Call for Proposals: University Facilitating Fund

Basic Information:

Title: University Facilitating Fund (UFF)
Award Period: July 1, 2016 – June 30, 2017
Purpose: To provide seed funding to GW faculty for their research and scholarly activity
Deadlines: Letter of Intent: Tuesday October 13, 2015
Initiations to Submit from OVPR: Wednesday October 21, 2015
Proposals Due: Wednesday December 2, 2015
Eligibility: All active-status University faculty who are continuing in service at the University the following academic year. Faculty members must be an Assistant, Associate or Research Professor. More details under “Eligibility Criteria.” Faculty in the Law School, SMHS and GWSPH may not serve as the PI.
Amounts: Awards are typically between $5,000-25,000.
Administrative Contact: Laura Walker, Information Specialist askovpr@gwu.edu
Website: http://research.gwu.edu/university-facilitating-fund

Program Description
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
Eligible faculty include regular full-time University faculty who are continuing in service at the University the following academic year. Each application must have only one Principal Investigator (PI) listed who will be the sole contact for the application and/or award. Faculty members in the Law School, SMHS and the GWSPH cannot serve as the PI but may be listed as an investigator. 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. Faculty members must be an Assistant, Associate Research Professor or a Research Scientist and have less than $100,000 in total active funding as of October 13, 2015 (Unless submitting for a new field of research. If this is a field of research for which the PI has not received external funding, it may be considered new.)
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 form. (See “Application Procedures, page 3)

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

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.

Review Criteria
Proposals will be judged on the following criteria:

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

TOTAL 100%  TOTAL 100%

A copy of the scorecard can be found on the right side of this page.

Budget
Typically, grants range from $5,000-25,000. Allowable costs include:

- **Salary support** is only available to 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. 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 found here 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.
This money is **not** available to support:
- An already established program on campus
- Proposals that were previously submitted to, but not funded by, external agencies
- Development projects centered on the development of courses, textbooks or course material
- Requests for matching funds or cost sharing for external proposals
- Requests for publication fees

**Application Procedures**

**Letter of Intent (LOI) – Due Tuesday October 13, 2015**
A letter of intent is required to be eligible to submit a proposal so that OVPR can secure reviewers with appropriate expertise. It can be filled out online [here](#).

**Application – Due Wednesday December 2, 2015**
The application will consist of the following components to be uploaded into Cayuse (please note page limits):
- **Abstract/Summary** – 1 page
- **Narrative** – 5 page limit that includes the following five parts:
  - **Objectives/Specific Aims**
  - **Background/Significance**
  - **Research Plan/Methods**
  - **Results/Outcomes**
  - **Plan and likelihood for using these findings to obtain external funding**

- **Budget Form** can be found on the right side of this page. – 1 page
- **Budget Justification** (narrative explanation of budget) – 1 page
- **Biosketch** of the PI only – Proposals should use current NIH/NSF style or similar – 3 pages limit; for a sample of an NIH-style biosketch, visit this page and for NSF, visit this page.
- **Department Chair Support Form** (See below) – 2 page limit

- Application guidelines can be found on the right side of this page. Paper and emailed copies **will not** be accepted.
- Supporting information may be provided with a maximum of **one (1)** page; however, this **optional** information may or may not be used to evaluate your application. This page **will not** be included in the 13-page limit.

**Department Chair Support Form**
All PIs must submit a Department Chair Support Form that is to be filled out by the PI’s department chair, scanned and included as an attachment in the PI’s proposal in Cayuse. If the submitting faculty member is a department chair, then a senior faculty member or dean should complete this statement. Proposals may only have **one** support form.
- It is the PI’s responsibility to obtain the Department Chair Support Form in advance of the application deadline.
Proposal Submission
Paper and emailed copies of proposal components will not be accepted; complete proposals must be submitted via Cayuse. More information concerning:

- Setting up your account
- Creating a proposal
- Submitting your proposal

Can be found on the right side of this page. Questions and concerns should be emailed to askovpr@gwu.edu with “UFF” in the subject line.

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 Application Procedures, 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 key terms identified on the LOI under 'Recommended Reviewer Expertise'. If the application is missing major components by the proposal deadline, the proposal may 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 by March, 2016.

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 Health Research, Compliance, and 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

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A 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 for the funding cycle beginning July 2015 will be due August 2016.