LEWIS FOUNDATION GRANT PROGRAM ANNOUNCEMENT

Deadline: <u>5 pm on March 23<u>rd</u></u>
Award Notification: No later than April 11th

The purpose of this program is to provide funds to promote scholarly and research activity of the Lewis College faculty. Grants are intended to fund pilot studies to generate preliminary data that will be included in the submission of larger extramural grant proposals. Funds will be awarded once a year.

Eligibility

- Full-time, doctorally-prepared (PhD, EdD, ScD, or equivalent academic degree) tenure-track/tenured faculty members with a primary appointment in the Lewis College of Nursing and Health Professions are eligible to apply.
- A faculty member may submit only one proposal as the principal investigator (PI).

Type of Proposal

Proposals must be for starting **new scholarly, research or creative initiatives**. These include projects from early career faculty (i.e. new investigators) who have not previously received funding for the work outlined in their proposal. If the proposal is from a more senior/tenured faculty, the work outlined must include a compelling written justification for why it is considered a "new initiative" for this investigator. Finally, these internal grant awards are not intended to be used as bridge funds or to fund ongoing scholarly or research initiatives.

FACULTY MENTOR OPTION

Early career faculty applying for a Lewis Foundation grant may choose to add a faculty mentor (internal or external to Georgia State), who will provide specific mentorship to the PI and project. Faculty applying for a mentor option cannot be tenured and should not already have a strong record of external funding for their research. A strong justification needs to be provided to outline the role of the mentor and specific tasks to be completed that go above and beyond the mentoring expected by senior faculty as part of their typical duties and service to the university and their departments.

Mentors are expected to have a record of external funding for their own research and to provide at least very basic guidance and feedback to the mentee faculty in the form of reviewing and proofing documents related to the project (e.g., project plan, manuscript drafts, grant proposal drafts, etc.). In addition, mentors are expected to be available to the mentee faculty on a regular basis decided and agreed upon between the mentor and mentee and described in this application. See budget justification for mentor's contribution to the project.

Research Proposal Formatting

- Time News Roman 12-point or Arial 11-point font, 1-inch margins, make appropriate use of headings and subheadings.
- Proposals that do not follow these formatting requirements will not be considered for funding.

Research Proposal Content

1. **Cover Page** (see the attached form in this program announcement)
2. **Abstract** (no more than one-half page, single-spaced)
3. **Specific Aims** (1 page)
4. **Narrative** (3-6 pages with section headings):
   a. Background and Significance
   b. Innovation (1 paragraph)
   c. Research Design/Methods (sampling, instruments, data collection procedures, roles of all investigators, etc.)
   d. Potential for external funding (one paragraph description; include the types of award sought, sponsoring agency, specific program announcement, and approximate deadlines)
   e. Applicants who are not new investigators (as defined under eligibility) should provide compelling justification of how the proposed project is a new initiative.

   The narrative section addresses the questions: What do you intend to do? Why is the work important? What has already been done? How are you going to do the work? Thus, the project description should include objectives for the proposed work and expected significance, relation to past work in the area (yours and others), and project design and methodology.

4. **Reference list**
5. **Timeline** (include dates for IRB/IACUC proposal approval process, data collection and analysis, dissemination of results, etc.)
6. **Budget:** the total budget cannot exceed $10,000 for 24 months. A budget format is included in this program announcement for instructional purposes.
7. **Budget Justification:** Allowable expenses include funds for student assistants or graduate research assistants, partial/full course release (up to $10,000), project-related local travel (at no more than the approved University mileage rate), participant remuneration, consultant fees, publication costs, and research-related supplies and equipment. Conference travel is not an allowable expense. For a project proposal with a mentor, PIs may request up to $3,000 in funds (to be taken from the $10,000 total budget) to compensate the mentor for his/her effort. These funds may be used towards mentor salary, supplies, travel, or any other type of expense that is considered allowable to pay with state funds. Please see Budget Development document for specifics.
8. **For Resubmission Only** (no more than two additional pages)
   a. If your application is a resubmission, you must address the primary concerns of the reviewers. In this section, list each concern from previous reviewers and describe how each has been addressed. Note that previous reviews will be included in the review of resubmitted applications.
9. **For Mentored Applications Only** (no more than one additional page)
   a. Provide a brief description of the commitment that the mentor will make to this project and to the applicant over the life of the project including % effort they plan to devote and what exactly they will be doing to support the applicant and project. As mentioned above, the mentor should provide commitment above and beyond the expected reading and reviewing of the applicant's work. Some examples might include mentoring the applicant in the art of managing sponsored projects and people, grant-writing skills, actively collaborating on the project, etc. If the mentor will be receiving some of the awarded funds, that will need to be itemized in the budget. In addition, a current biosketch (consistent with NIH format) of the mentor should be appended to the end of the application.

