Revised by CFR December 13, 2014

The Division of Research & Economic Development
and
URI Council for Research

invite applications for

Proposal Development Grants

The University of Rhode Island Council for Research is accepting applications for the Research Proposal Development Grants Program sponsored by the URI Division of Research & Economic Development. Detailed information about the program and application process is provided below. The application kit is available at:

http://www.uri.edu/research/tro/about/councilforresearch/index.html

Note: First-time applicants are strongly encouraged to contact Karen Markin, Ph.D. (Director of Research Development; 874-5971 or kmarkin@uri.edu) to discuss proposal preparation and the expectations of the Council for Research, who will evaluate the proposals.

Proposals are due by 4 pm on Friday, February 13, 2015
LATE APPLICATIONS WILL NOT BE CONSIDERED

A. PROGRAM DESCRIPTION

The University of Rhode Island Council for Research invites applications for the Proposal Development Grant Program. This program is intended to provide support for the collection and analysis of data, formulation of models, and other research and scholarly activities that will clearly lead to the submission of proposals for extramural funding (e.g., federal and/or state agencies, private industry, foundations, and extramurally funded fellowships). Grants may support work in all disciplines. Funds may be used for Faculty Salary (but see B.3 below); Post-Doc, Graduate Student and Undergraduate Salaries; Equipment, Project Supplies, Travel, or any combination of these. Applicants can request an amount between $1,000 and $15,000.

B. ELIGIBILITY

1. Only full-time faculty with continuing appointments (tenured and tenure-track faculty, research faculty, research scientists) may serve as PI’s for these grants.

2. A faculty member who is separating from the University in the year immediately following the award is not eligible to participate in this program.

3. Faculty Salary Support is not available for faculty members paid on a full-time, calendar year (12 month) appointment. Faculty members with an academic year (9-month) appointment may request summer salary support (see Section F for maximum salaries allowable).

4. In case of comparable proposal rankings, preference will be given to faculty in the first four years of their appointment. Consideration will be given to applicants in a more advanced stage in their career in special circumstances, such as jump-starting new creative or scholarly activities.
5. Recipients of either a Research Proposal Development Grant or a Career Enhancement Grant may only receive an award of either type once in any three-year period.

C. CONDITIONS

1. Proposal Development Grant Program funds cannot be used to support projects in fulfillment of advanced degrees. Funds may be used to support projects for instructional development only to the extent that the project is essential to the preparation of one or more proposals for extramural funding. Proposal Development Grant Program funds cannot be used to pay for reprints.

2. In the event that, as a result of expending Proposal Development Grant Program funds, any items eligible for patent or copyright are developed, or any books or works of art are produced, the University patent and copyright policy shall apply (see University Manual 10.40.10 through 10.44.10).

3. Publications that result from a Research Proposal Development Grant must include an acknowledgement of this support, and a copy of the publications must be delivered to the Office of Research Development soon after publication.

4. All funds must be expended between July 1, 2015, and of June 30, 2016.

5. Awardees are required to provide the Director of Research Development with a final report on activities supported by the grant no later than three months after the end of the grant (e.g., September 30, 2015). Failure to submit a report will result in the recipient being ineligible to apply for future funding from the Council for Research. The final report form is available at http://www.uri.edu/research/tro/about/councilforreasearch/index.html.

6. Awardees are required to provide to the Director of Research Development one copy of each proposal submitted for extramural funding that resulted from the Proposal Development grant. This should be submitted within a year of the end date of the Proposal Development grant. Failure to submit at least one such proposal will result in the faculty member being declared ineligible to apply for future funding from the Council for Research.

D. APPLICATION FORMAT

Applicants must submit a clear and concise proposal that is understandable to members of the Council for Research not familiar with the faculty member’s discipline or area of specialization. The proposals are to be submitted typewritten, single-spaced, with minimum 12-point type and 1-inch margins. Each proposal must include the following:

1. CFR Cover Sheet (available on website listed above). DO NOT use Cayuse transmittal sheet.
2. A Project Summary, not exceeding 25 lines.
3. A Proposal Narrative of a maximum of 3 pages, followed by a Literature Cited section or Bibliography, as appropriate.
4. Budget Form (available at the program website).
5. Budget Justification for items in each category of expenses.
6. A current Curriculum Vitae (maximum of two pages) including selected publications that are relevant to the proposed project, and a list of current and pending grant support.

PROJECT NARRATIVE

The project narrative should include each of the following sections in a total of no more than three pages:
Introduction

Provide a succinct statement of the objectives of the proposed work, and background information that places the proposed project in a broader scholarly context.

