# COUNCIL ON RESEARCH AND CREATIVITY

Patrice C. Williams
Council on Research and Creativity Coordinator
Office of Proposal Development

# **Agenda**

- Grant Programs

- Honorary Recognition Programs

- Online Submission Demonstration

- General Tips

# MULTIDISCIPLINARY RESEARCH

# Arts & Humanities Program Enhancement Grant

AHPEG is uniquely designed to facilitate and enhance the productivity of FSU researchers and artists through supporting the creation, production and dissemination of arts and humanities research and creative activity.

- **Maximum Support:** $20,000
- **High regard for Multidisciplinary Collaboration**
- **Do <u>not</u> encourage equipment ($\geq$ $5,000) purchases**
- **Does not support Faculty Salary**
- **Deadline:** January 20, 2015 at 11:59 pm
- **Hiatus Period:** 2 years
- **Length of Award:** Variable (Start Date: ~4/1/2015)

# Multidisciplinary Support Program

MDS supports the initial formation of multidisciplinary FSU alliances planning research and creative activity.

- **Maximum Support:** $25,000

- **Equipment purchases are not allowed**

- **Faculty salary support must be clearly justified in the proposal**

- **Deadline:** October 23, 2015 at 11:59 pm

- **Hiatus Period:** 2 years and did <u>not</u> receive a COFRS award in the 3 preceding summers

- **Length of Award:** February 1, 2015 – January 31, 2016

# SUMMER SALARY SUPPORT

# Committee on Faculty Research Support

COFRS provides summer salary support to assist with research or creative endeavors that encourage outside funding.

- **Maximum Support:** $14,000
- **Typical budget might include faculty and/or other personnel salary, materials and supplies, or travel**
- **External review group (PI select 2 reviewers)**
- **Deadline:** November 17, 2014 at 11:59 pm
- **Hiatus Period:** 3 years
- **Length of Award:** May 1, 2015 – August 10, 2015

# First Year Assistant Professor Award

FYAP provides summer salary support of a planned effort to establish an on-going of research or creative activity designed to attract outside funding.

- **Maximum Support:** $20,000
- **Available <u>only</u> to first year FSU Faculty at the rank of Assistant Professor**
- **Competitive, <u>not</u> an entitlement**
- **Obligated to participate in the Grant Writing Workshop**
- **Deadline:** November 7, 2014 at 11:59 pm
- **Hiatus Period:** None
- **Length of Award:** May 1, 2015 – August 10, 2015

# RESEARCH SUPPORT

# Planning Grant Award

PG provides start-up funding for a new direction or continuing early support of existing research or creative activity, with the goal being to eventually obtain external support.

- **Maximum Support:** $13,000
- **Faculty salary support is <u>not</u> allowed**
- **Equipment purchases are strongly discouraged**
- **Deadline(s):** October 1, 2014 at 11:59 pm and February 20, 2015 at 11:59 pm
- **Hiatus Period:** 2 years
- **Length of Award:** December 1, 2014 – November 30, 2015 and May 1, 2015 – April 30, 2016

# Small Grant Program

SGP provides a source of funding to assist faculty with the completion of a project for which other funding sources are not available.

- **Maximum Support:** $3,000
- **<u>Not</u> intended to augment existing grants or programs or to provide faculty salary support**
- **Deadline(s):** October 6, 2014 at 11:59 pm and February 26, 2015 at 11:59 pm
- **Hiatus Period:** 2 years
- **Length of Award:** January 1, 2015 – June 30, 2015 and July 1, 2015 – December 31, 2015

# EQUIPMENT SUPPORT

# Equipment and Infrastructure Enhancement Grant Program

EIEG provides support of acquiring new equipment or infrastructure enhancements.

- **Maximum Support:** Average $40,000
- **Only supports multidisciplinary FSU alliances involving research and creative activity**
- **This program does not support project-related expenses**
- **Different Submission Portal**
- **Deadline(s):** October 20, 2014 at 11:59 pm and February 9, 2015 at 11:59 pm
- **Hiatus Period:** None
- **Length of Award:** January 9, 2015 – January 8, 2015 and May 1, 2015 – April 30, 2016

# FUNDING AGENCY TRAVEL

# Funding Agency Travel Award

FAT is available faculty year round to meet with representatives or program directors of funding agencies

