

AMOUNT AND TIME FRAME OF AWARD

Pilot Faculty Sponsored Project Development Program Grants are limited to a maximum of

\$3,000. These internal grant funds must be expended by **May 31, 2021**. Faculty PIs awarded the grants will also be eligible for 3-credits of release time if approved by their home department(s).

Department chairs should be aware that this program will provide compensation to the department for adjunct costs for teaching 3-credits of the faculty member's regular workload course assignment in Summer **or** Fall 2020.

A maximum total of four single PI awards will be granted. Priority will be given to applicants who are not prior recipients of Faculty Sponsored Projects Development Program awards.

GENERAL ELIGIBILITY

Eligibility criteria for participation include the following:

1. Promising early-stage research projects in need of seed funding for data collection.
2. Principal Investigators must have TCSPS faculty appointments on a full or part-time basis and the expectation of a continuing appointment. Adjunct faculty are not eligible to apply.

Agreement to the terms and conditions of this program (pages 6-8), including presenting to the entire academic community in collaboration with the National Center for Teaching and Learning in the Spring of the year you have received funding and the submission of at least one competitive proposal for externally funded—and self-sustaining—individual or collaborative research.

APPLICATION INSTRUCTIONS

Because proposals will be evaluated by a peer review panel, they should be written to be understood by faculty who are not experts in the applicant's field of study.

Proposal Submission

All proposals must be submitted by **5:00 pm EST on May 15, 2020**, via email to osp@thechicagoschool.edu. ***Proposals not received in the OSP inbox prior to the stated deadline, or which do not contain all items listed below, including***

required signatures, will be returned without review. Please also note that there will be no extensions to this deadline.

Format of Application

The main text of the proposal should be submitted utilizing the official Faculty Development Program application form. This fillable form should be completed in its entirety using a minimum a 12-point Arial font. The application should include the following:

1. **Cover Page**: The Cover Page must contain relevant information about the application and the applicant. The cover page should consist of Project title, PI/Co-PIs) and department (s), email address(s) and phone number(s); IRB requirements of the proposed. If IRB approval is pending at the time of application, approval must be obtained before data collection can begin. Failure to obtain appropriate IRB approval within a reasonable time after the start of the budget period is grounds for withdrawing support for an award. Additionally, the cover page requires the signature of the appropriate Department Chair(s), and Dean(s).

2. **Proposal Summary**
 - a. **Abstract** (half a page, not to exceed the space provided): This summary should include a statement of the main question being addressed by the project, the primary aims or objectives of the project, the significance or potential impact of the proposed project, and the general methods to be employed.

Potential Impact of Project and Plans to Obtain Extramural Support

(not to exceed the space provided): Describe the potential impact of the proposed research to the field of work or to human quality of life in general, and describe specific plans to obtain extramural support for this work. Include the types of funding to be sought based on the results of the project (i.e., sponsoring agency, specific program announcement, and approximate deadlines if the information is available).

3. **Budget**: The total budget cannot exceed \$3,000. All expenses must be completed and incurred by **May 31, 2021**.
 - a. **Budget Justification**: A justification must be included for each budget item. All items (including equipment) should be justified in terms of how they will be used in the proposed project. More

details are required for travel and to purchase electronic equipment (e.g., computers, iPad or tablets, etc.), particularly computers, iPad or tablets, the justification must address how the equipment will be used, why the project cannot be completed without this equipment and include an assurance that this equipment will be designated solely for the project for the life of the award.

- b. Graduate Research Assistants, student workers: Support may be requested for graduate research assistants and student assistants as long as they are being paid only for their work on the funded project as a research and training opportunity for the student. GRAs cannot work more than 20 hours per week across all projects, which equates to 50% effort anything more is in conflict with their part- time status and studies. The prevailing pay is in the range of \$15-17/hr. All GRA work must be completed by May 31, 2021, and no GRA should begin work before all hiring paperwork is completed and approved through appropriate human resource channels. This includes the submission of signed student PAF by OSP.

- c. Supplies, travel, and other expenses: Support may also be requested for supplies, participant remuneration, equipment, and travel (see details in Budget Justification section below) to engage in research activity. This internal grant program **should not be used to cover expenses typically funded by departments**. Therefore, computers are not an allowable expense except when the research project cannot be accomplished with the typical computer supplied to faculty members. Travel that is required to conduct research is eligible for funding (not to be used for travel for professional development or to professional conferences to present work). Travel expenses must be incurred according to institutional travel policy, and expenses that do not meet such policy will not be reimbursed. Travel expenses to attend or present at a professional meeting or conference will not be funded unless there is a specific justification provided in the Budget Justification that directly relates to the completion of the project. Funding for conference travel to present results of the project

is not a sufficient rationale.

