

The Division of Research & Economic Development & URI Faculty Senate Committee for Research and Creative Activities invite applications for:

## **2023-2024 Proposal Development Grants**

**Proposals are due at 4:30 pm January 31, 2023**

All funds must be expended between July 1, 2023 and June 30, 2024

The University of Rhode Island's Committee for Research and Creative Activities is accepting applications for the Research Proposal Development Grants Program sponsored by the URI Division of Research & Economic Development.

Grants of **\$1,000 to \$20,000** will be awarded to provide seed funding to support faculty research or creative activities undertaken as a necessary or critical step towards seeking substantial external funding, either from conventional research grants or any other private or public funding source. PD grants do NOT support activities or expenses that are not directly related to the goal of obtaining external funding for further research. Other exceptions are noted below. This year \$100,000 is available for the funding of the URI Proposal Development grants

**Eligibility:** A PI may receive no more than one URI PD or CE grant every three years. All full-time URI faculty from any discipline with continuing appointments who are tenured, tenure-track, research faculty or research scientists, may serve as a principal investigator (PI) for these grants.<sup>1</sup> Prior applicants are strongly encouraged to consider past reviews when resubmitting proposals.

All applicants are encouraged to contact Karen Markin, Ph.D. (Director of Research Development; 401-874-5971 or [kmarkin@uri.edu](mailto:kmarkin@uri.edu)) for assistance with InfoReady and advice on proposal design, including access to relevant recent successful proposals.

### **The Application:**

- I. Project abstract (200 words)
- II. Project narrative (2-3 pages, including plan for external funding)
- III. Brief bibliography / works cited
- IV. Budget (use the budget form provided on the InfoReady site)
- V. Budget justification (2 pages)
- VI. CV (2 pages)
- VII. List of current, pending, or prior grant support for the last 5 years

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<sup>1</sup> Faculty separating from the University in the year following the award are not eligible. Proposals for projects not seeking extramural funding may instead be submitted as a Career Enhancement Grant.



# Application Guidelines

PI's must submit a persuasive and concise proposal that is understandable for a diverse readership since the proposals will be assessed by colleagues from outside your discipline. The proposal must articulate the value and broader relevance of the project in simple, clear, non-specialist terms.

## **I. PROJECT ABSTRACT (maximum 200 words)**

Applications must become familiar with the conventions of grant proposal abstracts: [https://your.yale.edu/sites/default/files/files/HowToWriteACompellingAbstractForGrantApplication\\_July2017.pdf](https://your.yale.edu/sites/default/files/files/HowToWriteACompellingAbstractForGrantApplication_July2017.pdf)

## **II. PROJECT NARRATIVE (maximum of 3 pages)**

Provide a succinct statement of the objectives of the proposed work, and background information that places the proposed project in a broader scholarly context. The non-expert reader should clearly understand why your project is important, significant, and innovative, and its benefits to your research program, URI, and the world. Provide a clear statement of methods and a feasible plan for achieving the project objectives. This should include a brief timetable with dates for the submission of specific external funding proposals or pitches. The non-expert reader should clearly understand how the PD funds will allow the completion of a project that is either essential to or will greatly increase the PI's chances of successfully obtaining external funding.

## **III. LITERATURE CITED SECTION OR BIBLIOGRAPHY (as appropriate; maximum 1 page)**

## **IV. BUDGET & V. BUDGET JUSTIFICATION (maximum of 2 pages)**

A budget justification explains how each item contributes to the goals of the project. Budgets must follow URI requirements for salary, equipment purchases, and travel.

**Faculty summer salary** (\$4000 per PI for up to two PI's) - is allowable only for faculty on nine-month appointments to work on the proposed project and does not cover time for grant writing. The summer re-contracting received from all funding sources may not exceed 27.8% of the faculty member's academic year salary.

**Graduate and undergraduate student research assistants** - may be funded provided their work is for the project only, and not the completion of a thesis or dissertation.

Salary is by current rates available at: <https://web.uri.edu/research-admin/forms/>. Use the form titled "Student wages and tuition rates 2022 Revised 8/23/2022."

**Salary for other personnel** - such as postdocs or Co-PI's may be included. Co-PI's must be named on the application and the itemized budget.

