



## Office of Research and Sponsored Programs (ORSP)

### INTERNAL RESEARCH AND CREATIVE ACTIVITIES COMPETITIONS 2010-11

#### EARLY CAREER (EC) GRANTS NEW RESEARCH INITIATIVE (NRI) GRANTS CREATIVE AND SCHOLARLY SUPPORT (CSS) GRANTS

**Request for Proposals Issued:** September 1, 2010

**Deadline for Applications:** 5:00 p.m. Friday January 21<sup>st</sup>, 2011<sup>1,2</sup>

**Decisions:** No later than Friday March 25<sup>th</sup>, 2011

<sup>1</sup>LATE APPLICATIONS WILL NOT BE ACCEPTED

<sup>2</sup>TO EXPEDITE EXTERNAL REVIEW, APPLICANTS FOR EARLY CAREER GRANTS MUST SUBMIT AN ADVANCE COPY OF THE ORSP INTERNAL PROPOSAL TRANSMITTAL SHEET WITH PROJECT TITLE, ABSTRACT AND LIST OF SUGGESTED REVIEWERS BY 5:00 P.M. FRIDAY, DECEMBER 17, 2010.

The internal research and creative activities grants are available to all regular tenured or tenure-track CMU members of the faculty, with the following conditions:

- NRI and CSS grants cannot be held concurrently with other internal grants (except for Research Incentive Awards (RIA) and FRCE premier display and page charge grants). Faculty members with active internal grants are not eligible to apply for NRI and CSS grants.

EC grants may be held concurrently with other internal grants and eligible faculty with FRCE Type A or B Research grants are encouraged to apply. However, current levels of internal support will be taken into account when reviewing proposals for EC internal awards.

- Faculty must meet all conditions of prior awards (reports, proposal submissions, etc.) to be eligible for any new internal support from ORSP.
- If you are uncertain about eligibility, please contact an ORSP Program Officer; working with an ORSP Program Officer is recommended when developing the proposal budget.
- Exceptions to these guidelines will be considered in exceptional circumstances subject to approval by the Vice Provost for Research.

## PROPOSAL GUIDELINES

These guidelines apply to all grant programs. Proposals that do not adhere to these guidelines will be returned without review.

- Times New Roman 11 pt (or larger)
- Letter size paper
- Single spaced
- 1" margins (top, bottom, left and right)

### **Required elements:**

1. **ORSP Transmittal Form for Internal Grant Applications:** signed by principal investigator(s), departmental chair(s) and dean(s). This form must be received by the proposal deadline of 5:00 p.m. Friday, January 21<sup>st</sup>, 2011.  
**An advance copy of the Transmittal Form for Internal Grant Applications with proposal title and abstract is required by 5:00 p.m. December 17, 2010 for the EC proposals.**
2. **ORSP Results of Prior Internal Support:** Applicants must provide information on the outcomes of all current or prior internal awards received in the last 3 years. This includes FRCE research awards, but excludes FRCE premier display and page charge grants. Project outcomes should emphasize published results of manuscripts in press, grant/contracts submitted or awarded, collaborations developed, or other tangible outcomes supportive of an applicant's research or creative agenda.
3. **Proposal Narrative:** Page limit -- 5 page **maximum** (NRI and CSS); 7 page **maximum** (EC)

The page limit includes any diagrams, graphs, artwork, or other supporting material. The proposal must contain the following sections:

- a. **Project Description**  
Use this section to describe the project in sufficient detail for the reviewers to understand what you intend to do. Write for a general academic audience, avoiding technical jargon and unexplained abbreviations.
  - b. **Anticipated Outcomes and Dissemination Plan**  
Describe the anticipated outcomes of the project and how you intend to communicate the results to peers in your discipline or more broadly. Possible outcomes include, but are not limited to: involvement of students in faculty research, peer-reviewed publications, books, grant proposals (indicate anticipated funding sources), documentaries, creative works (musical composition, fine art, etc.), exhibitions, recordings (CD or DVD) or performances. Wherever possible the anticipated outcomes should be tangible and their impact amenable to measurement. Remember to build the costs of communicating your work into the budget (e.g., page charges or travel to meetings).
  - c. **Rationale and Significance**  
Explain why the work you propose is important; what are the likely impacts and benefits to your discipline or society?
  - d. **Relationship of Proposal to Overall Career Goals – only required for EC proposals**  
Explain how the 1-3 year EC project builds upon your previous work and will form the basis for your scholarly or creative agenda at CMU.
4. **Bibliography or References Cited:** - no page limit (not included in page count limit).

