



## **Interdisciplinary Research Team Grant Program**

**University Research Services & Administration**  
**Application due date: January 11, 2008**

### **PURPOSE**

The purpose of the Interdisciplinary Research Team Program is to provide the start-up or intermediate support needed by an interdisciplinary research team to prepare a competitive proposal for external research funding. The Research Team Program supports collaboration between investigators in the development of their research proposal for external funding.

The outcome or expected "product" of a Research Team grant will be the submission of a well-developed research proposal to an external sponsor by the end of the fiscal year. Applicants may propose to use the grant to do the preliminary work needed to make an application to an external funding agency more competitive, or they may be at a point in their collaboration that the team grant is used to fund release time to write a proposal to an external agency.

### **AMOUNT AND TIME FRAME OF AWARD**

Requests for support are limited to the fiscal year, which begins on July 1 and all grant funds must be expended by June 30. Research Team grants are limited to a maximum of \$15,000. Grants may be used to provide student assistance, one course release for each investigator during the year (if allowed by applicant's college), summer support (maximum 10% of salary), project-related travel, participant remuneration, research-related supplies, and/or consultant costs.

### **GENERAL ELIGIBILITY**

The Vice President for Research encourages all full-time tenured and tenured-track faculty to submit Research Team proposals in any academic discipline offered in the University. Faculty members may apply to more than one grant program during a given fiscal year. However, applicants will receive only one award from the Research Program Enhancement, Research Initiation, Research Team, and Faculty Mentored Grant Programs in a fiscal year.

Faculty members may apply to more than one University Research grant program during a given fiscal year. However, applicants will receive only one award from the Research Initiation, Research Team, Faculty Mentored, and Scholarly Support Grant Programs in a fiscal year. In addition, faculty who are funded through the Research Program Enhancement Program (either administered by the department or University Research office) **and** have external funding for the following fiscal year may not apply to this program.

### **APPLICATION INSTRUCTIONS**

Because proposals are evaluated by an interdisciplinary peer review panel, they should be written to be understood by faculty who are not experts in the applicant's field. Applicants should limit their use of jargon and acronyms whenever possible. *Applications should address the review and award criteria described at the end of this program announcement.*

The proposal must be prepared with a letter quality printer using 12 point Ariel or Times New Roman font with one (1) inch margins on all sides. Each copy of the proposal should be on standard 8 1/2 by 11 inch paper and abide by the page limits noted below. Adherence to font and

margin requirements is necessary for several reasons. No applicant should have an advantage over other applicants by providing more content in his/her application by using smaller, denser type. Small type sizes may also make it difficult for reviewers to read the application. Applications not adhering to these guidelines may be returned to the applicant without review.

All material submitted for review must be contained in a single package. The relevant signatures **MUST** appear on the most **current** proposal cover page and the application must follow the most current guidelines. These are available at the University Research Services & Administration website or <http://www.gsu.edu/research/index.html>

The original proposal and twenty-five (25) copies should be delivered to University Research Reception Suite on the second floor of Alumni Hall by 4:00 p.m. on the deadline announced for the Research Team Program. Late proposals are not accepted under any circumstances.

A Research Team application consists of eight (8) parts. Proposals that do not contain the information requested in each section *will not be reviewed*.

1. **Cover Page:** (at end of this program announcement.) Requires signatures of the applicants, department chair(s), and college dean(s). Use the most current version of this cover page. Only one copy of the proposal needs original signatures.

**Compliance:** Proposals that use human subjects, non-human animal subjects, biohazardous agents, recombinant DNA molecules, Ionizing Radiation, and/or Biologically-Derived Toxins must obtain the appropriate approval(s) before funding can be awarded. If approval is pending at the time of application, approval must be obtained by July 1. Failure to obtain appropriate approval is grounds for withdrawing support for a proposal.

2. **Abstract** (one page limit): The abstract/summary should state specifically what the applicants intend to do as well as a statement of the research objectives, methods to be employed, and the significance of the proposed research.