- **Maximum Support:** $1,000
- **Two applications may be submitted per fiscal year**
- **This award is <u>not</u> for conference attendance**
- **Application is submitted via e-mail to the CRC Coordinator**
- **Deadline(s):** None
- **Hiatus Period:** None
- **Award notification:** 48 hours of receipt
- **Length of Award:** N/A

# TAKEAWAYS

# Summer Salary Support Takeaways

- **Committee on Faculty Research Support (COFRS)**
  - Maximum award is $14,000
  - 3 year hiatus
  - Competition Round: annually
- **First Year Assistant Professor (FYAP)**
  - Maximum award is $20,000
  - Competition, not entitlement
  - <u>Only</u> for FSU faculty in their first year at the rank of Assistant Professor
  - Competition Round: annually

# Multidisciplinary Research Takeaways

- **Multidisciplinary Support Program (MDS)**
  - Maximum award is $25,000
  - 2 year hiatus and did <u>not</u> receive a COFRS award in the 3 preceding summers
  - Competition Round: annually
- **Arts & Humanities Program Enhancement Grants (AHPEG)**
  - Maximum award is $20,000
  - 2 year hiatus
  - Competition Round: annually

# Research Support Takeaways

- **Planning Grant (PG)**
  - Maximum award is $13,000
  - Start-up funding
  - 2 year hiatus
  - Competition Round: biannually
- **Small Grant Proposals (SGP)**
  - Maximum award is $3,000
  - Completion for a project
  - 2 year hiatus
  - Competition Round: biannually

# Equipment Funding Takeaways

- **Equipment Infrastructure & Enhancement Grant (EIEG)**

  - Award averages $40,000

  - Supports Multidisciplinary research

  - Different Submission Portal

  - Competition Round: biannually

  - Hiatus: None

# Funding Agency Travel Takeaways

- **Funding Agency Travel  (FAT)**

  - Maximum award is $1,000

  - 2 applications per fiscal year

  - Competition round: year round

  - Submission process is via e-mail with a 48 hour award notification

  - Hiatus: None

# HONORARY AWARD PROGRAMS

# Developing Scholar Award

DSA is designed to identify, recognize and honor future researcher leaders at the rank of Associate Professor.

- **Maximum Support:** $10,000
- **One time award**
- **Faculty salary request is <u>not</u> accepted**
- **May be used for OPS expense, OCO expenditures, graduate student support and travel**
- **Deadline:** January 30, 2015 at 11:59 pm
- **Hiatus Period:** None
- **Length of Award:** July 1, 2015 – June 30, 2016

# Distinguished Research Professor Award

DRP is designed to recognize and honor outstanding research, scholarly and/or creative activity among FSU faculty having national and international visibility and the rank of Full Professor.

- **Maximum Support:** $10,000
- **As of August 2014, completed at least 5 years at the rank of Professor at FSU**
- **One time award**
- **Deadline:** February 5, 2015 at 11:59 pm
- **Hiatus Period:** None
- **Length of Award:** Lifetime; immediately upon faculty awards program

# Distinguished University Scholar Award

DUS is designed to recognize and honor outstanding research, scholarly and/or creative activity among some of FSU non-tenure track faculty.

- **Maximum Support:** $10,000
- **As of August 2014, completed at least 5 years in an allowable job title and either E&G or C&G funded**
- **One time award**
- **Deadline:** February 16, 2015 at 11:59 pm
- **Hiatus Period:** None
- **Length of Award:** Lifetime; immediately upon faculty awards program

# TOP PROPOSAL SUBMISSION MISTAKES

# Proposal Submission Process

- The submission process is <u>completely</u> electronic.
- Submission of original documents are not necessary.
- CRC Submission Portal for AHPEG, COFRS, FYAP, MDS, PG, and SGP is https://submissions.magnet.fsu.edu/crc/index.html
- EIEG Submission Portal is https://submissions.magnet.fsu.edu/indexTT.html
- FAT is submitted via e-mail to the CRC Coordinator.

