

Division of Research and Graduate Studies
Research Development Award (RDA) Program
2008-09 Solicitation and Applications Guidelines (revised)

The Division of Research and Graduate Studies is pleased to announce the continuation of its internal Research Development Award (RDA) Program for 2008-9. These awards are intended to provide seed funding for faculty members to develop preliminary data for major external grant applications and to assemble interdisciplinary teams, where needed, to address projects. The long term goals are to increase externally supported research at ECU, the number of interdisciplinary research teams at ECU, and the number of faculty members with external support. Please note that interdisciplinary research will be an increasing point of focus during future RDA competitions.

PROGRAM SUMMARY

1. Proposals for both interdisciplinary research projects and individual projects in basic and applied/professional fields are encouraged.
2. Interdisciplinary projects are defined as those requiring significant effort by at least two PIs (Principal Investigators) in different departments or units. See special instructions for preparing cover pages and budgets for interdisciplinary projects on page 3, "Application Sections".
3. Both new project proposals and bridge funding for existing projects which have had a lapse in their external funding are eligible.
4. If an award is received, project PIs will be **REQUIRED** to submit at least one proposal to an external sponsor within 18 months of the award start date.
5. Proposals will not be funded that request funding for stand-alone projects (ones that can be completed within the proposed period and the requested funds). Proposals will not be funded that do not describe plans for seeking significant external funding, or that poorly justify their budgets.
6. Budget Limitations:
 - a. The maximum amount that can be requested for individual projects is \$20,000.
 - b. The maximum amount that can be requested for interdisciplinary projects is \$40,000.
 - c. Additional funding, up to \$15,000, may be requested to support one doctoral student's participation within the proposed project. Details of the PhD student's anticipated contribution to the project must be included in the budget justification.
 - d. Applications that exceed these funding limits will be returned without review.
7. **Submission Deadline: 5pm, Monday February 25, 2008, Greenville Center, Suite 1500.** Provide one original and seven paper copies plus one electronic PDF copy via email of your proposal to Dr. Al Schreier, schreiera@ecu.edu, RDA Program Administrator. Proposals received after the deadline will be returned without review. Peer review panels will meet during March. Proposal pre-screening is available to PIs who submit their proposals a minimum of three business days prior to deadline. The RDA Program Administrator will review and notify PIs whose submissions do not meet RDA formatting requirements.

Required Proposal Formatting (strictly enforced): Font: minimum 11 pt Arial or Helvetica; line spacing: single spaced, Minimum of 6 lines per inch; 1 inch margins left/right and top/bottom; all pages paginated.

CHANGES FROM LAST YEAR:

- New emphasis on interdisciplinary research projects
- New review criteria: a) The need to generate preliminary data (or equivalent); b) For interdisciplinary projects, activities that contribute to the scholarship of integration and application (e.g., problem solving as well as knowledge building).
- Change in the review panels: a) merger of the History and Humanities and Behavioral/Social Sciences Panels; b) Establishment of a new panel for Human Services Research. The final panel structure will depend on the applications submitted.
- A new section for summaries of past RDA funding results.

Applications deviating from RDA Program Requirements will be returned without review.

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ELIGIBILITY:

- Only tenured/tenure track faculty may apply as PI (Principal Investigator). An individual may submit only one application as PI and may participate in any role, e.g., PI or co-PI, in only two submissions.
- A faculty member may receive only one university award every three years, including faculty Start-up Funds, Research Development Awards, and Faculty Senate Research Creative Activity Awards; thus, faculty members who received start-up funding in FY 06/07 or 07/08, Research Development Awards in FY 06/07 or 07/08 or Faculty Senate Research & Creative Activity awards in FY 06/07 (awarded spring '06) or 07/08 are not eligible.
- Faculty members who submit proposals to the Research & Creative Activity Awards Committee for the Spring 2008 must submit *substantially different* proposals for this competition.
- Faculty members who are awarded both a Faculty Senate Award and a Research Development Award in 2008 for two distinct projects may only accept one of the awards.