3. **Project Description** (maximum of four single-space pages): The applicants are expected to present a description of the project, giving particular attention to the methodology and the **interdisciplinary** nature of the **collaboration**. The detailed statement of the work to be undertaken should include: objectives for the proposed work and expected significance, the responsibilities of each team member, and the relation of the project to long-term goals of the team's research. The reference list is not included in the page limits.

4. **Potential for External Support:** Identify agencies to which applications will likely be submitted. Indicate the appropriateness of these agencies for the area of proposed research.

5. **Vita** (maximum four single-spaced pages per vita): A vita of each investigator to support qualifications in the proposed research area. The following information should be included in the vita:

- a. education (listing degrees and dates awarded, period of any additional training)

- b. professional employment (listing dates and titles)
- c. pertinent publications (distinguishing between peer reviewed publications, proceedings, abstracts and other presentations)
- d. scholarly products and/or artistic productions
- e. External grant support with the following details (including pending):
  - (i) Funding Agency
  - (ii) Title of award
  - (iii) PI and Co-PI as listed in proposal
  - (iv) Total period of the award (since last competing renewal)
  - (v) Total amount of award (since last competing renewal)
  - (vi) Amount of award for current award year if a multi-year award
  - (vii) For multi-year awards with competing renewals, date of initial funding.

Note: If the page limit is exceeded, only the first four (4) pages will be used for the review process and any additional pages will be discarded.

**6. Status Report:** A Status Report listing the accomplishments for each prior project that has been funded under any University Research internal grant program within the last five years is required. Incomplete data will exclude one from eligibility.

**7. Budget:** Support may be requested for graduate research assistants, student assistants, supplies, participant remuneration, equipment, and travel to engage in a research activity. In addition, for each investigator, support may be requested for EITHER one course release during the year (if allowed by applicant's college) or up to 10% of nine month salary in the summer. For each investigator, funding can be requested for either summer salary or course release but not both.. Applicants should consult with their chair to determine whether they are allowed to buyout a course during the academic year and the cost of the course release. 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 can not be accomplished with the typical computer supplied to faculty members.

Travel expenses to attend or present at a professional meeting or conference will not be funded unless there is a special rationale and justification provided in the Budget that directly relates to the project description. Funding for conference travel to present results of the project is not a sufficient rationale.

A budget format form is included for information purposes.

**8. Budget Justification:** A narrative that justifies **each** budget item should be included.

Travel that is required to conduct research is eligible for funding. However, only limited funding of travel expenses will be provided, so any request for such funds needs strong justification and complete details. Eligible costs include travel and maintenance away from home, costs of reproducing materials, and other costs associated with gaining access to the research materials. Air and train travel must be calculated on the basis of economy rates. Estimated costs for

subsistence and lodging must be reasonable, and charges to grant funds for these items must be based on University regulations. Mileage must be figured at no more than the approved University mileage rate. Justification of travel should include the following points (when appropriate):

- a) where the proposed trip fits within the overall plan and the importance of travel to the specific facility/location for completion of the project
- b) the reasons for the choice of the specific location; for example, its uniqueness, the size, or the comprehensiveness of the equipment or collection
- c) the reasons why travel to the collection is necessary instead of interlibrary loans, microfilms, or other means of utilizing the materials
- d) evidence of competence in the special areas needed if the materials are in a foreign language or require special skills to do the research.

If an applicant is requesting support for travel to a specific laboratory, library archive, or repository, a letter or other appropriate documentation from the institution where the research will take place, signed by the director, archivist, curator, or other responsible official should be provided. The documentation should indicate that the specific resource that the applicant wishes to utilize is accessible and will be made available to the applicant during the period requested in the application. A published statement indicating that the specific laboratory or collection will be accessible to researchers during the period requested may be substituted for the letter or documentation.

## **REVIEW PROCEDURES**

The Vice President for Research and the Associate Vice President for Research awards funding to proposals based on the recommendations of the University Research Internal Grants Program Faculty Peer Review Committee. This interdisciplinary committee is composed of senior faculty scholars from across the University. Reviewers use the review criteria detailed below to evaluate and assign a single, global score for each application.

