2019 IGP Good to Great Grant

Good to Great Grant: Provides support to enhance the competitiveness of a research proposal that has been favorably reviewed by an extramural grant review panel but not funded. The likelihood of funding on resubmission would increase with the acquisition of additional data or proof of concept.

Available Funds: $25,000 contribution from OVPR; supported by a minimum of a 1:1 match to your request. Funding is over a two - year period.

PI Eligibility: For all grant categories: PI eligibility follows the institutional requirements set forth in the University's Statement of Principal Investigator Eligibility.

Submission Guidance: Each eligible applicant may submit two applications in a year providing one is an application for a "Good to Great" grant.

Applicants should keep in mind that members of the Peer Review Panel represent a variety of disciplines from across the university. Therefore, applicants must write their proposals without excessive jargon and in a style that is clear to reviewers who are not experts in the specified area.

Application Process: To apply, go to https://auburn.infoready4.com, scroll down and click on the IGP Good to Great Grant Program. In the top right column of the page click on "Apply". You will be taken to the AU login screen. First-time users will need to click on "register" in the lower right corner of the login screen. Once you have set up your account, the application will open. Follow the instructions for completing your application. Using the Save as Draft feature at the bottom of the application allows you to save your application and return to complete it as needed. You will need to check the Applicant Acknowledgment box at the end of the application every time you save for future input and when you submit. When you are ready to submit, click on "submit application" and the routing process will begin. Please note that once you click submit, no further edits can be made.

Online Instruction: The following instructions are incorporated into the InfoReady System for each corresponding section. Applicants may complete their applications as time permits and save the information and data entered in the system prior to completing their submission.

- **Applicant Details:**
  Name and information requested of applicant
  Enter contact information and role for each CO-PI / CO-I in proposal

- **Proposal Details:**
  - Title
  - Amount Requested from OVPR
  - Total Cost Share (matching funds) committed
  - Does your proposal require Compliance Approvals – Please select none or all that apply.
  - Has this proposal (or any portion of this proposal) been previously submitted for Intramural Funding by yourself or any Co-PI/Co-I? Note: As part of the university's continued effort to

support and monitor the activities of interdisciplinary teams, in the case of an affirmative response to this question, please provide the name of the internal competition and role played.

IGP File Upload Requirements:

- **Please note that ALL documents must be uploaded as PDF files.**

Format Requirements:

- Margins - 1 inch: top, bottom, left, and right
- Font size - 12 point, Times New Roman
- Single-spaced, single-sided 8.5 x 11 inch pages
- Pages should be numbered

Project Abstract: The Project Abstract is **limited to one single-spaced page.** Concisely describe the overall objective, specific aims, the project design/methods, the relevance/importance of the project, and specify outcome measures.

Project Narrative: This section is limited to a **maximum** of five single-spaced pages and should include:

- Approach – Describe the methodology being used to answer the question or perform the study/project being proposed.
- Significance and Broader Impact – Describe how the project contributes to advancing the field and its relevance to the public.
- Innovation/Creativity – Explain how the proposed work is innovative, creative or novel.
- Pathway(s) to extramural funding – Provide a clear plan, including funding agencies, review panels and potential requests for proposals to achieve extramural funding for work that will follow this proposal and that is based on this proposal.

Response to Extramural Review / Previous IGP Review: Please attach a copy of the external agency review and a statement of assessment from the Associate Dean for Research of the college/school (these documents are excluded from the page limitation). Also, if resubmitting an IGP application, the PI must submit a response to the previous IGP panel review. The PI's response to both the external agency review and prior IGP review (as applicable) is limited to four single-spaced pages.

Previous IGP Results: One Page Limit. If the PI has received an AU IGP grant in the past four years, information on the results obtained from that prior funding is required.

References Cited: Four Page Limit. All work cited in the Project Narrative, including that of key personnel, should be referenced in this section of the application. This section is excluded from the five page narrative limit.

Facilities & Equipment: One Page Limit. 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.

Budget Request Form: The Budget Request Form includes a Budget Request and a Cost Share FOP Table requiring ADR Signature(s) of each contributing unit. Using the form provided, fill out each table, print, obtain appropriate signatures, scan and upload.