EVALUATION CRITERIA:

- **Scientific/Technical Merit:** What is the intellectual merit of the proposed activity? How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the applicant (individual or team) to conduct the project? To what extent does the proposed activity suggest and explore creative and original concepts? How well conceived and organized is the proposed activity? How appropriate is the methodology and budget to achieve proposed objectives? **IMPORTANT:** Since faculty reviewers will be recruited from a variety of fields, applicants must explain the merit of their research projects in language appropriate for non-specialists. This may include defining the nature of research within your discipline, why the proposed work is important to your discipline, or why particular methods are the best for your proposal.
- **Broader Impacts:** What are the broader impacts of the proposed activity? Does the activity advance discovery and understanding while promoting ECU research, teaching, researching training, and learning? To what extent will the proposal enhance ECU's research and education infrastructure? What are the benefits of the proposed activity to society?
- **Interdisciplinary Projects:** How will the proposed interdisciplinary activities contribute to the scholarship of integration and application (e.g., problem solving as well as knowledge building)? Is the increased funding needed to obtain preliminary data?
- **Need for Seed Funding:** Applicants must clearly show the need to generate preliminary data (or equivalent) to support a proposed external grant application. Projects that already have significant preliminary data and are ready, in the opinion of the reviewers, for development into a grant application will not be supported. Similarly, proposals that in the judgment of the reviewers are primarily vehicles to support PhD students will not be funded.
- **Opportunities for External Support:** Applicants will need to provide a significant discussion of the potential for external funding opportunities and identify the agencies and programs to which they plan to submit. Preference will be given to projects which can demonstrate that they have a good chance for future funding.

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APPLICATION SECTIONS (use provided templates where applicable):

- A. **Cover Sheet including Required Approval Signatures** (use provided template):
Interdisciplinary projects must include a separate, signed cover page for each PI.
- B. **Project Narrative:** (5 page maximum length, strictly enforced):
Proposals must include and will be reviewed against the review criteria listed on page 2. If a proposal requests funding to respond to reviewers comments from an unfunded external submission, include a copy of the reviewer's comments in the Appendix section.
- C. **Previous RDA Program Awards:** (1 page maximum length, strictly enforced):
Project Title, Award Dates, and Project Outcomes. Include applications submitted and awarded.
- D. **Project Narrative Citations:**
- E. **Budget Justification:** (2 page maximum length, strictly enforced): Clearly justified/itemized budgets linked to the proposed research plan must be provided. Review panels will evaluate budgets for appropriateness. RGS reserves the right to adjust award amounts.
- *For interdisciplinary proposals, repeat sections E and F for each PI in different departments. Separate budgets will be awarded to PIs on interdisciplinary proposals in different departments.*
- F. **Budget:**
- Applicants must use OSP budget spreadsheet to compute personnel benefits.
 - Each PI may request one summer session salary (16.67% of nine month salary or \$10,000, whichever is less) plus benefits (approx. \$1911 additional) for one nine month faculty member (usually the PI, although the salary may be shared with another nine month faculty member). Academic year salaries will not be considered.
 - Only one PhD student may be supported for each traditional or interdisciplinary project.
 - Financial support for external collaborators is not permitted.
 - Travel requests must be for data collection. Travel to meetings is not allowed.
 - General use desktop/laptop computers and general purpose office software will not be funded.
 - Compensation for graduate and undergraduate students should be consistent with the standard compensation offered to these students in your department.
- G. **Biographical Sketch/Funding History:** (2 page limit/biographical sketch is strictly enforced):
Provide a 1-2 page biographical sketch for the PI and each additional faculty member listed as senior personnel. Include a maximum of 10 relevant publications and a list of awards pending and awarded in the past five years with amounts.
- H. **Appendix Materials**
Only External Reviewer Comments from an unfunded grant application referenced in the application are allowed. Adding additional items may result in the submission being returned without review.

