The purpose of the program:

The Intramural Grants Program (IGP) is a comprehensive and coordinated competitive grant program that supports faculty research and scholarship, professional development, programmatic projects and creative works in all disciplines. It is designed to support faculty in becoming competitive in securing external funding and sponsorship. Supported projects are expected to result in appropriate scholarly products that will increase the national and international recognition of the awardees, their programs, and the university. Examples include publications, creative works, proposals for extramural funding and/or named fellowships, and artistic performances. The IGP promotes faculty research in all disciplines and recognizes that scholarly activity can take different forms across disciplines.

IGP funding is to be viewed as a source of funds to initiate, stimulate, or partially fund a research project; it should not be viewed as a primary source of research support. The IGP program requires principal investigators (PIs) to seek grant funds from extramural sources, particularly nationally competitive grant programs. Principal investigators in disciplines not normally associated with nationally competitive grant programs are encouraged to seek alternative sources of extramural funding as part of their IGP proposal.

Fundamentally, we begin with a premise or assumption that scholarship is work that advances knowledge. Scholarship can be more broadly understood as scholarly activity spectrally distributed in fields such as, but not limited to:

- The sciences (agricultural sciences, chemistry, computer science, environmental science, geosciences, life/biological sciences, neurosciences, social sciences, mathematics, physics/astronomy, forestry and wildlife science, kinesiology)
- Engineering
- Medical sciences including veterinary medicine
- Education
- Business
- Visual and performing arts (painting, drawing, sculpture, film-making, music, dance, theater, scenography, etc.)
- Liberal Arts and humanities (literary arts, literature, philosophy, history, etc.)
- Applied design (architecture, landscape architecture, environmental design, industrial design, graphic design, product design, interior design, apparel design, mechanical engineering, systems engineering, biosystems engineering, etc.)

Scholarly activity could involve the collection of original data (through interviews, surveys or other methods); the production of new knowledge, or involve undertaking empirical or theoretical investigation; the analysis of data; reviewing, analyzing, and/or
translating/interpreting original texts or objects of art or antiquity; creation of an original work, or innovative applications of design and technology. While final products might vary, in the broadest sense a proposal for funding needs to be clear to reviewers both within and outside the discipline. Keep in mind the following:

- A statement of need, artistic opportunity, gap in the literature, or research question. Frame the topic to convey its importance, or urgency.
- Approach to the work - describe how you will conduct the work and why your approach is appropriate. If your work involves travel, explain why it is critical to your endeavor.
- Outcomes of the work - aspires to and demonstrates action toward a peer reviewed or juried product appropriate to the field - for example: a published article, book chapter, or book; a conference presentation and article; a performance; a performance and recording of the presented work; a finished piece of art and gallery presentation.

The IGP has been revised to reflect its focus on enhancing the reputation of Auburn University and leveraging extramural funding and is composed of three types of grants: the Seed Grant, the Innovative Research Grant, and the Good to Great Grant.

II. Priority areas:
The IGP will support a broad range of research areas ranging from the basic sciences, engineering, agricultural and natural resources, human sciences, biomedical and medical sciences, to the social sciences, liberal arts and humanities, visual, performing and literary arts, applied design, and other areas of research, scholarship and creative work. The program will focus on areas that are well aligned with extramural funding opportunities and projects likely to significantly enhance Auburn University’s reputation for excellence and innovation in research and creative achievements, while acknowledging the variability in opportunities (both in number and amount of funds available) across disciplines.

III. Principal Investigator Eligibility:
Auburn University encourages multidisciplinary and interdisciplinary collaborations and places accountability and responsibility for the research project on the Principal Investigator (PI).

To avoid confusion of terminology, the IGP uses the term PI strictly for the leading principal investigator, i.e., the first name on the grant application. All other investigators on an application will be regarded as co-investigators (co-Is). The term co-PI will not be used for the IGP, with the exception of an extreme situation in which two applicants on one proposal share absolutely equal responsibilities. In this case, the term co-PI can be used to describe both investigators; both co-PIs will be subject to the PI eligibility criteria and must provide a description of how joint administration of the project will work in the section Functions of Key Personnel.

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The PI must meet the following general eligibility criteria as well as criteria specific to each of the IGP grant categories. These requirements do not apply to co-Is.

