2017 Summer Support Initiative (SSI)
for Grant Writing, Research, Scholarship, and Creative Works
February 13, 2017

Call for Proposals

The AVP for Research and the Faculty Research and Publications Board (FRPB) invites Summer Support Initiative (SSI) applications to support grant writing, research, scholarship, and creative works projects.

Source of Funds – Resources for this initiative come from the facilities and administration (F&A) cost recovery revenue from externally funded grants and contracts.

Anticipated Awards – The SSI application process is competitive, and it is anticipated that approximately 15 awards will be made.

Purpose –The purpose of the Summer Support Initiative is to encourage and support grant writing, research, scholarship, and creative works during the summer months when many faculty, academic leaders, and staff have more discretionary time than during the academic year, but require resources in order to carry out these activities. Projects may involve the development of (1) proposals for submission to external sponsors, (2) projects in research, scholarship, or creative works with a focus compatible with a faculty member's disciplinary or interdisciplinary expertise, or (3) projects in the area of engaged research, scholarship, or creative works. The FRPB encourages projects that show clear potential for growing into externally funded programs.

Eligibility – Full-time instructional faculty members (tenured, tenure-track, and contract renewable), chairs, directors, associate and assistant deans of academic units, and full-time exempt and classified staff members in the Division of Academic Affairs who have responsibilities in scholarship (e.g., writing grants for their units) are eligible to apply. Individuals who are overdue in submitting final reports for previous internal awards (including FRPB, Provost, SSI, and Reassignment Program awards) are not eligible for SSI funding.

Restriction on Multiple Applications – An eligible individual can submit only one application to the SSI program annually. There are no restrictions on the number of SSI applications on which an individual collaborates, only on the number on which the individual submits as PI/PD or Co-PI/Co-PD.

Funding Amount, Conditions, and Duration – Awards of up to $6,000 plus fringe benefits will be made on a competitive basis. Funds must be expended between the date of the award (as noted on the official award letter) and August 18, 2017. An SSI award is a contract between the recipient and the university, and is governed by all relevant university policies, including regulations related to compensation, equipment, travel, and use of human participants or animal subjects.

Application Materials and Evaluation – Applications are to include, *in this order*, (1) a cover sheet, (2) project narrative, (3) budget and justification form, and (4) abbreviated two-page curriculum vitae for all investigators. Applications will be reviewed by the Faculty Research and Publications Board (FRPB). Applications will be reviewed only if they are received by the deadline, are complete, meet the eligibility criteria, and include all required signatures. Criteria for evaluation include the following elements:

(1) Cover Sheet – The cover sheet (provided below) should be complete and include all required signatures.

(2) Project Narrative – The application narrative should be no more than six pages in length (double-spaced, 12-point font), with pages numbered. Address the following *in the order given*:

a) Goals and Objectives – Describe the long term goals of the proposed line of work, and explain the problem to be solved or application to be tested in the project for which you will request external funding.

b) Significance – Explain how the proposed project will contribute to your discipline or to an interdisciplinary issue; and if relevant, to society;

c) Project Design – Briefly describe the methods or activities to be undertaken in your proposed project. Include a description of and rationale for data sources, existing literature or distinctions in the field, methods, plans for analysis, or other relevant procedures meeting disciplinary standards. For community engagement research, include consideration of how the applicant will ensure reciprocity and engage the community;

d) Advancement – Explain how the proposed project fits with your disciplinary expertise and, if relevant, interdisciplinary collaborations; its relevance to your future research agenda; and how it will advance your standing in your field (e.g., plan for dissemination to a specified conference, journal, or other venue; explanation of the project's fit within the scholar's disciplinary expertise and research agenda; description of the applicant's previous accomplishments in area; and contributions to the applicant's professional development);

e) Timeline – Provide a chart or outline of your proposal development tasks and dates throughout the period of the SSI award.

f) Extension of Work – description of how the project could serve as the basis of future project extensions and external funding requests.

g) Sponsor (if applicable) – Identify the sponsor and the specific program for which a proposal will be developed, and provide:

  i. An explanation of how your project is a good fit for the sponsor and the priorities of the program;

  ii. The date on which your proposal will be submitted to the sponsor through OSP; and

  iii. The link to a website for the most recent program guidelines (the link must go directly to the program guidelines, not to a general application page such as Grants.gov). If guidelines are not available on-line, attach a guidelines document from the sponsor saved as a pdf.

  iv. If your proposal will be a resubmission, explain how any reviewer comments from the previous submission will be addressed.

(3) Budget and Justification – Complete the Budget and Justification form provided below. Ensure that all requested costs are allowable and are explicitly justified. All activities for which budget is included must be explained on the *Budget and Justification* form.

Allowable budget items include:

• Personnel costs for UNC faculty, staff, and students;

• Supplies;

• Travel costs associated with research, scholarship, or proposal development; and

• Other reasonable expenses.