# Abstract exceeds word limit

### CRC Proposal Abstract

| | |
|---|---|
| **Investigator Name** (Last name first): | |
| Investigator Dept: | |
| Title of Proposal: | |

Summary: *(must be kept to this one page; do not exceed one page; do not modify the document's margins or font size).  Begin typing in the box below. Word Limit is 250.*

# CV exceeds 2 page limit or wrong form

## CRC Vita Document

*Provide the following information for key personnel (PI and any co-PIs unless contraindicated by rules inside the specific request for proposals) on your proposal. Follow this forma~~~~~~~~~~on.* ***Do not exceed 2 pages per person.*** *You may cut and paste into this document from other CV sources you may have on file, but adjust the font size to adhere to 11 pt. You may paste co-PI information in as new pages at the end of your document and submit as ONE batched document.*

**Principal Investigator***(Last name first)***:**

● **Education/Training** *(begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training)*

| Institution & Location | Degree | Year/s | Field of Study |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

● **Select pertinent portions of your current CV, in accordance with the RFP requirements, and insert that info below this line.**

# BUDGET FORM

# Personnel Salary

| | |
|---|---|
| Section A, Senior/Key Person (PI, Co-PI) (Include fringe benefits) | |
| Section B, Other Personnel (Post Doc, GA, Technician, etc.) (Include fringe benefits) | |
| Total Salary, Wages and Fringe Benefits (A+B) | $0.00 |

Need to specify who is being paid salary:
- Section A: PI & Co-PIs (**only state the salary amount)**
- Section B: Other Personnel (**only state the salary amount)**
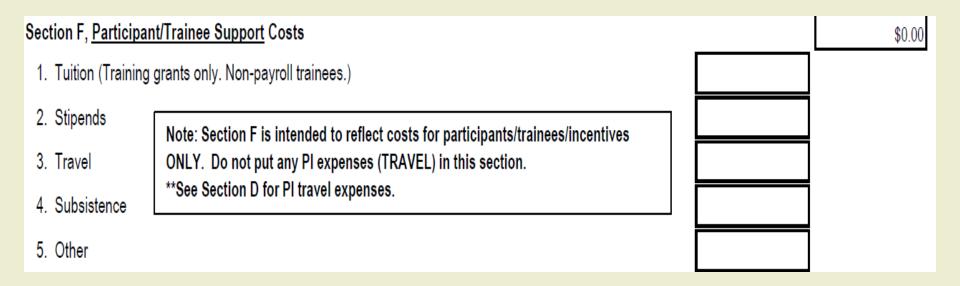- Total Salary, Wages and Fringe Benefits

**Example:**
- Section A: $8,750
- Section B: $5,250
- Total Salary, Wages and Fringe Benefits: $14,000

# Other Direct Costs

**Section E, Other Direct Costs** $0.00

1. Tuition (GAs on payroll) NOTE: CRC does NOT support tuition payment from CRC grants. 0.00

2. Materials and Supplies
   **(Equip is NOT a material or supply! Show any equip request in "Section C" above.)**

3. Publication Costs

4. Consultant Services

5. ADP/Computer Services

6. Subawards/Consortium/Contractual Costs

7. Alterations and Renovations

8. Rent

9. Other 1: _____

10. Other 2: _____

11. Other 3: _____

- The CRC does <u>not</u> support tuition payments
- Materials and Supplies include Equipment that is under $5,000

# Participant/Trainee Support Costs

**Section F, Participant/Trainee Support Costs** — $0.00

1. Tuition (Training grants only. Non-payroll trainees.)

2. Stipends

3. Travel

4. Subsistence

5. Other

> Note: Section F is intended to reflect costs for participants/trainees/incentives ONLY. Do not put any PI expenses (TRAVEL) in this section.
> **See Section D for PI travel expenses.

- Stipends: Incentives for participants or trainees
- Travel: Participants, Other Personnel, and etc.
- Subsistence: Provisions that are not monetary

# Total Direct and F&A Costs

Section G, Direct Costs (A thru F)

Section H, F&A Costs    Rate: 0.00%   Base: ☐MTDC ☐TDC ☐REU ☐N/A    $0.00

Section I, Total Direct and F&A Costs (G + H)    $0.00

Need to specify the total direct and F&A Costs:
- Section G: Total Costs
- Section H: Not Applicable
- Section I, Total Direct and F&A Costs: Total Costs

**Example:**
- Section G: $13,000
- Section H: $0
- Secton I: $13,000

# Detailed Budget & Appendices

- **Budget within the Proposal Text Form:**
  - Detailed budget explanation of your Budget Summary Form
    - Example: Travel
      - Estimated cost of airfare, hotel, transportation, and etc.
  - Should mirror the items you placed in the Excel budget form
- **Appendices within the Proposal Text Form:**
  - Approval forms
  - Other Supplementary Materials that are pertinent to your proposed project (i.e. Surveys, Interventions, and etc.)
  - Avoid excessive appendices