For all grant categories: The PI must be an AU faculty member at the Assistant Professor level or higher, including tenure-track or tenured faculty members, research assistant professors or higher, and clinical assistant professors or higher (instructors, adjunct, affiliate and visiting faculty are excluded). Each eligible faculty member may serve as a PI on only one new IGP grant per year but can serve as co-I on an unlimited number of IGP grants.

IV. Grant Categories and Funding Levels:
Each grant category has its own set of eligibility criteria as described below:

1) **Seed Grant**: Seed Grants provide funding to assist faculty with initiating research projects, producing data for extramural grants, or conducting creative scholarship and research projects with a demonstrated likelihood of significantly enhancing the reputation of Auburn University. OVPRED funding levels are capped at $4,000 per project for a period of two years (with a $4,000 cost share from the college(s) and department(s), resulting in an $8,000 budget for the project).

   If the PI has not received an IGP grant (Level I, Level II or Seed Grant) in the past three years (2014 or later), or if he/she has received an IGP grant (Level I, Level II or Seed Grant) within the last three years but has submitted one or more grant proposals to an extramural source(s) he/she is eligible to apply for a Seed Grant during the FY 16-17 IGP funding cycle.

2) **Innovative Research Grant**: Provides funding for faculty to generate preliminary data for extramural grant applications and research materials for original or innovative creative scholarship and works. OVPRED funding levels are capped at a total of $40,000 per project for a period of two years (with a $40,000 cost share from the college(s) and department(s) an $80,000 budget for the project will result).

   If the PI has not received an IGP grant (Level III or Innovative Research) in the past three years (2014 or later), or has received one or more grants from the IGP program (Level III or Innovative Research) within the last three years but has obtained extramural grant funding amounting to the maximum award given by the external granting agency OR three times (3x) or more than the dollar amount of the awarded IGP grant (i.e., External grant/Internal grant ratio ≥3 based on grant amounts attributable to the PI), he/she is eligible. For instance, if the PI obtained a $100,000 IGP Innovative Research grant (cost share amount included, i.e., $50,000 from OVPRED and $50,000 cost share) 2 years ago and has since obtained at least $300,000 in grant funding from
sources other than Auburn University, the PI is eligible to apply for an Innovative Research Grant during the FY 16-17 IGP funding cycle. Multidisciplinary and interdisciplinary collaborations are highly encouraged.

3) “Good to Great” Grant: The Good to Great Grant provides support to enhance faculty competitiveness for extramural grant applications and to complete highly significant creative scholarship, works, or research projects. When a research proposal is favorably reviewed by an extramural grant review panel but not yet funded, the PI is encouraged to bring these research efforts to fruition. OVPRED funding levels are capped at $40,000 per project for a period of two years. The extramural proposal budget must be at least three times (3x) the size of the proposed IGP grant budget (cost share amount included). For instance, if a PI is seeking a $40,000 IGP grant from the OVPRED with a $40,000 cost share from the college(s) and department(s), the budget of the extramural grant must be equal to or greater than $240,000. A statement of support from the ADR of the PI’s college/school is required.

If the PI submitted an extramural proposal and obtained strong reviews from an extramural grant review panel as determined by the Associate Dean for Research (ADR) of the college/school, yet the proposal was not funded, he/she is eligible. The extramural proposal must be led by the PI, and its budget must be for the maximum amount allowed by the granting agency OR at least 3x the size of the IGP grant budget (cost share amount included). For example, if the maximum grant for associate professors for an American Council of Learned Societies grant is $45,000 and that is what the PI has applied for, then he/she is eligible.

If a grant was previously awarded for a project under this category, the same or similar project cannot be resubmitted for funding in this grant category (e.g., a proposal was submitted to NSF in 2015 and obtained “high priority for funding” reviews from an NSF panel, hence a Good to Great Grant was awarded in 2016. If the PI submits the same project to NSF in 2017 and again obtains excellent reviews but no funding, the project cannot be resubmitted for Good to Great Grant funding).

V. Project Duration
In order to provide flexibility, all IGP grants for the approved dollar amount (including cost share) will be fully funded when the account is established and are two years in duration. If necessary, funding from the OVPRED and the department/college can be loaded to the project.

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FOP annually. The PI has the flexibility within the two years to spend the approved funding as appropriate. Extensions will not be allowed.

VI. Proposal Content

To apply, please go to AU Competition Space (https://auburn.infoready4.com/#), scroll down to the 2016 Intramural Grants program and click the link. Click apply in the right hand column, log in using your AU ID and Password and proceed with filling out your application.

Complete the Personal Details and Proposal Details Sections.