## **REVIEW AND AWARD CRITERIA**

1. Interdisciplinary and collaborative nature of the proposal. The research team must be comprised of faculty from more than one discipline (i.e., area of expertise.) Teams can be from a single department, provided the proposed collaboration is interdisciplinary and is clearly defined in the proposal.
2. Potential for external funding of the project,
3. Scholarly significance of project (considering theoretical soundness of objectives/hypothesis and originality),
4. Quality of methodology-appropriate methods and measures used,
5. Feasibility of the project and a proposed time line that indicates project can be completed in one year,
6. Budget description, budget justification, and efficient use of funds,

7. Qualifications and research experience of the key investigators.

Applicants who have received support in the past from the University Research Internal Grants Programs are expected to have "tangible results" when applying for subsequent internal grant support. Evidence of efforts to seek outside funding, even if unsuccessful, strengthens an application.

#### **INFORMATION**

Further information about the Research Team Grant described in this announcement may be obtained by contacting:

Dr. Amy R. Lederberg  
Associate Vice President for Research  
University Research Services & Administration  
218 Alumni Hall  
Email: [alederberg@gsu.edu](mailto:alederberg@gsu.edu)  
Phone: 404-651-3052

## RESEARCH TEAM APPLICATION BUDGET FORMAT

Budget Item	Amount Requested
Graduate Research Assistant(s)	
One course release (when allowed by applicant's college)	
Summer Salary <sup>1</sup>	
Student Assistants	
Supplies <sup>2</sup>	
Equipment	
Travel <sup>3</sup>	
<b>PROJECT TOTALS</b>	<b>\$</b>

Note: Each item should be justified in the budget narrative. Budget can not contain both course release and summer salary for a given investigator

<sup>1</sup> Can not exceed 10% of 9 month salary

<sup>2</sup> Supplies may include, for example, consultants, computer software, data tapes, participant remuneration etc

<sup>3</sup>Travel expenses must be itemized and each item should be justified in the budget narrative.

**RESEARCH TEAM GRANT**  
**University Research Services & Administration**  
**COVER PAGE**



Project Number \_\_\_\_\_  
(For Office Use Only)

**Title of Project:** \_\_\_\_\_

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Investigator: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Investigator: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Investigator: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Investigator: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Name of PI's Department Business Manager \_\_\_\_\_ Phone Number \_\_\_\_\_

**Are Human Subjects Involved?** No \_\_\_ Yes \_\_\_ IRB# \_\_\_\_\_ or Status \_\_\_\_\_

(The Georgia State University Institutional Review Board for the Protection of Human Subjects must approve projects involving human subjects; if approval is pending, no funding will be provided until the protocol is approved and the Associate Vice President is notified.)

**Are Vertebrate Animals Involved?** No \_\_\_ Yes \_\_\_ IACUC# \_\_\_\_\_ or Status \_\_\_\_\_

(The Georgia State University Institutional Animal Care and Use Committee must approve projects involving vertebrate animals; if approval is pending, no funding will be provided until the protocol is approved and the Associate Vice President is notified.)

**Are Biohazardous Agents, Recombinant DNA Molecules, and/or Biologically-Derived Toxins Involved?** No \_\_\_ Yes \_\_\_ IBC# \_\_\_\_\_ or Status \_\_\_\_\_

(The Georgia State University Institutional Biosafety Committee must approve projects involving biohazardous agents, recombinant DNA molecules, and/or biologically-derived toxins; if approval is

pending, no funding will be provided until the protocol is approved and the Associate Vice President is notified.)

**Is Ionizing Radiation Involved?** No \_\_\_ Yes \_\_\_ RSC# \_\_\_\_\_ or Status \_\_\_\_\_

(The Georgia State University Radiation Safety Committee must approve projects involving ionizing radiation; if approval is pending, no funding will be provided until the protocol is approved and the Associate Vice President is notified.)

**Are Hazardous Chemicals Involved?** No \_\_\_ Yes \_\_\_ or Status \_\_\_\_\_

(If yes, the Office of Research Integrity Environmental Programs must be notified before funding can be provided and the Associate Vice President is notified.)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Chair\* \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean\*: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Chair\* \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean\*: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Chair\* \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Only necessary if applicants are in different departments and colleges.