

# Call for Proposals: University Facilitating Fund (UFF) FY24

<b>Title:</b>	University Facilitating Fund (UFF)
<b>Award Period:</b>	July 1, 2023 – June 30, 2024
<b>Purpose:</b>	To provide seed funding to GW faculty for new research and scholarly activity
<b>Deadlines:</b>	Proposal Due: Tuesday, January 31, 2023 at 12:00PM (noon)
<b>Amounts:</b>	Funding range: \$5,000 - \$20,000 (Awards are typically less than \$15,000 each)
<b>Administrative Contact:</b>	<a href="mailto:intramurals@gwu.edu">intramurals@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, bring external recognition to the PI and university and/or demonstrate significant impact to the field of which they belong.

- In disciplines where external funding is readily available, the potential for UFF activities to lead to external funding will be a primary factor in review.
- In disciplines where external funding sources are more 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.

Furthermore, applicants are encouraged to articulate how the proposed research and scholarship supports one or more of the university's academic priorities which include:

- Equity and Social Justice
- Academic Medicine
- Sustainability and Climate Change
- Data Science, Computing, and Society
- [Penn West Equity and Innovation District](#)

## 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.)
3. PIs who have not fulfilled reporting requirements from previous intramural competitions are ineligible

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 and outlined in the application.

## Categories of Proposals

The University Facilitating Fund has two categories of support:

- **Proposals that require seed funding for activities that will increase competitiveness for external funding. Typically, these projects focus on conducting scientific research and scholarship in fields such as the sciences, engineering, medicine, public health, psychology and nursing, among others.** 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. It is highly encouraged that specific notation of where applicant would apply for external funding is included in the proposal.
- **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. A description of how the product brings recognition to the university should be included in the proposal.

PIs will indicate into which category their proposal fits. Applicants should outline how diversity is addressed in the proposed project.

Awardees will be expected to adhere to all university policies and procedures including disclosure of conflicts of interest and patents and innovations. More information can be found below in the Award Administration section.

## Proposal Components/Compliances: Due Tuesday, January 31, 2023 at 12:00PM

PIs are required to submit their UFF (FY24) applications through [OVPR-InfoReady](#) portal. Please select the "Login for George Washington University Users" and login with your official George Washington University [UserID@gwu.edu](#) and password. Emailed 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. 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(s) of the project and how they will be accomplished, managed, and evaluated.
  - Project objectives.

**Narrative – 5 page limit that includes the following five components**

Narrative Components for seed funding projects that will increase competitiveness for external funding	Narrative Components for proposals to enhance scholarly and creative activities
<b>1. Objectives/Specific Aims</b>	<b>1. Objectives/Contribution</b>
<ul style="list-style-type: none"> <li>• What research questions or problems 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> <li>• If applicable, how is the proposed effort distinct from existing GW projects?</li> </ul>	<ul style="list-style-type: none"> <li>• What are the basic ideas, problems and/or questions being examined?</li> <li>• What is the intellectual significance of the proposed project?</li> <li>• How will the project complement, challenge or expand related and relevant studies or works in the field?</li> <li>• If applicable, how is the proposed effort distinct from existing GW projects?</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 are the personnel involved 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>• If applicable, how does this take a previous, related project or work to a new level?</li> <li>• What is the timetable for this project?</li> <li>• How is diversity addressed?</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: test a hypothesis, address a critical need, construct a specific model.</li> <li>• What method(s) will be used to accomplish the goals stated in the specific aims section?</li> <li>• Why are the proposed methods the best way to accomplish the goals?</li> <li>• What are the potential pitfalls to this plan and how will they be addressed?</li> <li>• How is diversity addressed?</li> </ul>	<ul style="list-style-type: none"> <li>• If this is a new field for you, what are your reasons for working in it?</li> <li>• If this isn't a new field for you, how will this project advance or expand your expertise?</li> <li>• If appropriate, how will materials be collected and 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>• How will the final product be disseminated?</li> <li>• What are the potential hurdles for dissemination and how will they be addressed?</li> </ul>

5. Impact/Extramural funding	5. Impact/External Recognition
<ul style="list-style-type: none"> <li>• What is the impact of this <b>research, contribution or effort</b>?</li> <li>• How will the findings of the proposed project be used to submit external grant proposals? To whom? Be as specific as possible.</li> <li>• How does this position the PI and/or GW to be a leader in the discipline or field?</li> </ul>	<ul style="list-style-type: none"> <li>• What is the impact of this <b>research, scholarly contribution or effort</b>?</li> <li>• What external recognition for the PI or GW can be expected?</li> <li>• How does this position the PI and/or GW to be a leader in the discipline or field?</li> </ul>

**Budget Form – 1 Page Limit**

The budget template can be found on the right side of [OVPR-InfoReady UFF \(FY24\)](#) 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 the program funding limitation.** Allowable costs include:

- **Full-Time Regular Faculty with 9-month Appointments:**  
Salary support for faculty with 9-month appointments, 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. 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, and the proposal 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**, including core usage fees, 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 support, either as summer salary for full-time regular faculty or as support for 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 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 and travel (as long as they're essential to the project).	Requests for publication fees.
Fees associated with core facilities usage.	Tuition for students.

- 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 \(FY24\)](#) 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.
- Should 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**

#### **PI is required to submit a Biosketch in one of the following formats:**

- A [SciENcv](#) is encouraged including [ORCID](#) identifier
- If [SciENcv](#) is not included, a biosketch written in a format mandated by a federal agency (including ORCID identifier), examples include [NIH](#) or [NSF](#). If the PI does not have a biosketch that has been used in a proposal submission to a federal agency, they are to create a brief 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. Key Publications – (up to ten)
  5. ORCID identifier

### **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](#) 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 10 pages (not including the Biosketch or *optional* support information and references)

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

- **Reference Page(s):** Reference information may be provided, but it is requested to be kept to a minimum and **will not** be included in the 10-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 section (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.

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.

Furthermore, applicants are encouraged to articulate how the proposed research and scholarship supports one or more of the university's academic priorities which include:

- Equity and Social Justice
- Academic Medicine
- Sustainability and Climate Change
- Data Science, Computing, and Society
- [Penn West Equity and Innovation District](#)

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. 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 notifications will be issued in late Spring 2023.

## Review Criteria

Proposals will be evaluated 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 Potential		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 and procedures. Any requests for budget reallocation should be directed to the PI's departmental administration.

ORCID identifiers and SciENcv (if applicable) should be submitted as part of or in place of a Biosketch.

[The conflict of interest and commitment program](#) (COI) and related policies require specified staff and faculty to report outside activities and interests that could create conflicting loyalties, commitments, or responsibilities, or have the potential to create the appearance of conflicting loyalties, commitments, or responsibilities. Some of these activities could affect or appear to affect the employee's independent, unbiased judgment when making decisions on behalf of the university. If at any time, you experience a situation which could create a conflict of interest or commitment or the appearance of one, it should be reported via email to the [Office of Ethics, Compliance, and Risk](#).

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 60 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 60 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 \(FY24\)](#) 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 by August 31, 2024](#). Awardees will receive 2 reminders from [OVPR-InfoReady](#) to submit their Progress Reports. If an NCE is awarded, Award Project Reports will still be available in [OVPR-InfoReady](#) or PIs to provide project updates or show how the project's impact has expanded to additional outcomes.