

Collaborative Research Initiative for Sponsored Programs

Proposal Submission Deadline: 5:00pm on October 18, 2016

APPLICATION GUIDELINES

Purpose

The University of Tennessee at Chattanooga (UTC) benefits from faculty research across a broad spectrum of disciplines. Our region boasts a number of community-based organizations, encompassing every aspect of scholarly and creative endeavor. As the climate for research funding changes, it is essential that faculty have opportunities to develop collaborative research initiatives that engage multiple community partners and bolster collaborations across organizational boundaries.

UTC is pleased to announce a competition of the Collaborative Research Initiative for Sponsored Programs (CRISP) internal grants program stimulating collaborative, sponsored research at UTC. This program will provide investigational teams of UTC faculty with resources to build research capacity, create internal and external research collaborations, and establish a multi-disciplinary research team, with the primary outcome of submitting competitive research proposals and successfully securing funding from external sources.

This CRISP competition is anticipated to support several awards of up to \$8,000 each. Projects will take place over a 12-month funding period (January 1, 2017 – December 31, 2017). ALL disciplines are invited to participate. The range of possible research avenues and partnering organizations is intentionally broad.

This CRISP competition will include two tracks for funding. Applicants may select to apply for Track 1 or for Track 2 – or may select both tracks if their project includes both community partnerships and an interdisciplinary research approach.

Track 1: CRISP Community Grants – Applicants must propose a course of action, involving one or more collaborator(s) from UTC, and in partnership with a specific community-based organization on a project that will have a positive impact on both UTC and the partnering organization, and also increase the researchers' capacities to engage in research and to successfully compete for external funding.

Track 2: CRISP Interdisciplinary Grants – Applicants must propose a course of action, involving collaborators from one or more academic disciplines / departments on an interdisciplinary research project that will have a positive impact on all participating researchers and increase their capacity to engage in further research and successfully compete for external funding.

The overarching purpose of the grant program is to encourage the development of an external funding plan to extend and sustain the activities initiated through a CRISP award. Awardees will be selected primarily on the strength of their plan. All applicants are required, within their proposal, to outline a plan for preparing and submitting **at least one and preferably multiple** proposals to external funding agencies within a maximum timeframe of 24 months after the project's start date. The 24-month window is designed to allow time (if needed) for teams to translate preliminary results and other activities initiated during the project period into competitive external proposals.

The goal of the CRISP program is to build the capacity of faculty teams to be highly competitive for external research awards related to topics of mutual interest. We envision that the following types of activities will be supported with CRISP funds:

- Research or scholarly investigation to generate preliminary data, evaluate a promising practice, or establish a proof of concept.
- Securing equipment and supplies needed to support scholarly investigation.
- Travel associated with establishing collaborative research / scholarship activities.
- Other capacity-building activities, justified in the proposal, designed to position the team for success with external research funding.

Eligibility

All application teams MUST include at least one eligible UTC researcher. Tenure-track faculty from all disciplines are eligible to serve as the PI(s). Lecturers, adjuncts, and other staff not in tenure-eligible positions may participate as team members, but the research team must be led by and consist primarily of tenure-track researchers. Faculty members need not have already secured external funds to be eligible, although documentation of a track-record of scholarly activity will be a consideration in making awards.

Regardless of the funding track(s) selected, a faculty member is eligible to be the lead PI on only 1 proposal and may be a research team member or co-PI on no more than 2 proposals.

Conflict of Interest

To avoid any actual or perceived conflicts of interests, project personnel should not partner with any organization with which they or their spouse, parents, or children hold a position on the board of directors, an office, or employment or organizations in which they hold any financial interest. Any actual or potential conflicts of interest should be disclosed via an Outside Interest Disclosure Form prior to submitting your proposal.

Award and Duration

Awards will not exceed \$8,000. The start date for all projects will be January 1, 2017. The budget period will be 12 months (January 1, 2017 – December 31, 2017). Please plan a project that can be completed within the project period. Note that project teams will have an additional 12 months beyond the project period to fulfill their obligation to submit at least one (and preferably multiple) proposals for external funding.