Font Requirements:
The Upload Files Section will need to use the following format requirements for all sections listed in detail below:

A. Margins - 1 inch: top, bottom, left, and right
B. Font size - 12 point, Times New Roman
C. Single-spaced, single-sided 8.5 x 11 inch pages
D. Project narrative is limited to two (2) pages for Seed Grant and ten (10) pages for the Innovative Research Grant and for “Good to Great” Grant
E. Each section has its own page limit and file name as specified.
F. Pages should be numbered.

Proposals that fail to comply with the format requirements or page limit will be returned without review.

The following instructions are for each corresponding upload section. Proposal files must be named according to the following instructions and must meet the above font requirements in each of the following sections:

1) Project Abstract – The Project Abstract is limited to one typed page. Name this file “Project Abstract”. Describe the overall objective and specific aims. Provide a concise description of the project design/methods or relevance/importance of the project, and specify outcome measures. Outcome measures include identification of a specific grant or contract application, and/or other creative scholarship outcome (e.g., performance, exhibition, etc., heightening the visibility of the endeavor).

2) Project Narrative – This section is limited to a maximum of 2 single-spaced pages for the Seed Grant or 10 single-spaced pages for the Innovative Research Grant and the Good to Great Grant. Name this file “Project Narrative”. This limit includes spaces, figures, tables, white papers, and other informative materials.

The Project Narrative will need to include the following sections:

i. Response to Previous Review – This section applies to applications resubmitted to the IGP and to all Good to Great grant proposals. For resubmitted IGP applications, the PI must respond to the previous review panel summary on no more than one
ii. **Introduction** - The introduction should include a clear statement of the research or creative scholarship/research question/problem, long-term goal(s), and supporting objectives of the proposed project. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities related to the proposed project, including the work of key project personnel. Include preliminary data/information pertinent to the proposed research or creative work. All works cited should be referenced.

iii. **Rationale, Significance, and Broader Impact** - Concisely present the rationale behind the proposed research or creative scholarship/research project; the specific relationship of the project’s objectives to one or more particular program priorities; the potential long term and broader impact(s). This is the section where convincing reasons to fund the project should be presented.

iv. **Approach** - The activities proposed or problems being addressed must be clearly stated and the approaches being applied clearly described. Specifically, this section must include: a description of the activities proposed and the sequence in which the activities are to be performed; methods to be used in carrying out the proposed project, including the feasibility of the methods; considerations of alternative methods and if the proposed method is state of the art; expected outcomes; means by which results will be analyzed, assessed, or interpreted; how results or products will be used; pitfalls that may be encountered and the alternative approaches to compensate for pitfalls; limitations to proposed procedures; a full explanation of any materials, procedures, situations, or activities related to the project that may be hazardous to personnel, along with an outline of precautions to be exercised to avoid or mitigate the effects of such hazards; and a brief timeline of the proposed project. **INDICATE IF THE PROJECT INVOLVES HUMAN SUBJECTS, ANIMALS OR RECOMBINANT DNA.**

v. **For Good to Great Grants only** – Good to Great Grant Proposals need to include: Evidence of an outstanding or excellent review from an extramural funding source(s); A statement of assessment from the Associate Dean for Research of the college/school must also be included (this is excluded from the page limit).

3) **Potential Leverage of IGP funding – 2-Page Limit. Name this file “Potential Leverage of IGP Funding”.** As IGP funding is seed funding, an important measurement of its success is the leverage of additional funding from extramural sources. Therefore, in this section, the PIs should describe the potential of the proposed project to secure
extramural funding. Do not simply name a few funding agencies such as NIH, NSF, or USDA, etc., but rather describe how the proposed research relates to a specific RFP or a specific funding program within a funding agency and how IGP funding will help to obtain such extramural grants/contracts. It is recommended that the investigators also include a specific plan mapping out the route to a defined research/scholarship result or product, including a) the specific grants, fellowships, and other funding opportunities that are available from these agencies, b) justification of the fit between the proposed project and the potential funding sources, c) letters of support from recognized experts in the field AND potential donors, publishers, exhibitors, etc., OR a well-developed and supported white paper (in the case of junior faculty), and d) a clear and compelling description of the benefits that the project will bring to the university in addition to the funding.