Disallowed costs include:

• Any cost incurred prior to the date of an award

• Overload compensation for faculty already on full-time summer contracts.

Supplemental Funding – If an applicant has a similar project being reviewed or currently funded by another internal source (e.g., FRPB), this circumstance should be explained in the budget justification. No duplication of expenses will be awarded in the SSI. Thus, an applicant might request funding for summer salary in the SSI application and funding to support a graduate assistant from another internal source, but would not make the same requests in both programs. A contingency plan is permissible under certain conditions (See *Budget and Justification form*, Terms of Supplemental Funding).

(4) Curriculum Vitae (for all investigators) – Attach an abbreviated two-page CV than includes recent or selected presentations, publications, and accomplishments. Indicate those that relate to the proposed project.

Schedule of Dates – The following dates govern this program:

• **Application Deadline** – A pdf of the application, inclusive of the Application Cover form with all signatures, should be sent electronically to Jessica.dollard@unco.edu by 12 PM (noon) on Friday, March 10, 2017. **Late applications will not be accepted for any reason.** Incomplete applications (e.g., documents missing a required signature) will not be considered as having met the necessary eligibility criteria.

- **Selection** – SSI awards will be announced by April 1, 2017 or as soon as possible thereafter.

- **Final Reports** – Award recipients will submit a two-page report summarizing the objectives of the project, activities undertaken in the project, and accomplishments and outcomes by email to Jessica.dollard@unco.edu by Friday, October 27, 2017.

- **Final Presentations** – Award recipients will present their work at a poster session reception open to the university community with the AVP for Research, Deans and Chairs or Directors, Office of Research and OSP staff, and other guests. The reception will be held during Academic Excellence week in April of 2018 at a time and date to be announced.

2017 Summer Support Initiative (SSI)
for Grant Writing, Research, Scholarship, and Creative Works

COVER SHEET

Principal Investigator / Project Director (PI/PD):   Department, School, or Academic Affairs Office

_____   _____

Co-PIs /Co-PDs (if applicable)   Department, School, or Academic Affairs Office

_____   _____

Project Title: _____

Project Type: ☐   proposal development   ☐   RSCW   ☐   engaged RSCW

Amount of budget request: $_____

REQUIRED SIGNATURES

I certify that I am familiar with all conditions of the Summer Support Initiative, have provided accurate information in this application, and agree to fulfill all requirements of the program.

**Principal Investigator/
Project Director Signature**: _____Date: _____

Name: _____

I endorse this application for the 2017 Summer Support Initiative:

Chair/Director Signature: _____Date: _____

Name: _____

Dean/VP Signature: _____Date: _____

Name: _____

2017 Summer Support Initiative (SSI)
for Grant Writing, Research, Scholarship, and Creative Works
BUDGET AND BUDGET JUSTIFICATION

Provide the total requested amount *($6,000 total maximum, not including fringe benefits)* for each budget category, and include supporting detail and justification for all items. Please contact your business manager if you need assistance. Describe in the space provided below each budget category how the estimated cost for the category was calculated, and explain why the expense is necessary to the project.

Summer Salary: $_____ Describe the role of any individual for whom summer salary is requested. Include dates when work will occur. *Faculty cannot exceed full time for the proposed period. Staff must receive prior permission from supervisors to obtain a PSA.*

Student Wages: $_____ Use university rates and procedures. http://www.unco.edu/financial-aid/types-of-financial-aid/work-study.aspx

Supplies: $_____ Explain how supplies will be used and provide the source of cost estimate.

Travel: $_____ Travel costs are for data collection and other expenses related to completing the project. Travel for presentation of the results of the project at a conference or meeting is ***not allowed***.

Other: $_____ Describe and justify.

Total Request: $_____

If this application includes a contingency plan budget, use the space below to explain how anticipated funding from all sources will be used. It should be clear that there is no duplication of costs.

Terms of Supplemental Funding

Applicants for SSI funding are not restricted from applying for **_non-duplicative_** funds from other university sources for the same project (e.g., requesting summer salary from the SSI program and support for a graduate student assistant from the Provost's Fund RDFD program). However, applicants who are requesting this type of supplemental funding from another internal source must provide an explanation as to how the funding from all sources would be used so that it is clear no duplication would occur.

If the SSI application is awarded and other funding is not, the applicant must either conduct the project as described in the SSI application or decline the SSI award. If SSI and other funding are received by the applicant, he or she is authorized to adhere to the original SSI budget, including the explanation of non-duplication of funds.

It is possible to submit a fully articulated contingency plan at the time of the SSI application (but not afterwards) in which the default budget and one alternative budget are explained and justified. An applicant might choose to submit a contingency plan if funding is anticipated from another internal source. When SSI awards are made and prior to expenditure of any funds, the awardee must notify the Office of Research (send email to Jessica.dollard@unco.edu) which of the two budgets will be used. Both budgets must support the same project.