



Office of Research and Sponsored Programs (ORSP)

INTERNAL RESEARCH AND CREATIVE ACTIVITIES COMPETITIONS 2012 - 13

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

Request for Proposals Issued: August 22, 2012

Deadline for Applications: 5:00 p.m. Friday, January 18, 2013^{1,2}

Decisions: No later than Friday, April 5, 2013

¹LATE APPLICATIONS WILL NOT BE ACCEPTED

²APPLICANTS FOR EARLY CAREER AND NEW RESEARCH INITIATIVE GRANTS MUST FOLLOW THE PRE-APPLICATION PROCESS OUTLINED ON NEXT PAGE.

Eligibility: 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:

- EC, NRI and CSS grants may be held concurrently with FRCE Type A and FRCE Premier Display and FRCE Page Charge Grants. 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.
- Applicants are encouraged to contact their ORSP program officer to develop a proposal budget for their internal grant submission.
- Exceptions to these guidelines will be considered in exceptional circumstances subject to approval by the Vice President for Research.

PROPOSAL GUIDELINES

Please see examples of funded projects available on the ORSP website under “Faculty and Staff Internal Funding.”

Formatting: These formatting guidelines apply to the EC, NRI and CSS grant programs. Proposals that do not adhere to these guidelines will be returned without review.

- Times New Roman 11 pt (or larger) type font

- Letter size paper
- Single spaced
- 1” margins (top, bottom, left and right)

Pre-Application Process for Early Career and New Research Initiative Applicants ONLY:

An advance copy of the project title, abstract and a list of suggested reviewers must be sent to ORSP by all Early Career and New Research Initiative program applicants by 5:00 p.m., Monday, December 10, 2012. To submit these materials to ORSP, please attach and email the required materials in .pdf format to klump1se@cmich.edu by the deadline.

Guidelines for Selecting Suggested Reviewers – only required for Early Career and New Research Initiative applications

For Early Career applications, provide the names and contact information, including a current e-mail address for 5 people in your field qualified to review your proposal. For New Research Initiative applications, provide the names and contact information, including a current e-mail address for 3 people in your field qualified to review your proposal.

These should be:

- External to CMU
- 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 and NRI competition. Please note that people other than those you suggest as reviewers may be asked to review the proposal.

Required Elements for Full Proposal Submission of the EC, NRI, or CSS Application:

- Full proposals must be accompanied by the Transmittal Form for Internal Grant Applications** and signed by principal investigator(s), departmental chair(s) and dean(s). The signed transmittal form and the full EC, NRI or CSS proposal must be received by the ORSP by **5:00 p.m. Friday, January 18, 2013**. Applicants must attach the transmittal and proposal as two separate .pdf files to an email addressed to klump1se@cmich.edu by the deadline.
- 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:
 - 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). For EC and NRI applicants, please include specific information on the sponsor/agency that you intend to submit your external grant application to.

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 – EC applications only

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.

3. **Bibliography or References Cited**: no page limit or specified format (not included in page count limit).
4. **Proposal Budget**: (not included in page count limit). Complete the ORSP Budget Form for Internal Grant Applications and provide up to a 1 page justification. Your Program Officer can help develop a budget.
5. **Results of Prior Internal Support and Current and Pending External Support: Complete the ORSP form titled “Current, Pending and Prior Internal and 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. List all prior internal support and the results of that support. If you have had no prior support, please include the form in your proposal with “NONE” indicated on the form.
6. **Curriculum Vitae**: Provide a two (2) page *curriculum vitae* for each PI or Co-PI (not included in page count limit). Your CV must include a listing of your academic degrees (dates, institutions, and dissertation title), honors or awards, relevant previous academic appointments, most recent publications and presentations and other information pertinent to the application.

