

## NON-TENURE TRACK FACULTY INTRAMURAL GRANT PROGRAM ANNOUNCEMENT

**Deadline: 5 pm on the 1<sup>st</sup> business day of November.**  
**Award notification: No later than the 3<sup>rd</sup> week of November.**

The purpose of this program is to provide funds for conducting or extending scholarship that will: a) result in a peer-reviewed publication that will add to the pedagogical knowledge base of both the faculty member and colleagues, b) support other activities which are directly and clearly related to a faculty member's scholarship or teaching agenda, or c) culminate in the submission of larger grant proposals, internal or external. Funds will be awarded once a year.

### **Eligibility:**

- All full-time, non-tenure track (NTT) faculty in the Lewis College may apply individually or in teams.
- A faculty member may submit only one proposal as the principal investigator (PI).
- Faculty may reapply for funding for a different project or if developing a new area of interest.

### **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 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. If relevant, discuss the potential for this work to lead to external funding (include the types of award sought, sponsoring agency, specific program announcement, and approximate deadlines)

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.

5. **Reference List**
6. **Timeline** (include dates for IRB/IACUC proposal approval process, data collection, analysis, dissemination of results, etc.)
7. **Budget:** the total budget cannot exceed \$7,000 for 12 months. A budget format is included in this program announcement for instructional purposes.
8. **Budget Justification:** Allowable expenses include money for student assistants or GRAs, partial/full course release (up to \$7,000), project-related local travel (at no more than the approved University mileage rate), participant remuneration, consultant fees, and research-

related supplies and equipment. Conference travel is not an allowable expense. Please see Budget Development document for specifics.

9. **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.
10. **Appendices**
  - a. Current biosketch or vita 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. Instruments; include copies of all paper and electronic instruments (e.g., surveys, screening questionnaires) to be employed in the project.

### **Timeline and Grant Funds Expenditure**

Funds must be spent within 12 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 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 single PDF file with all of the application items in the order listed above should be sent to Lynn Rhodes ([lynnrhodes@gsu.edu](mailto:lynnrhodes@gsu.edu)) **by 5 pm on the 1<sup>st</sup> business day of November**. Late applications will not be accepted. Applicants will be notified by email that their application was successfully submitted.

### **Reporting Requirements**

An interim progress report, six months after the start date, and a final report, three months after the end of the award, summarizing grant activities are due to Lynn Rhodes in 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.

## Review Process

The Lewis College Research Committee will review proposals and rank proposals for content 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. Quality of project design - appropriate methods and measures used to accomplish the project's goals/objectives.
4. Feasibility of the project and realistic time line for the project.
5. Potential for pedagogical impact (this will be judged in the context of the applicant's academic discipline).
6. Budget justification.
7. Qualifications of the investigators. Are all investigators, consultants or collaborators identified by name (no TBA)?
8. If appropriate, does the application include appropriate letters of cooperation from collaborators or organizations providing key resources?
9. **For resubmissions only:** Are the previous reviewer concerns adequately addressed?

Funding priority will be given to grant proposals that are interdisciplinary in nature, particularly those that involve collaborations within the Lewis College.

**LEWIS COLLEGE NTT FACULTY INTRAMURAL GRANT PROGRAM  
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**

**Check the applicable box below:**

**New Submission**

**Resubmission**

- **If resubmission, what was the date of first submission?**

**Faculty Signature:**

**Chair/Director Signature:**

**BUDGET**

Category	Amount Requested
<sup>1</sup> Personnel: Faculty course buyout (PTI)	
Personnel: GRAs <i>Cannot exceed 20 hrs/wk or 50% effort (list each individual and amount to pay each person listed) DO NOT INCLUDE FRINGE</i>	
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)	
<sup>2</sup> Participant support cost (itemize)	
<sup>3</sup> Travel (local)	
Other	
TOTAL	

<sup>1</sup>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.

<sup>2</sup>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.

<sup>3</sup>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:

**LEWIS COLLEGE NTT FACULTY INTRAMURAL GRANT PROGRAM  
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:**

**LEWIS COLLEGE NTT FACULTY INTRAMURAL GRANT PROGRAM  
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:**