To calculate non-faculty personnel salaries (i.e. graduate students, undergraduate students, other) multiply the number of hours by the appropriate hourly rate. FICA for student(s) summer salary is calculated by multiplying the total number of hours by 0.0765. FICA does not need to be included with faculty salary.

**Equipment** - Equipment (>\$5000 unit cost) that is not normally available through department budgets or other University sources may be purchased using grant funds. Cost-sharing is encouraged (include a cost-sharing plan, e.g., letter of support from the PI's Dean). A quote for each equipment request must be included. URI policies on equipment purchasing are available at <https://web.uri.edu/purchasing/>.

**Supplies** – For artistic, laboratory, fieldwork, computer, media and telecommunications expenses, etc. may be requested (list all separately). Funds should not be used for routine expenses (e.g. office supplies, equipment repair or maintenance).

**Travel** - Funds are for travel essential to completion of the project, and can support either commercial or private travel. All travel costs should be calculated in accordance with the University's travel policy available at <https://web.uri.edu/controller/travel/>.

**Other Costs** - Funds not covered by the above categories may also be included and must be clearly justified. If in doubt, consult with Karen Markin ([kmarkin@uri.edu](mailto:kmarkin@uri.edu)).



## **VI. A CURRICULUM VITAE (maximum of 2 pages)**

The CV should include a list of the PI's publications relevant to the proposed project.

## **VII. LIST OF CURRENT, PENDING, SUBMITTED, AND PRIOR GRANT SUPPORT FOR UP TO THE LAST 5 YEARS**

### **REQUIREMENTS AND CONDITIONS**

- If use of PD funds results in patents or copyrighted material, the University patent and copyright policy shall apply (University Manual 10.40.10-10.44.10).
- Publications that result from a PD Grant must include an acknowledgement of this support, and a copy delivered to the Office of Research Development.
- All funds must be expended between July 1, 2023 and June 30, 2024.
- 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 (September 30, 2024)**. This report must include copies of

any grant proposals submitted and/or other evidence of efforts to obtain external funding. Failure to provide evidence of appropriate efforts to secure external funding within a year of the end date of the PD grant will make the awardee ineligible for future awards.

- The final report form is available on the application website: <https://uri.infoready4.com/CompetitionSpace/>
- Awardees are strongly encouraged to work with consultants TIG in Washington, DC, in preparing their extramural grant funding proposals, and to make use of the support services for grant writing available at URI through the Research Office and Colleges.
- Awardees will be asked to serve as reviewers in future competitions.

### **CRITERIA USED IN EVALUATING PROPOSAL DEVELOPMENT APPLICATIONS**

The Subcommittee for Competitive Grants will evaluate all proposals and make funding recommendations based on reviewers' feedbacks using the following criteria:

- Background and scholarly significance, including a clear description of the work proposed, evidence of the project's achievability, impact, and innovation **(40%)**
- Clear plan explaining how the project funded by the PD grant is expected to lead to the PI obtaining extramural funding, either from grants or other sources **(25%)**
- Investigator track record. The CV should capture the applicant's relevant expertise and accomplishments appropriate to their career level. It should be clear that the applicant has a strong likelihood of achieving the project goals **(25%)**
- Proposal presentation (adherence to formatting requirements) and clarity of proposal for a diverse readership; written in fluent English with minimal jargon **(10%)**
- In the case of comparable rankings of proposals, factors such as current levels of faculty support, faculty rank, and likelihood that the project will be successfully funded in the next two years will be considered.
- The Committee is especially interested in receiving applications for support from faculty historically under-represented or under-served by external research funding, and looks favorably upon projects that further URI's DEI mission.

### **APPLICATION FORMAT AND SUBMISSION**

Proposals are to be single-spaced, with minimum 12-point type and 1-inch margins.

All required documents should be in PDF format (except the abstract and budget) and submitted in order via the online system: <https://uri.infoready4.com/CompetitionSpace/>

***INCOMPLETE PROPOSALS, AND THOSE THAT DO NOT MEET THE FORMATTING AND CONTENT REQUIREMENTS, WILL BE RETURNED WITHOUT REVIEW***