5. **ORSP Internal Proposal Budget Form:** (not included in page count limit). Complete ORSP budget sheet and provide up to a 1 page justification.
6. **Current and Pending External Support:** (not included in page count limit). List all current and pending external grants, including title, funding agency, start and end dates and requested or awarded amount.
7. **Curriculum Vitae:** Provide a two (2) page Curriculum Vitae for each PI or Co-PI (not included in page count limit). Focus on scholarly or creative accomplishments; do not provide detail of courses taught, etc.
8. **Suggested reviewers – only required for EC. Due 5:00 p.m. December 17, 2010** (not included in page count limit).

Provide names and contact information of 5 people in your field qualified to review your proposal.

These should be:

- a. External to CMU
- b. Have no conflict of interest (i.e., avoid your thesis advisor and any current collaborators).

You may also provide a list of names of reviewers not to use. Please provide a brief justification for each person you do not want to review your proposal.

*You should not contact the people you suggest as reviewers. Doing so may disqualify you from the EC competition. Please note that people other than those you suggest reviewers may be asked to review the proposal.*

## **BUDGET – ALLOWABLE EXPENSES**

The ORSP internal grant programs will cover all normal costs of research, scholarship and creative activity. Use the **ORSP Internal Grant Application Budget Form** and add a justification narrative (no more than one page) to explain the need for requested expenses, especially for any large or unusual requests.

In some cases, proposals may be funded at less than the requested amount.

### **Allowable expenses, including but not limited to:**

- Faculty course release (at replacement cost)
- Student support (graduate or undergraduate)
- Supplies or consumables directly connected with project
- Travel associated with project and disseminating results
- Page charges and other publication costs

### **The following expenses are not covered except under unusual circumstances:**

- Faculty summer salaries
- Equipment purchases in excess of \$5,000 (\$7,500 for EC grants)
- Clerical support
- Maintenance contracts
- Furniture or general office supplies

## **REPORTING REQUIREMENTS**

- Continued funding into the second or third year of multiple-year grants is contingent upon satisfactory progress documented in an annual report (1 – 3 pages) to the Department, Dean and ORSP.
- A final report must be submitted to the Department, Dean, ORSP and Grant Accounting within 1 month of the end of the project.
- No-cost extensions may be granted at the discretion of the Vice Provost for Research, but no more than 10% of the total budget can be carried forward into the no-cost extension period.
- Prior to the project start, awardees will be required to provide a one page document outlining specific project objectives and deliverables that they anticipate accomplishing during the first year of the project.
- Awardees will be required to attend a project director meeting prior to the start of their project.

## **REVIEW PROCESS**

Funding decisions on the EC, NRI, and CSS programs will be made by the Vice Provost for Research and approved by the Provost. The decisions will be informed by input from college-specific internal review committees, nominated by the respective college deans, and by the staff in ORSP. Proposals submitted for consideration under the EC program will also undergo review by external reviewers.

## EARLY CAREER (EC) GRANTS

**Objective:** To provide multiple-year support for recently hired junior tenure-track faculty to enable them to develop a competitive program of scholarship or creative work that can be sustained by appropriate levels of external funding.

All EC applications will be subject to external peer-review to provide feedback and guidance on proposed project and long-term objectives in research, scholarship or creative work.

EC grants are intended to supplement, not replace, start-up packages from colleges.

**Expected Outcomes:** Faculty supported by EC grants will produce:

- A body of nationally or internationally recognized research, scholarship, or creative work done at CMU.
- Proposals for external grants, contracts or fellowships to support scholarly or creative activities.

**Special Conditions:** Faculty supported by EC grants will be required to:

- Attend (or have attended) the ORSP proposal writer's workshop.
- Work with ORSP program officers to identify possible funding opportunities for their work.
- Submit an external grant proposal for an amount equal to, or exceeding, the total EC grant within two years of starting their project.

<b>Eligibility:</b>	All untenured tenure-track assistant professors within the first <b>three</b> years of being appointed at CMU.
<b>FY 11 available funding:</b>	\$250,000
<b>Maximum Grant:</b>	\$45,000 <sup>1</sup>
<b>Multiple Investigators:</b>	Allowed but not required <sup>2</sup>
<b>Duration:</b>	Up to three years (requests can be for up to \$45,000 over 1-3 years)
<b>Anticipated # of grants:</b>	6-7 per year
<b>Average grant:</b>	\$25,000 to \$30,000
<b>Repeat grants:</b>	Faculty members may only receive one EC grant
<b>Repeat applications:</b>	Unsuccessful applicants may reapply provided they are still within three years of their initial appointment at CMU <sup>1</sup>

<sup>1</sup>The maximum funding allowed per eligible faculty member is \$45,000. Thus a collaborative proposal between two tenure-track faculty members hired within the past three years could request up to \$90,000.