# PROPOSAL TRANSMITTAL FORM

# Reporting Credit

| 15. REPORTING CREDIT AND INDIRECT COST DISTRIBUTION BY DEPARTMENT: This data is used for institutional reporting purposes and distribution of F&A. Allocate credit using whole numbers only. Sum of credit distribution must equal 100%. This is a required field even if it duplicates the department named in block 14. | | |
|---|---|---|
| Dept Name: | Credit DeptID: | Distribution: % |
| Dept Name: | Credit DeptID: | Distribution: % |
| Dept Name: | Credit DeptID: | Distribution: % |
| Dept Name: | Credit DeptID: | Distribution: % |

**Example #1:**
- Department Name: Classics
- Credit DeptID: 076000
- Distribution: 100%

**Example #2:**
- Department Name: Art
- Credit DeptID:196000
- Distribution: 75%

Department Name: Art History
Credit DeptID: 193000
Distribution: 25%

# Certifications

| CERTIFICATIONS | | | | |
|---|---|---|---|---|
| Do any of the following apply to this project? Please provide attachments when applicable: | | | | |
| **17**. Vertebrate Animals | Protocol # | Attach ASU Form ☐ | | ☐ Yes ☐ No |
| **18**. Human Subjects | | | | ☐ Yes ☐ No |
| **19**. DNA/RNA Use | | | | ☐ Yes ☐ No |
| **20**. Radioactive Materials | | | | ☐ Yes ☐ No |
| **21**. Hazardous Chemicals | | | | ☐ Yes ☐ No |
| **22**. Select Agents | | | | ☐ Yes ☐ No |
| **23**. Nanomaterials | | | | ☐ Yes ☐ No |
| **24**. Marine Lab (SRS will send a copy of proposal to the Director of the FSUCML.) | | | | ☐ Yes ☐ No |
| **25**. Compressed Air Diving (ADP) (SRS will send a copy of proposal to the Chair of the Dive Control Board & the ADP Coordinator.) | | | | ☐ Yes ☐ No |
| **26**. Dual Compensation | | | | ☐ Yes ☐ No |
| **27**. Workshops/Conferences | | | | ☐ Yes ☐ No |
|    **28**. If 27 is Yes, will fees be collected? | | | | ☐ Yes ☐ No |
|    **29**. If 28 is Yes, is the dept collecting the fees a Certified Cash Handling Site? | | | | ☐ Yes ☐ No |
|    **30**. If 27 is Yes, will Continuing Education Units (CEU's) be issued? | | | | ☐ Yes ☐ No |

Page 1 of 3                                                                 DSR Form 32   (07/08/13)

| | |
|---|---|
| **31**. Are Subcontract(s) and/or consultant(s) proposed?          ☐ Yes ☐ No.<br>   If yes, is more than 50% of the award being subcontracted out?    ☐ Yes ☐ No.<br>   If yes and they are named, please provide budget, scope of work and letter of commitment from each, as applicable. | |
| **32**. Will income, other than payments from the sponsor, be generated as a result of this project? (aka, Program Income such as registration fees, sales of products, etc.) | ☐ Yes ☐ No |
| **33**. Is this project is continuation of a previous project? If yes, enter Project ID:     Awd % | ☐ Yes ☐ No |
| **34**. Will additional resources such as animal or non-animal space, equipment, utility service, etc., be needed to conduct this project in addition to what is currently available to you or is budgeted for this in the proposal? If yes, complete the following:<br><br>   Resource Requested:          Estimated Cost:<br>   Requested From:          Request Approved: | ☐ Yes ☐ No |

# Waivers

| 35. MATRICULATION and/or TUITION FEE WAIVERS: (CHECK ONLY ONE) Waiver 1 is the default if no grad salary charged. | | | |
|---|---|---|---|
| ☐ **WAIVER 1**<br>(1) Charge the project all matriculation fees for qualifying graduate assistants and out-of-state tuition for Eng majors paid from project funds; (2) No qualifying grad students proposed; or (3) Grad student salaries not allowed. *(4) The CRC does not support matriculation and/or tuition fee waivers in its programs. Check WAIVER 1, unless your department/college/school is providing the matriculation/tuition fee waiver support; if so, then select other appropriate Waiver choice. | ☐ **WAIVER 2**<br>The College/School Waiver Allocation will cover all tuition of students paid or supported by this proposed project. | ☐ **WAIVER 3**<br>An alternate source will cover all tuition of students paid or supported by this project. The dept is responsible for processing departmental billings to pay tuition for all students paid from this project. If the dept does not process a departmental billing, the tuition will be charged automatically to the waiver allocation of the College/School associated with the student's major. | ☐ **WAIVER 4**<br>This Contract/Grant will pay only the matriculation fee for graduate assistants, even if engineering majors are paid from this project. |