4) Previous IGP Results – 2-Page Limit. Name this file “Previous IGP Results”. If the PI has received an AU IGP grant in the past five years, information on the results obtained from that prior funding is required. Required information includes year of previous IGP funding and dollar amount, publication list, patents, products, or other significant research output as appropriate. If the PI has received IGP support in the past five years, a list of extramurally funded projects with information on funding agency, funding period and dollar amount of the grants/contracts must be provided. (Please do not list Auburn University intramural grants.) A separate list of proposals that were submitted to extramural sources, but were not funded, should also be included; this list should provide the name of each submitted proposal, the requested funding level, and the agency to which the proposals were submitted. Successes and efforts in extramural funding will be used as one of the important criteria in funding decisions.

5) References Cited – 4-Page Limit. Name this file “References Cited”. All work cited in the Project Narrative, including that of key personnel, should be referenced in this section of the application. All references must be complete, including titles and all co-authors in a professional journal format, listed in alphabetical order, using the last name of the first author or listed by number in the order of citation.

6) Facilities & Equipment – 1-Page Limit. Name this file “Facilities & Equipment”. Describe if all the equipment required for successful execution of the project is available. If not, describe how the project objectives will be achieved without this equipment.

7) Functions of Key Personnel – Name this file “Functions of Key Personnel”. Clearly describe the expertise, roles and responsibilities of the PI and co-Is. In the case of two co-PIs (two researchers sharing equal responsibilities); a justification of why equal/joint management of the project will be beneficial must be provided.

8) Budget Justification. Limited to one (1) page. Provide a written justification for the budget requests. Budget requests can be made for technical or postdoctoral salary support, graduate research assistantships, and undergraduate support. The IGP recognizes the importance of graduate and undergraduate training and encourages PIs to
involve graduate and undergraduate students in research. The IGP allows for one month’s faculty salary (not to exceed one month per year for one individual, PI or co-I). Fringe benefits must be included for all salaries as appropriate; payments for various materials, chemicals, and supplies, travel directly related to the project, small equipment (up to $5,000 total), publication costs, and/or other costs can be requested. As a rule, funds cannot be requested for office supplies such as phones, cell phones, internet service, subscriptions, memberships, laptop computers, iPads, and general software. Project-specific computers and/or project-specific software package(s) are allowed, but a detailed justification must be provided.

9) **Utilizing this link**, download the Budget Request Form and Signatures and Approval Page, complete them and upload them with all signatures utilizing the instructions below. Name this file: Budget Request & Signature Approval.

**Budget Request Form –**

The Budget Request Form includes a Budget Request and a Cost Share FOP Table requiring ADR Signature(s). Using the format provided fill out each table. Funds can be requested for:

a) Salaries and Wages for postdocs or students  
b) One month’s faculty salary (not to exceed one month per year for one individual, PI or co-I)  
c) Fringe Benefits (for FY 2017: 32.0% for full time employees, 9.6% for part-time employees and 5.6% for graduate students, 0% for undergraduates)  
d) Materials and Supplies, including payment to human subjects  
e) Equipment  
f) Travel directly relevant to proposed effort  
g) All other categories (Including Publication Costs)

Cost Share FOP Table - Indicate the FOP(s) from which matching funds will be provided.

**Signatures and Approval Page –** Signatures are needed on the application. Page can be found at: [https://cws.auburn.edu/OVPR/pm/igp/home](https://cws.auburn.edu/OVPR/pm/igp/home)

**NOTE:** ADR Approval is required on each form. Check with your Department for any internal requirements or deadlines to get approval in time.

10) **Utilizing this link**, please download the Current and Pending Support and Conflict of Interest forms, complete them and upload them with CV’s utilizing the instructions below. Name this file: CPS_COI_CV

**Current and Pending Support for the PI and co-Is -** Limited to one (1) page. This information will help the review panel review your proposal in the context of your research programs.
Conflicts of Interest List for each PI and any co-Is - A conflict between the private interests and the official responsibilities of a person in a position of trust. For an IGP applicant or reviewer, this includes when an individual’s personal interests or concerns are inconsistent with the best for the applicant or reviewer. Incompatibility of professional duties and personal interests.

Provide an alphabetical list of Conflicts of Interest (internal and external). This information is needed for proper review of your proposal.

Curriculum Vitae - Provide a CV for each investigator, limited to two pages in length. The CV should be limited to a presentation of academic and research credentials. Do not include meetings attended, seminars given, or personal data. In addition to the CV, a publications list in chronological or reverse chronological order in refereed journals during the past five years (i.e., for this RFP, list publications from 2012-2016) must be provided. The publications list is excluded from the two-page limit.

