

## University Facilitating Fund FY20

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<b>Title:</b>	University Facilitating Fund (UFF)
<b>Award Period:</b>	July 1, 2019 – June 30, 2020
<b>Purpose:</b>	To provide seed funding to GW faculty for their research and scholarly activity
<b>Deadlines:</b>	Letter of Intent: Wednesday, November 7, 2018 at 5:00PM Proposal Due: Thursday, December 13, 2018 at 5:00PM
<b>Amounts:</b>	Funding range: \$5,000-\$25,000 (Awards are typically less than \$15,000 each)
<b>Administrative Contact:</b>	<a href="mailto:reshelp@gwu.edu">reshelp@gwu.edu</a>
<b>Website:</b>	<a href="http://research.gwu.edu/university-facilitating-fund">http://research.gwu.edu/university-facilitating-fund</a>

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### 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 or bring external recognition to the PI and university.

- 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.
- Funding emphasis will be placed on junior investigators or on investigators who are submitting an application in a new research area.

### 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 school other than Law School, SMHS and the GWSPH (Faculty members in the Law School, SMHS and the 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. 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 Office of the Vice President of Research has two categories of support:

- **Research: Proposals that require seed funding for activities that will increase competitiveness for external funding.** These proposals will likely include new projects for the investigator(s) involved or

be for new investigators. If what is proposed is related to existing projects, proposals can focus on new ideas or direction. It is expected that a Research award will result in submission to an externally funded opportunity.

- **Scholarly: Proposals to enhance scholarly and creative activities.** The 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. The expected finished product should bring external recognition to the PI and university.

PIs will indicate into which category their proposal fits on the Letter of Intent.

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

### Letter of Intent (LOI): Due Wednesday, November 7, 2018 at 5:00PM

- A LOI will assist OVPR secure an appropriate number of reviewers.
- The information can be entered online through the [OVPR-InfoReady](#) UFF (FY20) competition.
- Each proposal may submit only one [1] LOI by the PI.

### Proposal Components/Compliances: Due Thursday, December 13, 2018 at 5:00PM

PI's are required to submit their UFF (FY20) applications through [OVPR-InfoReady](#). Please select the "Login for George Washington University Users" and login with your George Washington University user name and password. Paper and emailed copies of proposal components **will not** be accepted; complete proposals must be submitted via [OVPR-InfoReady](#). **Unrevised resubmitted applications from previous UFF competitions will not be accepted nor will proposals from PIs who have not fulfilled reporting requirements from previous UFF competitions. Non-compliant proposals will be returned and not reviewed.**

The application will consist of the following components to be uploaded into [OVPR-InfoReady](#) (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
<b>1. Objectives/Specific Aims</b>	<b>1. Research/Contribution</b>
<ul style="list-style-type: none"> <li>• What research questions or problem will be addressed?</li> <li>• What is to be accomplished during the project period?</li> <li>• What tasks will be involved and how will they be accomplished?</li> </ul>	<ul style="list-style-type: none"> <li>• What is the intellectual significance of the proposed project?</li> <li>• What are the basic ideas, problems and/or questions being examined?</li> <li>• How will the project complement, challenge or expand related and relevant studies in the field?</li> </ul>