<sup>2</sup>Collaborative proposals are encouraged if this represents the best approach to a project and the best way to produce publications and obtain external support in the long term. Co-PIs may include members of faculty who are ineligible to apply for EC funding (e.g., a tenured professor), but doing so does not increase the allowable request. However, in this case the proposed collaboration would need to be justified in the context of the intent of the EC grants, i.e., providing support to allow junior members of faculty to establish their careers at CMU.

## NEW RESEARCH INITIATIVE (NRI) GRANTS

**Objective:** To provide individual members of the faculty or teams of faculty with funding to initiate a new area of research, scholarship or creative endeavors that will ultimately allow them to successfully compete for external sources of funding. NRI funding can be used to host a workshop or conference provided there is an explicit plan to develop a collaborative proposal.

- Untenured applicants must explain how the NRI grant will enable them to develop a successful program of research, scholarship or creative endeavor at CMU.
- Tenured applicants must explain:
  - How the proposed work represents a departure from their previous endeavors
  - What sources of external support (including potential award amounts) are available to continue the project beyond the NRI funding
  - How NRI will make them competitive for this external funding

**Expected Outcomes:** Faculty supported by NRI grants will:

- Obtain preliminary data, proof of concept or other information required to support requests for external support.
- Submit proposals for external grants, contracts or fellowships to support the new area of research, scholarship or creative activities

**Special Conditions:**

- Faculty supported by NRI grants will be required to work with ORSP program officers to identify possible funding opportunities for their work.
- NRI funding cannot be used to support a project or initiative that has received prior CMU internal support (except for FRCE premier display or page charge awards).
- Recipients of NRI support are expected to submit an external proposal for at least the amount of the NRI grant within six months of the end of the project.

<b>Eligibility:</b>	All regular tenure-track and tenured faculty
<b>FY 11 available funding:</b>	\$55,000
<b>Minimum Grant:</b>	\$6,000; faculty requesting smaller amounts should apply to FRCE
<b>Maximum Grant:</b>	\$15,000 single investigator; \$20,000 two or more PIs <sup>1</sup>
<b>Multiple Investigators:</b>	Allowed but not required
<b>Duration:</b>	1-2 years
<b>Anticipated # of grants:</b>	4-7 per year
<b>Average grant:</b>	\$7,500 to \$10,000
<b>Repeat grants:</b>	Yes, but no sooner than 3 years after the end of a prior NRI grant
<b>Repeat applications:</b>	Unsuccessful applicants may reapply annually

<sup>1</sup>A request in excess of the single-investigator limit for a collaborative proposal needs to be justified in the context of the project.

## CREATIVE AND SCHOLARLY SUPPORT (CSS) GRANTS

**Objective:** To provide individual members of faculty or teams of faculty engaged in scholarship or creative work support to projects or initiatives for which there are no or limited opportunities to obtain external support and where the entire project (e.g., exhibition, performance or book) can be accomplished with internal funds. It is anticipated that most grants will be in the humanities and performing and fine arts, but the competition is open to all academic disciplines. CSS grants can cover conferences or workshops where there is an explicit plan to produce a scholarly or creative product.

**Expected Outcomes:** Faculty supported by CSS grants will complete a project leading to a tangible scholarly or creative product, including, but not limited to: an exhibition of creative works; a performance or series of performances; a book or monograph; or a peer-reviewed publication.

### Special Conditions:

- CSS funding cannot be used to support a project or initiative that has received prior CMU internal support (except for FRCE premier display or page charge awards).

<b>Eligibility:</b>	All regular tenure-track and tenured faculty
<b>FY 11 available funding:</b>	\$55,000 per year
<b>Minimum Grant:</b>	\$6,000; faculty requesting smaller amounts should apply to FRCE
<b>Maximum Grant:</b>	\$15,000 single investigators; \$20,000 for two or more PIs <sup>1</sup>
<b>Multiple Investigators:</b>	Allowed but not required
<b>Duration:</b>	1-2 years
<b>Anticipated # of grants:</b>	4-7 per year
<b>Average grant:</b>	\$7,500 to \$10,000
<b>Repeat grants:</b>	Yes, but no sooner than 3 years after the end of a prior CSS grant
<b>Repeat applications:</b>	Unsuccessful applicants may reapply annually

<sup>1</sup>A request in excess of the single-investigator limit for a collaborative proposal needs to be justified in the context of the project.