No additional materials, appendices, or supplementary documentation will be accepted.

VII. Proposal Submission
Application deadline: Proposals must be received through the AU Competition Space by 4:45 p.m. December 12, 2016. Please note, some Departments/Colleges require earlier internal deadlines for the IGP application. Check with your unit to see if they have an earlier internal deadline.

VIII. Proposal Review and Evaluation
A. Each application will be evaluated through a two-part process.

1) Each application will be screened to ensure that it meets the administrative requirements as set forth in this RFP. Applications that do not meet the guidelines as stated in this RFP will be eliminated from the competition and will be returned to the applicant without review. This determination will be made prior to submitting the proposals to the peer review panel.

2) A review panel will evaluate the qualifying applications on the basis of the technical criteria outlined in the IGP policies.

B. Review Panel Selection and Evaluation Process: The Competitive Research Grant Committee members are automatically candidates for the review panel. In addition, each ADR, in consultation with his/her faculty, will be asked to nominate up to six candidates for the review panel, up to four internal from their colleges and up to two from other colleges or nearby universities (e.g. University of Florida, University of Georgia, Mississippi State University). The nominees must have a strong research track record. In addition to this pool of panel candidates, the ADRs may also be called upon when needed. After the receipt of all applications, the OVPRED will select panelists from this pool based on the disciplinary
distribution of the proposals received, with due consideration given to both disciplinary and college representation. This review panel may include internal, external, or a mix of internal/external members. Once selected, a reviewer will be required to provide a copy of his/her CV. The CV will be used as a reference of expertise and in assigning proposals to specific reviewers. The panel members will be rotated off in a staggered fashion such that institutional memory is maintained. Given the diversity of disciplines, it needs to be recognized that it may not be possible to have the perfect match of reviewer to proposal. However, every effort will be made by the OVPRED to assign proposals based on the expertise of the panel members, while avoiding a conflict of interest. If necessary, the applicant’s department will be asked to submit the name of a non-voting subject matter expert (SME) who will provide the expertise needed to supplement the review of the proposal.

The Review Panel will meet, discuss, evaluate, rank, and make recommendations for funding. The work of external reviewers will be appreciated with an honorarium. The review panel will be asked to comment on the IGP proposals assigned to them, using the evaluation criteria below. Each proposal will be reviewed by a primary reviewer, a secondary reviewer, and a tertiary reviewer independently before the panel meets. Deliberations will be made during the panel meeting. The review panel will rank all the proposals into categories of:

1) Must fund
2) High priority for funding
3) Medium priority for funding
4) Low priority for funding
5) Do not fund

Additional intermediate categories can be created during the panel review, if needed. Final funding decisions will be approved by the Associate Vice President for Research and Associate Provost based upon the panel’s evaluation rankings and the availability of funds. A panel summary, along with reviews, will be sent to the PI upon completion of the funding cycle evaluations.

C. Evaluation Criteria:

The review panel will be asked to take the following factors into account:

1. Overall merit of the application, including comments on: novelty, uniqueness, and originality; conceptual adequacy of the hypothesis, research question, or problem(s) to be addressed; clarity and delineation of objectives; adequacy of the description of the undertaking and suitability and feasibility of methodology; and probability of success of project. For proposals with similar merits, those with interdisciplinary collaborations will be given priority. (30%)
2. Qualifications of proposed project personnel and adequacy of facilities. Research productivity and quality as measured by peer-reviewed publications in professional journals or other forms of scholarly/creative output such as performances or exhibitions, patents awarded, products developed as reflected in the CV; experience, track record, and training; and adequacy of available or obtainable support personnel, facilities, and equipment. (20%)

3. Recognizing the paucity of external funding sources in some disciplines, relevance of the project and alignment of the project with extramural funding priorities, and how such alignments will lead to extramural funding to continue the research. (20%)

4. Success and efforts of obtaining extramural funding. Justification of how the project will help extramural grant applications in relation to specific funding sources and potential projects; for researchers who were previously funded through IGP funds, demonstrated efforts to obtain extramural funding are required before one is eligible again for IGP funding (see above under “Eligibility”). Success and the level of success, as well as effort and the level of effort, in pursuing extramural funding from all sources (e.g., federal, regional, state, industry, foundations, private, etc.) will be a key factor for consideration of continued IGP funding. (30%)

For a “Good to Great” Grant Project, the following additional criteria will also be considered:

1) The probability of success for extramural funding as reflected in the reviews and rankings of the proposal from extramural funding source(s);
2) The commitment of the departments and colleges as reflected in the statement from the associate dean(s) for research;
3) The budget of the extramural grant application, i.e., a large extramural grant will be given priority, with consideration given to disciplinary differences in relation to funding opportunities.

