2013-14 AUBURN UNIVERSITY INTRAMURAL GRANTS PROGRAM

Fall Deadline: Applications are due on or before 4:45 p.m. November 4, 2013.

OVERVIEW

The Auburn University Intramural Grants Program (IGP) is a comprehensive and coordinated competitive grant program that promotes faculty research in all disciplines and recognizes that scholarly activity can take different forms across disciplines. The IGP is designed to leverage research resources available through the Office of the Vice President for Research (OVPR).

Based upon recommendations from the Faculty Research Committee (FRC) and the Associate Deans for Research, a minimum of 50% of the 2013-14 program year funding will focus on interdisciplinary research and strategic initiatives including, but not limited to:

- Cyber Systems
- Energy and the Environment (including Gulf research)
- Health Sciences (including food safety, cancer biology and MRI efforts)
- STEM (Science, Technology, Engineering and Mathematics) Education Projects
- Transportation.

The balance of funding will be available for a broad range of scholarly opportunities across the University.

Note: *additional salary funding is possible through participation in programs such as the Provost's Professional Improvement Leave Award and the Discretionary Teaching Grant-in-Aid Award.*

GENERAL POLICIES

1) Grant Categories

Level 1 – Initial or Seed Research/Scholarship Grant

- Individual investigator-driven projects that are a new research program or scholarly initiative.
- Applicant must be at the Assistant Professor level or higher.
- Up to $3,000 may be requested from the OVPR with a required 1:1 minimum match from the applicant's department/school/college.
- Only the application form without the additional Proposal Narrative is required.
- Former grant recipients are ineligible (as either PI or co-PI) for 5 years following the expiration of either a Level 1 or Level 2 award; however, they may apply for a level 3 or 4 award.
- Funds must be expended within one year of award.

Expectations and deliverables:

- The award is considered initial or seed funding.
- The applicant must describe how the award will result in:
  - Furthering the research/scholarship mission of Auburn University and/or
  - Additional extramural support
- Poster or oral presentation at Research Week at end of award.

Final Report:

- A brief report describing the outcome of the research conducted using these funds is due in the Office of the Vice President for Research no later than 60 days following the end of the grant period (electronic submission may be sent to odonndj@auburn.edu). The report should detail how the money was spent in relation to the proposed budget. Failure to submit this report could jeopardize future IGP funding. See "Progress Report/Final Report Form".

Level 2 – Exploratory Interdisciplinary Research/Scholarship Grant

- Faculty from at least two departments/schools/colleges working on a new research program or scholarly initiative.
- At least one applicant must be at the Assistant Professor level or higher.
- Up to $4,000 may be requested from the OVPR with a required 1:1 minimum match from the applicants' department/school/college.
- Only the application form without the additional Proposal Narrative is required.
- Former grant recipients are ineligible (as either PI or co-PI) for five years following the expiration of either a Level 1 or Level 2 award; however, they may apply for a Level 3 or 4 award.
- Funds must be expended within one year of award.

Expectations and deliverables:

- The award is considered seed funding
- The applicant must describe how the award will result in:
    - Furthering the research/scholarship mission of AU and/or
    - Additional extramural support.
- Poster or oral presentation at Research Week at end of award.

Final Report:

- A brief report describing the outcome of the research conducted using these funds is due in the Office of the Vice President for Research no later than 60 days following the end of the grant period (electronic submission may be sent to odonndj@auburn.edu). The report should detail how the money was spent in relation to the proposed budget. Failure to submit this report could jeopardize future IGP funding. See "Progress Report/Final Report Form".

Level 3 – Developmental Interdisciplinary Research/Scholarship Grant

- Faculty from at least two colleges/schools (note that all collaborators cannot have primary appointments from within a single college) working on a new research program or scholarly initiative.
- Between $25,000 and $100,000 may be requested from the OVPR for a period of time not to exceed three years from date of award with a required 1:1 minimum match from the Colleges/Schools involved.
- Funding for up to one month's salary per faculty member per annum (if AU faculty) will be allowed on Level 1, 2, 3 applications. However, this support must be well-justified. Faculty salary for Level 4 applications is not allowed.
- Funding for travel will only be allowed if justified in support of developmental project activities.