Use of Funds

Requested funds must be used solely for the purposes outlined in the proposal and approved budget. Unallowable costs include extra service pay during the academic year for faculty, administrative or clerical support costs, memberships, and costs typically covered by other institutional sources.

Allowable costs include the following: student wages, associated fringe benefits on requested salary/wages, equipment, software, travel, and supplies, summer salary for faculty, and adjunct replacement salaries for academic year release up to \$2,500 (*Note: If additional funds are needed, the award may be supplemented by other institutional sources. The PI would need to work this out with her/his department head and dean.*).

If you have any questions about allowable use of funds, please contact meredith-perry@utc.edu.

How to Apply

Interested applicants should carefully review the application guidelines and write their proposals in close alignment with the required format. Applicant teams should discuss their proposals with their respective supervisors *early* in the application process to ensure that the project aligns with organizational priorities.

NOTE: Lead PI Department Head signature is required for each application package.

1. **KICK-OFF WORKSHOP & NETWORKING MEETING:** It is strongly recommended that anyone interested in submitting an application participate in the kick-off workshop and networking meeting.
 - Date & Time: September 14, 2016; 10:00am
 - Location: University Center Heritage Room

2. **CRISP APPLICATION:** A completed application package will include the following components.
- **CRISP Competition Grant Application Cover Page:** Requires Department Head signature.
 - **Narrative:** Complete all sections of the attached form; the Project Narrative section of the application is limited to 3 single-spaced pages.
 - **Prospective External Funders Form:** Using the attached form, list at least one and preferably several potential funders to which the research team plans to apply for external support.
 - **Budget Form:** Complete the attached budget form to show project costs.
 - **2-page Vita for all Investigators:** Include educational degrees, appointments/employment background, publications, grant awards (internal and external), and professional accomplishments that demonstrate abilities to implement the proposed project successfully.
 - **Bibliography:** Include if references are cited in application; no page limit.

An electronic copy of the entire proposal, signed by the Lead PI's Department Head, should be submitted via email to the Office of Research & Sponsored Programs by 5:00pm on October 18, 2016. Email proposals to orsp@utc.edu. **Proposals received after 5:00pm on October 18 can NOT be accepted under any circumstances and will be returned without review.** The submitted proposal should include scanned copies of the signed cover page, letters of support, and all required application components. In the event that you cannot create scanned copies, we will accept an emailed copy of the proposal accompanied by hard copies of signed documents. BOTH email and hard copies must be received by 5:00pm on the deadline. The submission process is complete when you have submitted your proposal and received a confirmation that it has been accepted.

Proposal Format

All text in the application form, narrative, vita, and bibliography must be 11 pt. font or larger. The Project Narrative section of the application must not exceed 3 single-spaced pages. The application cover page, current & pending support forms, prospective funders form, budget, vita, and bibliography (if applicable) are not included in this page limit. Vitas are limited to two pages each. Proposals should be written so that individuals who are not experts in the proposed area will be able to understand and evaluate the proposal.

Proposal Review and Selection

The Vice Chancellor for Research and Director of Community Partnerships will select a review panel composed of UTC and external representatives, as appropriate based on the volume and topical areas of proposals submitted. Each proposal will be evaluated using a 100-point scale aligned with the proposal narrative, budget, and supplementary documents. Reviews and recommendations will be forwarded to the Vice Chancellor for Research and Director of Community Partnerships, who will make final funding decisions.

Reporting Requirements

Awardees will be required to submit an interim report and final project report. The interim report will be due by May 31, 2017, and the final report will be due within 60 days of project conclusion (by February 28, 2018). Both reports should include the following elements:

- Description of progress towards / achievement of project goals/outcomes
- Explanation for any obstacles encountered and discussion of any goals/outcomes where progress or achievement has not been realized
- Description of how the project has increased the team's capacity to successfully compete for external funding
- Documentation of accomplishments and/or plans for and progress related to submitting research proposals to external funding agencies/programs
- Publications and presentations resulting from the project
- Financial report correlating project expenditures with proposed budget

CRISP: Collaborative Research Initiative for Sponsored Programs

Application Cover Page

Project Information

Lead Principal Investigator:

The Lead PI is the designated project lead and will be the point of contact for the project. The lead PI's department will administer the project funds as outlined in the proposal budget.