All expenses incurred especially the purchase of consumable supplies should be done through TCSPPs regular purchasing process via WorkDay. Expenses that are not processed through this system will not be reimbursed.

4. **Project Description** (5-page maximum, double-spaced): This section should outline the past work briefly in the area (i.e., theoretical and empirical work, including the applicant's own work) as a framework for discussing why the work outlined in the proposal is important. The project description should also include the specific aims or objectives for the proposed project and provide a clear, detailed account of the project design and methodology. A reference list should be included (if appropriate), but references are not subject to the stated page limitations.
5. **Biographical Sketch** (4-page maximum per investigator): Please utilize the NIH formatted biographical sketch provided in the application package and include the following information (information should support the investigator's qualifications in the proposed research area):
 - Education (degrees and dates awarded, any additional training)
 - Professional employment (dates and titles)
 - Top 15 publications most relevant to the proposal (preferably books, book chapters or peer-reviewed articles, but can include abstracts of presentations)
 - Relevant external grant support:
 - Funder/Funding Agency
 - Title of award
 - PI and Co-PIs as listed in the proposal with their primary affiliations
 - The total period of the award e. The total amount of award
6. **External Reviewers.** Please include the names of up to **two** external grant reviewers. The reviewers should be regionally recognized in the field of expertise related to the faculty's selected work. Faculty must not recommend individuals with whom they have a potential conflict of interest. External reviewers will be chosen based on their expertise, breadth,

independence, past experience with proposal review, and successful funding record. One of these recommended external reviewers may be asked to sit on the review committee. The Office of Sponsored Programs reserves the right to solicit other qualified external reviewers.

Applicants who do not include this information will have their applications returned without review.

REVIEW PROCEDURES

The Director of the Office of Sponsored Programs will award funding based on the results of a rigorous peer-review process conducted by the Pilot Faculty Sponsored Project Development Peer Review Committee. This interdisciplinary committee is composed of faculty scholars from across the United States 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 and any grant proposal. Reviewers will be reviewing and scoring applications in four critical areas:

1. **Applicant** – *Does the applicant have the requisite education, training, and research experience to complete the project as proposed. Does he or she have relevant previous publications to support the research being conducted?*
2. **Research Plan** – *The research plan should fully flesh out four key components:*
 - a. **Significance** – *How will successful completion of the aims of the project change technologies, treatments, or services that drive the field of study?*
 - b. **Innovation** – *What is the potential that the proposed study will challenge existing paradigms in the field of study, is the applicant proposing meaningful changes or addressing critical gaps?*
 - c. **Approach** – *Is the study design fully fleshed out and appropriate for answering the research question? Is sample size adequate, proposed timeline realistic, and future plans clearly articulated?*
 - d. **Environment** – *Will the project benefit from unique features of the proposed environment, subject populations, or collaborative arrangements?*
3. **Budget** – *Is the budget appropriate for the project in question, fully justified, and accurate?*
4. **Compliance** – *If the project involves human subjects, are the potential benefits and risks to subjects articulated reasonable and appropriate,*

given the study design. Are there plans for data security and confidentiality? Have the necessary approvals been obtained?

Please keep in mind that this is a redacted version of what the reviewers will be considering, so be as thorough as possible.

Faculty applicants will be asked to recommend up to two suggested external reviewers for their proposal. The reviewers should be regionally recognized in the field of expertise related to the faculty's selected work. Faculty must not recommend individuals with whom they have a potential conflict of interest including dissertation advisor/student; business or professional partnership; familial relationship; collaboration on a book/article/report within the last four years; or anyone having read the proposal in advance of submission to the Office of Sponsored Programs. External reviewers will be selected based on their expertise, breadth, independence, past experience with proposal review, and successful funding record. One of these four recommended external reviewers may be asked to review the applicant's proposal. The Office of Sponsored Programs reserves the right to identify other qualified reviewers.

Review and Award Criteria

In addition, to the review criteria detailed above the Office of Sponsored Programs will also take into consideration the following when making the final funding decision while looking for a demonstrated record of scholarly achievement or promise:

Quality of Proposal: Excellence and novelty of concept; appropriateness of approach or methodology; clarity of project plans; the degree of scientific/intellectual merit.