Expectations and deliverables: This program is competitive. It should be clear how the project is related to principles in the applicant's field, what hypothesis (es) is (are) being tested, how the resulting data will be analyzed and how the research will further the research/scholarship mission of Auburn University and form a definitive foundation for extramural support within a three year period following the end of the grant award. Proposals will undergo a thorough review and must be rated as outstanding to qualify for funding.

- Deliverables:
    - Applicants must submit an acceptable plan for the submission of an extramural proposal in the second year of funding and describe how the proposed funding will support the research objectives of the project.
    - Applicants must submit at least one research/scholarly abstract to an appropriate journal/library each year for the duration of confirmed funding.
    - An initial peer reviewed publication that is directly related and associated with the funded project must be prepared and submitted for publication within two years of the receipt of funds.
    - Poster or oral presentation at Research Week at end of each year of award.

  If the above-referenced deliverables are achieved, a one-time graduate student stipend allocation, up to a maximum of $5,000, for one semester, will be provided to the research/scholarship team.

Final Report:

- A brief report describing the outcome of the research conducted using these funds is due in the Office of the Vice President for Research due no later than 60 days following the end of the grant period (electronic submission may be sent to odonndj@auburn.edu) . The report should detail how the money was spent in relation to the proposed budget. Failure to submit this report could jeopardize future IGP funding. See "Progress Report/Final Report Form".

Level 4 – Interdisciplinary Equipment Grant

- Faculty from at least two colleges/schools (note that all collaborators cannot have primary appointments from within a single college) must demonstrate need.
- Between $25,000 and $150,000 may be requested from the OVPR for a Level 4 application with a required 1:1 minimum match from the applicant's department/school/college.
- Faculty salary for Level 4 applications is not allowed.

Expectations and deliverables:

- The faculty review committee must agree that the applicants have demonstrated a need for the proposed equipment.
- The equipment and the research it supports should form a definitive foundation for future collaboration and seeking of extramural support within, at a minimum, the three-year period following equipment operation.
- Equipment is expected to be shared or made available to the University community on an equitable basis to be defined by the applicant.
    - If this requirement is met, a one year equipment service contract through the Research Electronics Shared Facility (RESF) will be provided by the OVPR (not to exceed either 20% of original cost-share support or $10,000 whichever is lower).
- Deliverables:
    - Applicants must submit an acceptable plan for the submission of an extramural proposal in the second year of equipment operation and describe how the equipment will support the research objectives in the extramural proposal.
    - Applicants must submit two or more scientific abstracts identifying the use of the purchased equipment to an appropriate journal/library by the 18th month of the grant award.
    - A minimum of two peer reviewed publications identifying the use of the funded equipment should be prepared and submitted for publication within two years of the receipt of funds.
    - Poster or oral presentation at Research Week at end of award.

Final Report:

- A brief report describing the outcome of the research conducted using these funds is due to the Office of the Vice President for Research, 309 Samford Hall, no later than 60 days following the end of the grant period (electronic submission may be sent to odonndj@auburn.edu). The report should detail how the money was spent in relation to the proposed budget. Failure to submit this report could jeopardize future IGP funding. See "Progress/Final Report Form".

PROPOSAL FORMAT

The proposal outline and application criteria follow. Please pay close attention to the application instructions and review the grant categories and the following guidelines prior to submission. Failure to follow guidelines may adversely affect your competitiveness.

1. **Project Proposal**: (Instructions).

A. Level 1 and 2: Applications only require a completed IGP Application Form.

I. Form: Fonts must be Times New Roman or Arial and no smaller than 11 pt. One inch margins are required. Failure to abide by these specific requirements will cause rejection of your proposal.

II. Duration: Level 1 and 2 projects are for one year in duration.

III. Current/Past Research: On a separate sheet, please list all sources and amounts of research support currently available to you including university sources within the past five (5) years. List the name of the sponsor or source, dates of project, amount of funding, title of project and specify any overlap of activity with this proposed project. Be sure to include all grants submitted over the past two (2) years (if not funded – indicate such and attach any relevant grant reviews). Indicate if you have received a grant from the OVPR in the last five (5) years. If yes, give the date, amount, and title of the award. Also indicate whether the project is still active. Application(s) for extramural funds, especially if you have been supported previously from internal funds, will be considered in the decision to fund the current project. Funding of a new grant will also be contingent on evidence of satisfactory progress on

previously funded work. Timely publication in appropriate refereed journals of results from previous grants will be considered favorably.

