History – (List Proposals submitted/awards received during the past 3 years)
    4. Publications – (up to ten)
- The PI is the only person on a proposal who should submit a biosketch.

Department Chair Support Form – 2 Page Limit
- Each proposal is to have **one** support form filled out and signed by the PI's department chair. Download from the right side of the competition page in OVPR-InfoReady UFF (FY23) page and the OVPR-UFF webpage.
- PI's must submit the form with their proposal in OVPR-InfoReady portal.
- If a department chair is applying for the UFF, they are to ask their research dean or a senior faculty member to fill out this form.
- Letters of support are not required from co-investigators.
- It is the PI's responsibility to obtain the Department Chair Support Form in advance of the application deadline. Proposals without this form will not be accepted.

Support Information (Optional) – 1 Page Limit
- This *optional* information may or may not be used to evaluate your application. This page **will not** be included in the 13-page limit.

Formatting Guidelines
- **Margins:** Set at 0.5" or greater
- **Font:** Arial or similar font
- **Font Size:** 11 or larger (A smaller font size may be used for figures, graphs, diagrams, charts, tables, figure legends and footnotes but it must be readily legible.)
- **Headers/Footers:** No information should appear in the side margins or in the header. The footer should read PI LAST NAME, FIRST NAME, Page #.
- **Spacing:** The application must be single-spaced
- **Page Limits:** Full proposals are not to exceed 13 pages (not including the *optional* support information)

Proposal Component	Maximum Page Allowance
Abstract/Summary	1
Narrative (with 5 components)	5
Budget	1
Budget Justification	1
Biosketch (with 4 sections)	3
Department Chair Support Form	2
Support Information (Optional)	1 (Optional)

- **Reference Pages:** Supporting information may be provided with a maximum of **one (1)** page; however, this optional information may or may not be taken into consideration by reviewers evaluating your application. This page **will not** be included in the 13-page limit.
- Proposals must contain all of the components outlined in this document and be submitted via OVPR-InfoReady portal.
- Proposals that do not follow these guidelines may be returned for completion or declined without review.

Review Process
Awards will be based on the merits and design of the project and on the *clarity of the written proposal*. Proposers should address each item in the *Proposal Components/Compliances (pg. 2)*, bearing in mind that the reviewers may not have extensive knowledge of the field of inquiry being described. Using language appropriate for the educated lay reader and limiting the use of acronyms is critical to the success of a proposal, regardless of the discipline or the technical nature of the research.

Reviewers are active GW researchers who are assigned to proposals, sometimes at random. Upon submission of reviewers' scorecards, the proposals will be ranked and assessed by specialty panel reviews in scholarly and research categories. If the application is missing major components by the proposal deadline, the proposal will not be reviewed. The Office of the Vice Provost for Research will finalize awardees and notification of winning proposals will be sent to PIs in Spring 2022.

Review Criteria
Proposals will be judged on the following criteria:

Research Proposals	Scale of 1-9: 1=exceptional and 9= poor	Scholarly Proposals	Scale of 1-9: 1=exceptional and 9=poor
Objectives/Specific Aims		Objectives/Contribution	
Background/Significance		Work Plan/Goals	
Research Plan/Methods		Competencies/Access	
Results/Outcomes		Final Product/Dissemination	
Impact/Extramural Funding		Impact/External Recognition	
PI Qualifications		PI Qualifications	
Overall Proposal		Overall Proposal	
TOTAL		**TOTAL**	

A copy of the scorecard can be found on the right side of the competition page in OVPR-InfoReady portal and the OVPR-UFF webpage.

Award Administration
OVPR will transfer the award fund to the PI's department. All award expenses, including salaries, should be charged to the PI's department. The PI is expected to expend the award funds in a manner consistent with the approved budget and in keeping with the university's policies. Any requests for budget reallocation should be directed to the PI's departmental administration. At the conclusion of the award, the PI will submit a status report detailing the outcomes of the study and how the award funds were spent.

FUNDED PROPOSALS INVOLVING HUMAN RESEARCH PARTICIPANTS, USE OF ANIMALS, HAZARDOUS MATERIALS, AND RADIATION SOURCES must be approved through the appropriate offices (listed below) before the actual research begins. For more information, consult these pages:
- Office of Human Research
- Office of Animal Research
- Office of Laboratory Safety

Patents and inventions may arise from work performed and should be disclosed to the University. For more information, consult the Technology Commercialization Office.

PROJECT REPORT

Recipients are required to submit a Project Report **no later than 30 days** after the end of your award that includes identified products (manuscripts, creations, etc.) and if a research project, specific plans/activities for submission for external funding. PIs who request and are granted a No Cost Extension (NCE) will also submit a brief Interim Project Report, no later than 30 days after the award period of performance, briefly listing the work that has been completed. Project Report Guidelines can be found on the right side of the OVPR-InfoReady UFF (FY23) page.

Awardees will also be asked to comment on engagement with the general public (e.g., presentations, op-eds, etc.) that results from the project. Communications support is available to intramural awardees as outlined on OVPR's research communications page.

Project Reports will be submitted through OVPR-InfoReady. Awardees will receive 2 e-mail reminders from OVPR-InfoReady to submit their Progress Reports: the first, June 1, 2023 and the second, July 1, 2023. The Project Report will be due August 30, 2023. As many projects have shown to extend well past the initial 1 year period of performance, Post-Award Project Reports will be available in OVPR-InfoReady for PIs to provide project updates or show how the project's impact has expanded to additional outcomes.