REVIEW AND AWARD PROCEDURES:

Proposals will be peer reviewed by a faculty panel in the general subject area of your research. It is anticipated that four panels will be convened in the areas of Physical Science/Engineering, Biological/Medical Sciences, Social/Behavioral Sciences/Humanities, and Human Health & Services Research (non-medical). Applicants should indicate panel preferences on the cover sheet; requests will be honored when feasible. Interdisciplinary proposals will be reviewed by all appropriate review panels.

PROGRAM SCHEDULE:

- Program Announcement: January 9, 2008
- Proposal Submission Deadline: February 25, 2008 (by 5:00 PM EST)
- Review Panel: Feb - April 2008
- Award Notification: April - May 2008
- Award Projected Start: July 1, 2008
- Award Period: July 1, 2008 - June 30, 2009

RDA PROGRAM OFFICER: Alan Schreier (phone: 328-9470; email: schreiera@ecu.edu)

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Application Cover Sheet

**Proposal Deadline: 5pm EST, February 25, 2008 delivered to the Greenville Centre Suite 1500
 Submission requires an original and seven paper copies**

Faculty Name (PI):

Dept:

Faculty Rank:

Division (Academic Affairs, Health

Yrs @ ECU:

Sciences, or Research & Grad Studies):

Proposal Title:

Amount Requested by this PI:

Total project budget (for interdisciplinary projects):

Interdisciplinary Project? ___Yes ___No.

Other Senior Personnel (6 maximum):

	<u>Name</u>	<u>Dept.</u>	<u>Role on the Project (PI, coPI, consultant, etc.)</u>
1.			
2.			
3.			
4.			
5.			
6.			

Project involves: Human Subjects ___Yes ___No Animals ___Yes ___No
 Have protocol approval forms been submitted to the appropriate committee? ___Yes ___No

Requested Review Panel: (Optional, Panel Names are Tentative)

Physical Sciences & Engineering _____ Social/Behavioral Sciences & Humanities _____
 Biological/Medical Sciences _____ Human Health & Services Research _____

Required Signatures:

- By approving this proposal, the Chair and Dean agree to commit the resources to the project listed in the Project Narrative and Budget.
- Proposal submissions received without the following signatures will be returned without review.

Required Signatures	Date
PI:	
co-PI:	
Department Chair/ Unit Supervisor:	
Dean:	

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RDA Proposal Budget

PI Name:
Proposal Title:

Amount Requested:

	<u>% Effort Requested</u>	
I. Personnel		
II. PI Summer Salary (one session)		
Name: _____	_____	_____ salary _____ benefits
III. Student Salaries:		
Undergraduate Assistant	_____	_____
MS Graduate Assistant	_____	_____
PhD Graduate Assistant	_____	_____
IV. Other Salaries:		
e.g., Technician	_____	_____ salary _____ benefits
V. Equipment:		
(Vendor quotes required for major equipment)		
Item 1		_____
Item 2		_____
Etc.		
Supplies:		
Item 1		_____
Item 2		_____
Etc.		
Travel:		
Local Travel		_____
Other Costs (itemize):		
e.g., Payments to Subjects'		_____
Total		_____

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Biographical Sketch

(2 page limit per biographical sketch is strictly enforced)

Name:

Rank & Department:

Room & Phone #:

- I. Institutions/Degrees received:
- II. Professional work experience:
- III. Total number of peer-reviewed publications to date:
- IV. Number of presentations (international, national and regional):
- V. Other achievements (list as needed, awards and honors, editorial boards, etc):
- VI. Current and past internal research awards (e.g., Faculty Senate awards, School awards)
- VII. Current and pending external support:
- VIII. Graduate students directed in the past 5 years
 - a. PhD students:
 - b. MS Students:
 - c. Others (list as necessary):
- IX. Relevant Publications (max. 10):