Collaborating Investigator(s) & Personnel:

List the other collaborators comprising the research team. Please indicate each collaborator's organizational affiliation.

Title of Project:

Funding Track:

- Community Grants Interdisciplinary Grants

Please check one or both boxes to indicate which funding track(s) your project falls within.

Topical Area:

- | | |
|---|--|
| <input type="checkbox"/> Energy & Environment | <input type="checkbox"/> Health & Wellness |
| <input type="checkbox"/> Children & Families | <input type="checkbox"/> Arts & Humanities |
| <input type="checkbox"/> Education | <input type="checkbox"/> Other |

Please check one box to indicate the general topical area that best describes your proposed research project. If you select "other," please fill in the blank to indicate nature of your topic.

Abstract / Summary (100 word limit):

Funds Requested: \$

Compliance / Pre-Approval Requirements (if applicable):

- | | |
|---|---|
| <input type="checkbox"/> Human Subjects (IRB review needed) | <input type="checkbox"/> Animal Subjects (IACUC review needed) |
| <input type="checkbox"/> Export Control | <input type="checkbox"/> Additional Space or IT Resources Needed* |
| <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Hamilton County Schools Approval |
| <input type="checkbox"/> Conflict of Interest* | |

**Conflict of Interest and Facilities issues must be resolved prior to submitting the proposal.*

Approval Signatures – Lead PI Department

By signing here, the Lead PI's Department / Unit Head agrees to provide general oversight and administrative support for project implementation if the project is selected for funding.

Lead PI Department/Unit Head: _____ Signature _____ Date _____

Proposal Narrative

Please address the following criteria using 11 pt. font or larger. The total proposal narrative **may not exceed 3 single-spaced** pages. Forms and supplementary materials are not subject to the page limit.

Project Rationale / Intellectual Merit (25 points)

- *Clearly articulate the research topic to be addressed through this project.*
- *Provide a rationale describing why the project is important, needed, and/or particularly meritorious.*

Project Impacts (20 points)

- *Clearly identify the goals you plan to achieve with this award. Be realistic about how much you can accomplish in the allotted time period using the available resources.*
- *State the outcomes—measurable change(s) in condition—that will occur as a result of your project. The outcomes that you state will be the measure of the extent to which your project was a success. At least one outcome must be related to the preparation and submission of proposals for external funding of your research topic during and/or after the grant period, as appropriate to your approach.*

Project Plan (20 points)

- *Identify the members of the project team.*
- *Describe the specific activities you will undertake to achieve the goals and outcomes that you identified.*

Funding Plan to Sustain Research Activity (30 points)

- *Discuss the research team's plan for preparing and submitting proposals for external funding to extend and sustain the research activities initiated with this award. Refer readers to the Prospective External Funders Form, if appropriate.*
- *Provide details here (or refer readers to this information in the Research Team section) about the expertise and experience of each team member related to acquiring and managing sponsored programs.*

Evaluation Plan (5 points)

- *Describe the methods you will use to measure or otherwise determine the extent to which the project's outcomes were met. Identify your metrics for determining your project's success.*

Prospective External Funders Form

Complete this form to document the prospective external funders to which you will submit proposals in order to sustain the research program initiated with CRISP funds. Applicants are required to include at least one prospective external funder and the most competitive applicants will identify multiple prospective funders. **Note that reviewers will assess not only the number of prospective funders but also the extent to which the research area aligns with funder priorities and whether there is a reasonable likelihood of success.**

Funding Agency	Grant Program Title	Anticipated Deadline for Application	Average or Anticipated Award Amount
<i>Brief description of how the proposed project will facilitate / increase capacity to successfully compete for this award.</i>			

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