10. **Appendices**
    a. Biosketch consistent with current NIH format (5-page max.) for all investigators;
    b. Letters of cooperation; if the project depends on collaboration or cooperation of others, a letter of cooperation should be included. However, general letters of support from chairs or colleagues are not to be included in the application.
    c. Surveys/questionnaires: include copies of all surveys, screening questionnaires, etc. to be employed in the project.
    d. Progress report on any previous Lewis College Intramural Grants received (if applicable) in the past 5 years. For each grant received, indicate project outcomes: publications, paper or poster presentation, external grant proposal submitted, and/or other project results.

Timeline and Grant Funds Expenditure

Funds must be spent within 24 months of award start date.

Any unencumbered/unspent funds will default to the Lewis College the day after the completion date for expenditure of funds for that grant award.

NOTE: Once awarded, funds will be handled through the Lewis College Research Office.

Compliance with Federal, State and University Regulations

PIs are responsible for ensuring that activities conducted under the program are in compliance with all applicable federal, state and university policies. Upon receiving a Notice of Award for a Lewis Foundation award, the PI is responsible for submitting all compliance protocols required for their project (e.g., use of human subjects, use of animal subjects, use of radioactivity, bio-hazardous or hazardous materials) and receiving official compliance approval before they can be given access to the funds and begin work on their project under the award. A prolonged delay in obtaining appropriate compliance approvals that significantly delays the work on the project may result in cancellation of the award at such a time deemed appropriate by the Lewis College Research Council in collaboration with the PI, if it is determined that the project cannot be completed within the time remaining on the award budget period.

Submission of Application

A PDF file with all of the application items in the order listed above should be sent to Lynn Rhodes (lynnrhodes@gsu.edu) **by 5 pm on March 23rd**. Late applications will not be accepted. Applicants will be notified by email that their application was successfully submitted.

Reporting Requirements

An interim progress report, 12 months after the start date, and a final report, three months after the end of the award, summarizing grant activities are due to the Lewis College Research Office. Continued access to awarded funds will be contingent upon timely submission of a satisfactory progress report on the awarded project. Future access to other internal grant awards will be contingent upon timely submission of final reports.

Project Completion and Outcomes

Awardees are expected to complete the project as proposed or, if the scope of work changes during the project period, the awardee must submit a revised 'Scope of Work' to the Lewis College Research Council for approval within six months of the end of the project period.

Review Process

The Lewis College Research Committee will review proposals and rank proposals according to the criteria listed below and recommendations will then be made to the Lewis College Research Council and subsequently to the Lewis College Dean for funding. The Lewis College Research Committee is an interdisciplinary committee composed of faculty from across all the disciplines in the college who may or may not match the applicant's field of expertise. This should always be kept in mind when crafting the language in an internal grant proposal.

Review Criteria

The primary criteria for review of applications will be the intrinsic scientific or scholarly merit of the proposed project or work. The applicant should be very specific in demonstrating the originality of the proposed work.