- Waiver 1: No graduate student involved
- Waiver 2: Graduate student involved with the project and **the College/School will cover the tuition** for the student(s) supported by this project
- Waiver 3: Graduate student involved with **an alternate source covering all of the tuition** for the student(s) supported by this project
- Waiver 4: Not Applicable

# SP Managers with ePRO authority

**40. OMNI PROPOSAL RESOURCES & POST-AWARD PROJECT TEAM**

The PI and Co-PI's listed on page 2, and other users listed below will be added to Proposal Resources for read-only access to the OMNI Proposal record.

If the proposal is awarded, the Project Team will be set up as follows:

Project Spending Authority for non-travel transactions:

- **PI** will automatically have expenditure authority for all non-travel financial transactions.
- **Co-PIs** will not have expenditure authority on the Project unless specifically authorized below.
- **SP Managers with ePRO** means the user will have expenditure authority for all non-travel financial transactions, including the ability to approve requisitions in OMNI.
- **SP Managers w/o ePRO** means the user will have expenditure authority for all non-travel financial transactions, except the ability to approve requisitions in OMNI.
- **Dept Rep** means the user will have no post-award expenditure authority. Users with this role on the Proposal will only have access to view proposal information.

Project Spending Authority for travel transactions:

- Only one user is allowed to approve travel for a project. The PI will be made the default travel approver unless an alternate is listed below. Note that the Project Travel Approver cannot approve his/her own travel transactions. The travel approver role is "Project Manger" which is different from a "Sponsored Project Manger (SP Manager)."

| **Co-PIs with Spending Authority:** | EMPLID | | EMPLID | | EMPLID | |
|---|---|---|---|---|---|---|

**SP Managers with ePRO authority:**

| | NAME | EMPLID | NAME | | EMPLID |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

**SP Managers w/o ePRO authority:**

| | NAME | EMPLID | NAME | | EMPLID |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

**Project Manager (Travel Approver):**

| | NAME | EMPLID | |
|---|---|---|---|
| | | | |

**Dept Rep:**

| | NAME | EMPLID | NAME | | EMPLID |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

# Success Tips

- If you would like the CRC Coordinator to review your proposal for any technical errors, please submit your proposal at least 7 days in advance.

- Seven day advance submission does not guarantee review, but later submissions significantly reduces the changes

- Check the CRC website for updates, especially in the FAQs

- If you have specific questions about a program and/or the submission process contact the CRC Coordinator.

# Council on Research and Creativity

# CRC Submission Portal

**Council on Research and Creativity**

**CRC Programs**

**CRC Home**

**Login to
Submit/Edit Profile
OR
Submit/Edit Proposal
OR
Submit/Edit Nomination**

**Login for Reviewers
Only**

**CRC Outcome
Measurements Form**

## CRC Programs Online Proposal Submission System

Welcome to the online submission system for FSU's internal CRC grant programs, the Distinguished Research Professor award, the Developing Scholar award, and the Distinguished University Scholar Award.

Please read the following information before you proceed to the submission page.

1. If this is your first time using this system you must create a profile.
2. Once you have created a profile, you will be asked to answer a few questions that directly apply to the program for which you are requesting funds.
3. Upload your required documents and submit your application.
4. Once your submission is receive and stored in our database, a confirmation email will be sent containing information about the documents you have successfully uploaded. This will enable you to track and edit your submission as many times as you wish prior to the deadline. However, once the deadline has passed, your proposal submission will no longer be accessible to you.

# EIEG Submission Portal



**FLORIDA STATE UNIVERSITY**

**Equipment and Infrastructure Enhancement Grants**

**EIEG Grants**

Home

**Login to Edit Profile or Submit Proposal**

**Login For Reviewers Only**

**Login For Administrative Use Only**

**EIEG Grant Outcome Measurements Form**

## Equipment and Infrastructure Enhancement Grant Program Online Submission System

Welcome to the online submission system for FSU's internal EIEG grant program.

Please read the following information before you proceed to the submission page.

1. If this is your first time using this system you must create a profile.
2. Once you have created a profile, you will be asked to answer a few questions that directly apply to the program for which you are requesting funds.
3. Upload your required documents and submit your application.
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# QUESTIONS???

# Contact Information



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**www.research.fsu.edu/opd**