IX. Award Notice
Upon the completion of funding decisions, the PI, and the PI’s dean(s) and associate dean(s) for research will be notified. The award announcement will include the following:
D. Title of project
E. Project period
F. Total dollar amount

X. Requirements for Cost Sharing, Compliance, and Release of Funds.
A minimum one-to-one cash (not in-kind) cost share is required for all IGP grants (see Budget Request Form – Link Here). Cost share can come from various sources such as a department(s), college(s), research center(s), or other source(s); however, salaries or an employee’s time cannot be counted toward the cost share. Federal and state grant funds,
OVPRED-sourced funds, and most restricted FOPs, cannot be used as cost share. Please note that cost share funds must be combined with the IGP award funds into a project-specific FOP assigned by the OVPRED.

All approved proposals involving, or appearing to involve, research with animals, human subjects, or biohazardous/radioactive materials will be reviewed by the Office of Research Compliance for the need to obtain protocol approval from one or more of the following committees: IRB, IACUC, IBC. All research procedures outlined in the approved proposal must be covered in the approved protocol(s) and all oversight committee approvals must be secured prior to the establishment of an IGP FOP.

Once any necessary compliance approvals are in place, the OVPRED will request departmental/college loading of the committed cost share funds. If the department/college can load its entire two-year portion of the cost share, the OVPRED will load its two-year portion as well. If the department/college can only commit to cost sharing one year at a time, the OVPRED will concomitantly load its award portion annually. The OVPRED reserves the right to redistribute or retract monies if problems arise relative to satisfactory progress or compliance with all terms as set forth in the IGP RFP or due to economic necessity of the university. Any funds that remain unused at the end of the two-year award period will be returned to their original sources in the same proportion in which they were loaded.

Additional Information:

• Applications containing proprietary information will be evaluated with due consideration for protection of this information to the extent permitted by law. Proprietary information must be clearly identified on each page of the proposal. In addition, an email reminder must be sent to Dr. Robert Holm (rholm@auburn.edu) by the deadline of proposal submission.

• Annual progress will be monitored by the Associate Dean for Research of the PI’s college. The ADRs will report successes or problematic projects to the Office of the Vice President for Research and Economic Development.

• A final report is required for all IGP projects. The final report form must be used and should be made within 60 days of the anniversary date of the award. The Final Report is designed to provide information on:
  o Project Objectives and Accomplishments
  o Summary Information
  o Description of overall impact of the project including published articles, peer-reviewed presentations at major professional conferences, proposals generated from the funded research and extramural awards received as a result of the funded research.
• All reports must be made before or on the due date. Failure to submit reports on time makes the PI noncompliant with the terms of the IGP award. Noncompliance may result in sanctions including withholding payments, suspending or terminating part or all of the current award, or not awarding further grants to the PI.
IGP Checklist:

Project Abstract – 1 Page Limit

Project Narrative - Page Limits based on Grant Type
- Response to Previous Review (for resubmitted IGP proposals)/ Plans to Address the Concerns of the Extramural Grant Panel Review (For Good to Great Proposals).
- Introduction.
- Rationale, Significance, and Broader Impact
- Approach. Indicate if the project involves human subjects, animals or recombinant DNA.
- Page limits specified in the Guidelines
- For Good to Great Grants Info.

Potential for leverage of IGP funding – 2 Page Limit

Previous IGP Results (If applicable) – 2-Page Limit

References Cited – 4-Page Limit

Facilities & Equipment – 1-Page Limit

Functions of Key Personnel – 2-Page Limit

Budget Justification – 1-Page Limit

Upload: Budget Request Form, and Signatures and Approval Page(s)

Upload: Current and Pending Support Form, Conflict of Interest Form, and CV’s (CV’s have a 2-Page Limit)

*Don’t forget to check your Format Requirements for the uploaded items

A. Margins - 1 inch: top, bottom, left, and right
B. Font size - 12 point, Times New Roman
C. Single-spaced, single-sided 8.5 x 11 inch pages
D. Project narrative is limited to two (2) pages for Seed Grant and ten (10) pages for the Innovative Research Grant and for “Good to Great” Grant
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