IV. Budget: The budget should realistically reflect the scope of the proposed work. If equipment is being requested, a vendor quote is required. If the proposed work requires more than what can be allocated by Level 1 and 2-specific limits, then supplemental funding sources available to the principal investigator for completion of the proposed research must be indicated. If investigator salary is requested, a justification is required, and the appropriate fringe benefit rate should be included.

V. Curriculum Vitae: Include a two page curriculum vitae for each member of the applicant team that includes education, skills and experience. In addition to this information, the CV should include research and teaching experience, up to 10 citations (up to five citations relevant to the project (if any) and up to five citations of the most recent publications authored by the applicant(s)), grants and fellowships, professional associations and licenses, awards and other information relevant to the funding for which you are applying. Ensure dates are listed on all citations, awards etc.

VI. Review: All proposals will be reviewed and rated by the University Senate Competitive Research Grants Committee with the assistance of internal and possibly external reviewers with subject matter expertise. If you perceive any conflicts-of-interest with Auburn faculty or administrators – please identify such in a separate letter to the Vice President for Research at the time of submission.

VII. Expected starting date: February 1, 2014; however, depending upon the review process, this date may be extended. Prior to the commencement of research the PI must provide copies of all relevant IACUC, IRB and IBC approvals to the OVPR.

VIII. Validation: All co-principal investigators (co-PI) and co-investigators (co-I) are required to sign the proposal. (If a co-PI or co-I has not read the proposal; it will be disqualified). Also, all department heads or chairs involved will need to sign the proposal in order to keep them informed of the research activities of their faculty.

IX. Publications: Grant recipients are encouraged to submit the results of grant-funded research to peer-reviewed journals. They are also encouraged to make them available to repositories that are available to the public when this is permitted by the journal in which they publish. To further the dissemination and increase the visibility of Auburn University research, grant recipients should make the results of their work accessible to the public through the university's scholarly repository, or another public-access repository such as PubMed Central or the Public Library of Science (PLoS), within two years of publication.

X. Program: The OVPR, in consultation with the University Senate and the FRC, will continuously monitor the implementation of the IGP, and may need to modify the respective guidelines accordingly; program changes will not affect projects that are currently funded.

XI. Submission of Proposals (two options are available) and deadline

i. One original hard copy with signatures (not stapled) should be forwarded to the OVPR's office (309 Samford Hall) or

ii. In the interest of expediting the intramural grant approval process, saving time and paper, the application may be submitted to the OVPR's office electronically.

1. The application is filled out and taken to the Department Chair and Dean for signatures.

2. Once the application has been signed by the dean it should be scanned into one PDF document and sent by email to the OVPR's office (odonndj@auburn.edu) for electronic distribution to the appropriate committee.

iii. Proposals are due in the Office of the Vice President for Research (309 Samford Hall) by 4:45 p.m. on November 4, 2013.

B. Level 3 and 4: Applications require a completed IGP Application Form and a Proposal Narrative. The narrative is not to exceed 10 single spaced pages (excluding references, curriculum vitaes and letters of recommendation).

I. Form: Fonts must be Times New Roman or Arial and no smaller than 11 pt. One inch margins are required. Failure to abide by these specific requirements will cause rejection of the proposal.

II. Duration: Level 4 projects are for one year in duration. Level 3 projects may be awarded for a maximum of a three year duration; however, second or third - year funding is contingent upon satisfactory progress, specific deliverables AND availability of funds. See "Progress/Final Report Form".

III. Narrative: In addition to the information required in the IGP application form, the following Proposal Narrative (not to exceed 10 single spaced pages) is required:

i. OBJECTIVES.

1. The objective(s) of the project

ii. JUSTIFICATION OR RATIONALE AND SIGNIFICANCE.