Methods or Activities

Describe what you plan to do and how you will do it (methods). For example, discuss and justify experiments, fieldwork, purpose of archival visits, use of artistic media, and so forth. A brief timetable must be included that indicates when each task will be performed during the grant period, thus illustrating achievability of the project.

Significance and Other Proposals to Support the Work

Discuss the importance of the research or scholarly activities and the short- and long-term benefits to the faculty member's research program. State what extramural funding programs will be pursued after completing the proposed work. Applicants are required to state whether funding to support the same project has been obtained, or is being sought, from other sources.

A Literature Cited section or Bibliography (as appropriate) should be included on a separate page, which will not count against the three-page limit for the narrative.

E. CRITERIA USED IN JUDGING PROPOSAL DEVELOPMENT APPLICATIONS

The Council for Research is particularly interested in supporting proposals that have the best chance of stimulating scholarly activity. Criteria that will be used in the evaluation of the proposal are: 45% - importance to development of scholarly activity and the project’s achievability, 45% - proposal quality (significance, and adherence to formatting requirements, as described above), and 10% - clarity for a diverse readership.

F. BUDGET GUIDELINES

Applicants must submit a project budget using the forms provided and a separate budget justification. The Council for Research will review budgets, and full amounts requested may not be awarded. Budgets are prepared as follows:

Personnel

Faculty Salary Support is available to allow applicants on nine-month appointments to devote full-time to artistic, scholarly, or creative activities related to the proposed work during the summer. The salary is intended solely for the support of the applicant and not for other project expenditures. The maximum amount of salary support available for the summer is $4,000 for one applicant and $8,000 for two or more applicants.

Graduate Student and Undergraduate Support is available to defray the cost of graduate research assistants and undergraduate student hourly help. Funds are intended to pay for those expenses necessary for the completion of the applicant's specific project and cannot be used to augment Faculty Salary Support. Support must be calculated using current rates, which are available at: [http://www.uri.edu/research/tro/offices/sponproj/gradtuitrates.pdf](http://www.uri.edu/research/tro/offices/sponproj/gradtuitrates.pdf)

Other personnel, such as postdocs, may be supported on the grants.

To calculate the expenses associated with personnel, determine the number of hours required for individual support personnel in each category (i.e. Graduate, Undergraduate and Other), and multiply
those hours by the appropriate hourly rate. FICA is calculated for graduate and/or undergraduate student(s) summer salary only by multiplying the total number of hours required by 0.0765. FICA does not need to be included for faculty salary.

**Equipment Support** may be used to secure instrumentation and/or equipment (>5000 unit cost) that is not normally available through department budgets or other University sources. Cost sharing with such sources is encouraged prior to requesting assistance from the Council. Please provide evidence of cost sharing with your application (e.g., letter of support from your Dean). List each item with a unit cost of $5,000 or greater. Provide sufficient detail and justification for each item identified in the budget justification. Submit a quote for each equipment request.

**Supplies** for artistic and laboratory and fieldwork, computer and telecommunications expenses, etc., may be requested. List each type of supply separately and provide justification for each item identified. Please note that funds in any of these categories cannot be used for the purchase of routine office supplies, equipment repair, calibration, and/or maintenance, or for other purposes not specifically related to the proposed project.

**Travel** funds to defray the cost of travel to study sites and/or to collect data may be requested. Provide the actual fare if traveling by public carrier (air, rail, bus, etc.). If traveling by privately owned vehicle, use the authorized standard per-mile rate. For each trip identify the destination(s) and indicate the number of days per destination per trip. The most reasonable, economical lodging available in close proximity to the work location should be identified. The university’s travel policy is available at [http://www.uri.edu/controller/policies.html](http://www.uri.edu/controller/policies.html). Calculate expenses on a per-trip basis and enter totals for Mileage, Out-of-State Travel, Other Travel, and Foreign Travel in the spaces provided.

**Other Costs** - Funds not covered by the above categories, such as lab rental fees, should also be included.

**G. APPLICATION SUBMISSION**

Using Adobe Acrobat, applicants must submit a single PDF portfolio containing the following documents, in the following order:

1. Cover Sheet (with electronic signatures)
2. Project Summary
3. Proposal Narrative and Literature Cited/Bibliography
4. Budget Form
5. Budget Justification
6. CV

Name the PDF portfolio “PD 1516 LastName”. Example: If your name is Professor Doe, name the file “PD 1516 Doe”.

Email the PDF portfolio to cfrgrants@etal.uri.edu.

**INCOMPLETE PROPOSALS WILL BE RETURNED WITHOUT REVIEW.**