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 budget 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; use \$7,888 for each course release)
- Student support (graduate or undergraduate)
 - Undergraduate support is typically \$10/hr
 - Masters’ stipend = \$10,500 per academic year/\$5,250 per semester

- PhD stipend= \$12,850 per academic year/\$6,425 per semester
- CST stipend = Master's \$12,250 year/ \$6,125/ semester; PhD \$15,500yr/\$7,750/ semester
- SAM stipend = (discuss current rates with Program Officer)
- Graduate tuition assistance: Full time GA's are eligible for tuition waivers of 10 credit hours per semester; current tuition rates are \$486/hour for Master's and \$560 for Doctoral students.
- Supplies or consumables directly connected with project
- Travel associated with project and disseminating results
- Page charges and other publication costs
- Software (please check the IT website for discounted price software)

The following expenses are not covered except under unusual circumstances:

- Faculty summer salaries
- No equipment purchases on NRI or CSS grants. Equipment purchases on EC grants cannot exceed (\$7,500
- Clerical support
- Maintenance contracts
- Furniture or general office supplies
- General purpose computers and peripherals

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) submitted 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. CSS final reports must include proof of the outcomes.
- 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.
- Awardees will be allowed 5% cumulative re-budgeting authority within existing budget categories..

REVIEW PROCESS

Funding decisions on the EC, NRI, and CSS programs will be made by the Vice President 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. Decisions on EC and NRI proposals will also be informed by comments from 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 the 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.
- Attend one of ORSP's training sessions to learn the Cayuse electronic proposal submission system (sessions offered throughout the year).
- Submit an external grant proposal for an amount equal to, or exceeding, the total EC grant within 6 months of the end of the project. Pre-proposals typically will not fulfill the external submission requirement for the EC and NRI programs, and will require the prior written approval of the Vice President for Research to be considered compliant with EC and NRI requirements.

Eligibility:	All untenured tenure-track assistant professors within the first three years of their appointments at CMU.
FY 13 available funding:	\$350,000
Maximum Grant:	\$45,000 ¹ (not to exceed \$15,000 per year)
Multiple Investigators:	Allowed, but not required ²
Duration:	Up to three years (applicants may request up to \$45,000 over 1-3 years)
Anticipated # of grants:	6-7
Average grant:	\$25,000 to \$30,000
Repeat grants:	Faculty members may only receive one EC grant
Repeat applications:	Unsuccessful applicants may reapply provided they are still within three years of their initial appointment at CMU ¹

¹The 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.

²Collaborative 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 terms of providing support to allow junior 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 endeavor that will ultimately compete successfully 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 funding will make their projects more competitive for external support

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:

- **Attend (or have attended) the ORSP Proposal Writers' Workshop.**
- Faculty supported by NRI grants will be required to work with their ORSP program officer to identify possible funding opportunities for their work.
- NRI grant recipients are required to attend one of ORSP's training sessions to learn the Cayuse electronic proposal submission system (sessions offered throughout the year).
- 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. Pre-proposals typically will not fulfill the external submission requirement for the EC and NRI programs, and will require the prior written approval of the Vice President for Research to be considered compliant with EC and NRI requirements.

Eligibility:	All regular tenure-track and tenured faculty
FY 13 available funding:	\$55,000
Minimum Grant:	\$6,000; faculty requesting smaller amounts should apply to FRCE
Maximum Grant:	\$15,000 single investigator; \$20,000 two or more PIs ¹
Multiple Investigators:	Allowed, but not required
Duration:	1-2 years
Anticipated # of grants:	4-7

Average grant:	\$7,500 to \$10,000
Repeat grants:	Yes, but no sooner than 3 years after the end of a prior NRI grant
Repeat applications:	Unsuccessful applicants may reapply annually

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

CREATIVE AND SCHOLARLY SUPPORT (CSS) GRANTS

Objective: To provide funding for scholarship or creative work for which there are limited opportunities for external support and where the entire project (e.g., exhibition, performance or book) can be accomplished with internal funds. Individual faculty members or teams of faculty may apply. 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 faculty receiving other internal support for the same project

Eligibility:	All regular tenure-track and tenured faculty
FY 13 available funding:	\$55,000
Minimum Grant:	\$6,000; faculty requesting smaller amounts should apply to FRCE
Maximum Grant:	\$15,000 single investigators; \$20,000 for two or more PIs ¹
Multiple Investigators:	Allowed, but not required
Duration:	1-2 years
Anticipated # of grants:	4-7
Average grant:	\$7,500 to \$10,000
Repeat grants:	Yes, but no sooner than 3 years after the end of a prior CSS grant
Repeat applications:	Unsuccessful applicants may reapply annually

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