1. The importance or significance of the research and the relation of the research to the applicant's previous and future work. State how the project contributes to scholarship within the field. Review criteria to be used include:
    a. potential of proposed research/scholarly activity to achieve a targeted metric of success (e.g., scholarly works produced, attracting external funding, exhibitions/productions, etc.),
    b. technological quality of the approach,
    c. adequacy of training or experience of the assembled interdisciplinary team,
    d. impact on Alabama economy and/or Alabama citizenry,
    e. feasibility of attaining objectives within suggested time frame,
    f. research, publication and scholarly activity-related productivity, and
    g. development of pilot data for externally sponsored applications.

iii. PROJECT PLAN.

1. Describe the methods applicant will use to achieve his/her objectives including any of the following that apply:
    a. the creative procedures or experimental methods,
    b. equipment required,
    c. data gathering and analysis,
    d. time schedule,
    e. evaluation and reporting of results.

iv. EXPECTED RESULTS, PITFALLS AND ANY ALTERNATIVES.

v. OUTCOME MEASURE.

1. Describe information to be collected and how it will be used or analyzed.
2. Identify sponsored activity that will be pursued including specific call, agency, time period for submission, etc.

vi. TIME TABLE.

1. An anticipated timeline for the proposed project should detail how the work will be completed over the granting period.

vii. PUBLICATION PLANS.

IV. References (list of literature/citations identified in proposal narrative).

1. In this section, applicants must include all relevant references cited in the application and may include a complete bibliography.
2. This section is not part of the Proposal Narrative and is not included in the 10 page limit.

V. Submission of Proposals (two options are available) and deadline

i. One original hard copy with signatures (not stapled) should be forwarded to the OVPR's office (309 Samford Hall) or

ii. In the interest of expediting the intramural grant approval process, saving time and paper, the application may be submitted to the OVPR's office electronically.

1. The application is filled out and taken to the Department Chair and Dean for signatures.

2. Once the application has been signed by the dean it should be scanned into one PDF document and sent by email to the OVPR's office (odonndj@auburn.edu) for electronic distribution to the appropriate committee.

iii. Proposals are due in the Office of the Vice President for Research (309 Samford Hall) by 4:45 p.m. on November 4, 2013.

ADDITIONAL INFORMATION:

1) Individuals may be PI or co-PI on only one submission in a given year (*only a single submission at any level*) and may only be a PI or co-PI on one AU-IGP research grant (others will need to be relinquished).

   a. Definitions

   Principal investigator (PI) – The PI provides leadership for both the administrative and technical aspects of the proposal. The PI must be an AU faculty member (not adjunct, affiliate or visiting faculty) at the Assistant Professor level or higher.

   Co-principal investigator (co-PI) – The co-PI provides leadership for both the administrative and technical aspects of the proposal. Since the title "co-PI" implies multiple PIs, they must share these responsibilities. As a consequence, a leadership plan in which the mechanism by which this shared responsibility will operate should be provided. An example of the use of the term "co-PI" is a proposal that can be divided into sub-projects where each co-PI has autonomy within the sub-project and could be viewed as the PI of that sub-project.

   Co-investigator (co-I) – The co-I provides technical input on a proposal, but does not have significant administrative responsibilities. Typically, a co-I is responsible for performing some aspect of the study that fits into the rest of the proposed study and in which they have a particular expertise. A co-I may be responsible for directing the activities of other individuals on the project (technical staff, students, etc.) that would normally be under their supervision.

2) Funding for up to one month's salary per faculty member per annum (if AU faculty) will be allowed on Level 1, 2, 3 applications. However, this support must be well-justified. Faculty salary for Level 4 applications is not allowed.

3) Investigators must demonstrate a reasonable track record that would be indicative of likely success in the proposed efforts on Level 3 and 4 applications.

4) For purposes of interdisciplinary work, an individual's primary appointment will be taken into consideration.

5) 3rd party supporting letters may be added in an appendix – these should be letters of those involved in the project or specific to a key point in the application (i.e., not a general letter of support) and will not be counted as part of the ten-page narrative.

6) If you perceive a faculty member(s) as having a conflict in reviewing your proposal, please list those individual(s) on a separate cover letter addressed to the Vice President for Research or to Dr. Bob Holm.

Should you have any additional questions, please contact Dr. Bob Holm (programmatic assistance; rholm@auburn.edu, x5877) or Ms. Jean O'Donnell (administrative assistance; odonndj@auburn.edu, x5976).