Return on Investment: Probability of securing extramural funding. The expected yield is at least three times the total seed funding investment, which will include both the budget and costs for adjunct coverage to allow PI and Co-PI release time.

Risk of Failure: The PI has the necessary skills and experience to complete the project as proposed within the given timeframe.

Preference will be given to applicants who have not previously received a Faculty Sponsored Project Development award or received any external funding, especially when there are scoring conflicts.

Applicants will receive a copy of the Reviewer comments at the end of the review cycle and prior to any award notification being sent.

GENERAL TERMS AND CONDITIONS OF AWARDS

Timeline

All funding covered under this award mechanism must be expended by the end of the current fiscal year, **May 31, 2021**. Failure to complete the project and expend funds in a manner that fits within this budget period may result in the cancellation of the award at such a time deemed appropriate by the Office of Sponsored Programs (OSP) in collaboration with the Principal Investigator.

Participation in Professional Development Activities

The Office of Sponsored Programs, in collaboration with the National Center for Teaching and Learning, will require each award recipient to present on their research findings in the Spring of their award year, e.g., if you awarded in the Summer of 2020 you would present in the Spring of 2021.

External Proposal Submission

Faculty award recipients agree to submit a proposal for external funding as a TCSP program faculty member by **January 31, 2022**. A key goal of the Faculty Sponsored Project Development Program is to support research projects likely to continue beyond the seed funding period. As a result, faculty receiving the award must submit a proposal to an external funder, for at least three times the initial seed funding investment, upon gathering pilot data and completion of a smaller scale research project. The seed funding investment includes up to the \$3,000 monetary award as well as the costs for adjunct coverage to allow for faculty release time. That period may be extended once, by three months, in consultation with the Office of Sponsored Programs if the recipient and OSP are able to determine that no appropriate funding opportunity is available within the original period.

Compliance with federal, state and University regulations

Principal Investigators (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 an internal grant, the PI is responsible for submitting all compliance protocols required for their project (e.g., IRB approval) and receiving official compliance approval before they can be given access to their internal grant funds and begin work on their project under the award. A prolonged delay in obtaining appropriate compliance approvals that significantly delay the work on the project may result in cancellation of the award at such a time deemed appropriate by the Office of

Sponsored Programs in collaboration with the Principal Investigator if it is determined that the project cannot be completed within the time remaining on the award budget period.

Release Time

It is the understanding of the Principal Investigator and the Chair of their department that Faculty (PIs and Co-PIs) awarded the grants will be eligible for 3-credits of release time if approved by their home department(s).

The intent of this program is not to compensate for overage in lieu of release time. Department chairs should be aware that this program will provide compensation to the department for adjunct costs for teaching 3-credits of the faculty member's course assignment in Summer **or** Fall 2020 at the rank of Assistant Professor.

Release time for projects and use of an adjunct must be agreed to by the respective Chair prior to submittal of the proposal to the Office of Sponsored Programs. Applicants who are not able to utilize release time from their regular workload, along with their Chair, must discuss specific situations with the Office of Sponsored Programs prior to application in order to explore avenues to provide additional time for the full development of a potentially externally-fundable project. The Office of Sponsored Programs will reach out to applicants as applications are received to confirm the principal investigator's and the Chair's understanding of these terms prior to the applications review and recommendation for funding.

Interim reporting

All internal grant awards require the submission of an interim report on the pilot data collection process by **November 30, 2020**. The interim report should detail progress made on data collection and plans for presenting in the Spring as well as developing a final proposal. Future eligibility for this and other internal TCSPF funding award programs is contingent on compliance with these deliverables and financial terms of the award.

Final reporting

All internal grant awards will require the submission of a report on the pilot data collection process by **July 31, 2021**. All awardees must submit a report at the completion of the funding period. Future eligibility for this and other internal TCSPF funding award programs is contingent on compliance with these deliverables and financial terms of the award.

Grantees of the Faculty Sponsored Project Development Program will be asked

on occasion to meet with the Office of Sponsored Programs to provide updates on their progress and to share their strategies with other grantees.

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 Director of the Office of Sponsored Programs for approval. Future access to other internal grant awards will be contingent upon the successful completion of the proposed work and the outcomes specified in the proposal.

OTHER INFORMATION

Further information about the Faculty Sponsored Project Development Program described in this announcement may be obtained by contacting:

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5014