<b>2. Background/Significance</b>	<b>2. Work Plan/Goals</b>
<ul style="list-style-type: none"> <li>• What important problem or critical barrier does the proposal address?</li> <li>• What will be the effect of this study on the concepts or methods that drive this field?</li> <li>• Why the personnel involved are the best people to accomplish this?</li> </ul>	<ul style="list-style-type: none"> <li>• What will be accomplished during the twelve-month award period?</li> <li>• How does your previous work lead to what is being proposed in this proposal?</li> <li>• What is the time table for this project?</li> </ul>
<b>3. Research Plan/Methods</b>	<b>3. Competencies/Access</b>
<ul style="list-style-type: none"> <li>• What is the big research question(s) and/or problem(s)?</li> <li>• 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.</li> <li>• Why are the proposed methods the best way to accomplish the goals?</li> <li>• What method(s) will be used to accomplish the goals stated in the Specific Aims section?</li> <li>• What are potential pitfalls to this plan and how will they be addressed?</li> </ul>	<ul style="list-style-type: none"> <li>• What is your level of competence in this area?</li> <li>• Is this a new field for you, what are your reasons for working in it and your qualifications to do so?</li> <li>• If this isn't a new field for you, how will this project advance or expand your expertise?</li> <li>• 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.</li> </ul>
<b>4. Results/Outcomes</b>	<b>4. Final Product/Dissemination</b>
<ul style="list-style-type: none"> <li>• How will the findings of the proposed project relate to the original overall goal of the proposal?</li> <li>• What are the next steps for this proposed project once these goals are achieved?</li> </ul>	<ul style="list-style-type: none"> <li>• What are the intended results and the intended audience of this project?</li> <li>• What are the potential pitfalls and how will they be addressed?</li> </ul>
<b>5. Likelihood of obtaining extramural funding</b>	<b>5. Impact/External Recognition</b>
<ul style="list-style-type: none"> <li>• How will the findings of the proposed project be used to submit external grant proposals?</li> <li>• What is the likelihood of obtaining external funding based on these results?</li> </ul>	<ul style="list-style-type: none"> <li>• What is the expected impact to field?</li> <li>• What external recognition for the PI or GW can be expected?</li> </ul>

**Budget Form – 1 Page Limit**

The budget template can be found on the right side of [OVPR-InfoReady UFF \(FY20\)](#) page and the [OVPR-UFF webpage](#).

The funding range is \$5,000-\$25,000. Awards are typically less than \$15,000 each. **Budget should not exceed program funding limitation.** Allowable costs include:

- **Salary support** is only available to 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. However, 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.
- **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.

<b>UFF will support:</b>	<b>UFF will not support:</b>
General research expenses—supplies, materials, services, etc.	An already established program on campus.
Equipment essential to the project. (UFF will not fund equipment that is considered general use.	Development projects centered on the development of courses, textbooks or course material.
Support for one or more student assistants. Graduate students should be budgeted in accordance with the <a href="#">Graduate Assistant/Fellowship Appointment Process</a> 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.
	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 is required 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 [OVPR-InfoReady UFF \(FY20\)](#) page and the [OVPR-UFF webpage](#).)
- Allows for the PI to explain why particular funds and their amounts were requested in the budget.
- To elaborate on the reasons why specific funds were requested, why they are necessary to the proposed project, and why they are reasonable.
- 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 [OVPR-InfoReady UFF \(FY20\)](#) page and the [OVPR-UFF webpage](#).
- PI's must submit the form with their proposal in [OVPR-InfoReady](#).
- Proposals without this form will not be accepted - it is the PI's responsibility to plan accordingly.
- 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.

## **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)

<b>Proposal Component</b>	<b>Maximum Page Allowance</b>
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](#).
- 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. 3)**, 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 is critical to the success of a proposal, regardless of the discipline or the technical nature of the research.

Reviewers will be selected based on the keywords identified on the LOI under 'Recommended Reviewer Expertise'. If the application is missing major components by the proposal deadline, the proposal will not be reviewed. Upon submission of Reviewers' scorecards, the proposals will be ranked and the Office of the Vice President for Research will finalize awardees. Notification of winning proposals will be sent to PIs in early March 2019.

## **Review Criteria**

Proposals will be judged on the following criteria:

Research Proposals	Percentage of Total Score:	Scholarly Proposals	Percentage of Total Score:
Objectives/Specific Aims	10%	Research/Contribution	10%
Background/Significance	10%	Work Plan/Goals	10%
Research Plan/Methods	10%	Competencies/Access	10%
Results/Outcomes	15%	Final Product/Dissemination	25%
Likelihood to Obtain Extramural Funding	50%	Impact/External Recognition	40%
PI Qualifications	5%	PI Qualifications	5%
<b>TOTAL</b>	<b>100%</b>	<b>TOTAL</b>	<b>100%</b>

A copy of the scorecard can be found on the right side of the [OVPR-InfoReady UFF \(FY20\)](#) page 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. 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 Office of Human Research, Compliance, and/or Technology Transfer 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](#).

**PROGRESS REPORT** - Recipients are required to submit a brief grant 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. Progress 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, 2019 and the second, July 1, 2019. The Progress Report will be for the funding cycle beginning July 2019 through August 2020.