Funds can be requested for:

- Salaries and Wages for postdocs or students
- One month of faculty salary (per year)
- Fringe Benefits (see the AU F&A fact sheet)
- Materials and Supplies, including payment to human subjects
- Non-capital Equipment (under $5,000)
- Travel directly relevant to proposed effort
- All other categories (Including Publication Costs)
- Cost Share FOP Table - Indicate the FOP(s) from which matching funds will be provided.

It is strongly recommended that the Budget and Budget Justification for this proposal be reviewed by the applicant's departmental accountant or financial analyst before submission.

Budget Justification: One - Page Limit. 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 (per year). 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 (under $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.

Conflict of Interest:

- The term "conflict of interest" in research refers to situations in which financial or other personal considerations may compromise, or have the appearance of compromising a researcher's professional judgment in conducting or reporting research. A conflict of interest in research exists when the individual has interests in the outcome of the research that may lead to a personal advantage and that might therefore, in actuality or appearance compromise the integrity of the research. While the University expects that all of its faculty and other research staff should carry out their professional

responsibilities with the highest standards of personal integrity, it is necessary to acknowledge and to avoid or manage situations where a secondary interest could reasonably be expected by others to influence decision-making.

- Provide an alphabetical list for each PI, Co-PI and Co-I of Conflicts of Interest (internal and external). This information is needed for proper review of your proposal. Please see the IGP Conflict of Interest Guidelines to determine what individuals should be considered in conflict with your proposal

Curriculum Vitae: Provide a CV in any extramural agency format (e.g. NIH, NSF, DOD) for each investigator, limit up to five pages in length. The CV should be limited to a presentation of academic and research credentials. It should include the following:

- Brief summary of investigator's qualifications for the work included in the proposal
- Brief summary of teaching, scholarship and research expertise
- Education history (degrees)
- Relevant employment history
- Awards and Honors
- Relevant publications and presentations
- Juried exhibitions, performances, competitions, etc.
    - Do not include meetings attended, seminars given, or personal data.

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

Electronic Approvals: The applicant must enter the email addresses of their Department Head in Approval Routing 1 and their Associate Dean for Research in Approval Routing 2 to initiate the routing process. **Please keep in mind these approvals when submitting your proposal as any proposals received after the internal deadline that were not approved, will not be considered for review.**

Proposal Submission - <u>Application deadline, November 9, 2018, 4:45pm</u>. Proposals must be received through the AU Competition Space (https://auburn.infoready4.com/). Please note, approvals from your Department Head and Associate Dean for Research are required prior to the deadline. Also, some Departments/Colleges require earlier internal deadlines for review/approval of applications. Check with your unit to see if they have an earlier internal deadline.

Proposal Review and Evaluation:

Each application is 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 for peer review.

(2) Three peer reviewers evaluate each qualifying proposal. Their evaluations are presented and discussed at a Peer Reviewer meeting where final rankings of the proposals are assigned.

Research Compliance:

All research must be conducted in compliance with Federal and University Regulations. Compliance letters and protocols are not needed at the time of proposal submission. **However, funds will not be released for awarded projects until notice of compliance approval is received from the Office of Research Compliance. The applicant must indicate on the proposal whether a compliance approval of the proposed research/creative scholarship (e.g. IRB, IACUC, IBC) is needed. 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. 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**.

Requirements for Cost Sharing and Release of Funds:

A minimum one-to-one cash (not in-kind) cost share is required for all IGP grants. 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, OVPR-sourced funds, and most restricted FOPs, cannot be used as cost share.

Once any necessary compliance approvals are in place, the OVPR 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 OVPR will load its two-year portion as well. If the department/college can only commit to cost sharing one year at a time, the OVPR will concomitantly load its award portion annually. The OVPR 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:

• Prior to submission, applicants are requested to review his/her proposal to see if it contains any information that is subject to export control (see https://cws.auburn.edu/OVPR/pm/ors/home for additional information). Proposals containing proprietary information will be evaluated with due consideration for protection of this information to the extent permitted by law. Export control and proprietary information must be clearly identified in 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 .

• 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:

- Project Objectives and Accomplishments
- Summary Information
- 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.