Other specific criteria include:
1. Significance of the project;
2. Soundness of the objective; clarity of hypothesis or research questions;
3. Potential impact the project might have within the field of study;
4. Quality of project design - appropriate methods and measures used to accomplish the project's goals/objectives;
5. Feasibility of the project and realistic timeline for the project;
6. Potential for external funding for the project (this will be judged in the context of the applicant's academic discipline);
7. Budget justification;
8. Qualifications of the investigators;
9. Are all investigators, consultants or collaborators clearly identified?
10. If appropriate, does the application include appropriate letters of cooperation from collaborators or organizations providing key resources?
11. **For resubmissions only:** Are the previous reviewer concerns adequately addressed?
12. **For applicants who have received support in the past from this program:** Does the applicant have "tangible results" from previous intramural awards? Has the applicant applied for external funding?
13. **For senior/tenured applicants**: Does the applicant provide a strong case that the proposed work is a new initiative for the applicant?
14. **For mentored applications only**: Does the mentor have appropriate expertise and track record to provide mentoring to the applicant where indicated? Does the plan for the mentor's role indicate that the mentor will provide professional guidance to the applicant that is above and beyond what is considered part of their typical service to the university?

Funding priority will be given to: 1) grant proposals directed by tenure-track junior investigators (four years or less at GSU); 2) grant proposals that are interdisciplinary in nature, particularly ones with collaborations between units within the college, if appropriate; and 3) faculty members who have not received the Lewis Foundation Grant within four years.

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COVER PAGE

Date:

Faculty Name:

Faculty Rank:

Department:

Proposal Title:

Check applicable box below:

    Pilot study or supplemental data collection for pilot work in progress

    Grant application preparation

Faculty Signature:

Chair Signature:

BUDGET

Category	Amount Requested
[1]Personnel: Faculty course buyout (PTI)	
Personnel: GRAs *Cannot exceed 20 hrs/wk or 50% effort (list each individual and amount to pay each person listed) DO NOT INCLUDE FRINGE*	
Personnel: Staff salary List individual staff positions and amount to pay each person listed. DO NOT INCLUDE FRINGE	
Supplies (individual items that cost less than $5,000 each)	
Equipment (individual items that cost $5,000 or more each)	
[2]Participant support cost (itemize)	
[3]Travel (local)	
Other	
TOTAL	

[1]*For the cost of PTI (per course release), please contact your unit's business manager. Support may be requested for ONE course release during the academic year or summer salary, but not for both.) Please note that for course releases for fall and spring, the PI should only request the actual cost for a replacement instructor and not a percentage of faculty salary as with external grants. Summer salary requests must include a strong, written justification (see budget justification below). Budget must specify how much to allocate to specific summer months. DO NOT INCLUDE FRINGE BENEFITS IN BUDGET.*

[2]*Participant support costs may include payment on behalf of human subjects to participate in activities, but not as incentives for participation as a research subject.*

[3]*Travel expenses to engage in research activities must be itemized and each item should be justified in the budget narrative.*

BUDGET JUSTIFICATION

Personnel:
Supplies:
Equipment:
Travel (local):
Other:

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INTERIM PROGRESS REPORT FORM

DATE:

FACULTY:

PROJECT TITLE:

REPORT OF PROPOSAL ACTIVITIES (if the purpose of the grant was to develop a larger grant proposal or conduct a pilot study that resulted in a manuscript sent for publication, that may be submitted in lieu of a report; if obstacles were encountered during the course of the project, indicate how they were overcome or how the project was redirected)

BUDGET EXPENDITURES TO DATE:

BRIEF SUMMARY OF PROGRESS:

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FINAL SUMMARY REPORT FORM

DATE:

FACULTY:

PROJECT TITLE:

REPORT OF PROPOSAL ACTIVITIES AND FINDINGS (if the purpose of the grant was to develop a larger grant proposal or conduct a pilot study that resulted in a manuscript sent for publication, that may be submitted in lieu of a report; if obstacles were encountered during the course of the project, indicate how they were overcome or how the project was redirected)

BUDGET EXPENDITURES:

TARGET DATE FOR SUBMISSION OF A GRANT APPLICATION FOR FURTHER FUNDING (IDENTIFY SOURCE):

ABSTRACTS, OR PUBLICATIONS, SPECIFICALLY FROM THIS PROJECT, UNDER REVIEW: