

## **FACULTY MENTORED GRANT PROGRAM**

**University Research Services & Administration**

**Application Deadline: January 13, 2012**

### **PURPOSE**

The purpose of the Faculty Mentored Grant Program is to encourage and support faculty in their development as funded scholars. The program links a faculty member who has never received major external research support with an experienced faculty mentor to provide the applicant direct personal assistance in developing a grant proposal. Faculty members who have not been PI of awards of more than \$25,000 are eligible to apply (pre- and postdoctoral fellowships and subcontracts are excluded). The mentor should be a research-active faculty member who has received external funding during the last five years and has expertise in the topic of the proposal. Mentors are not required to be in the same department as applicants. Under certain circumstances, mentors can belong to the faculty at other universities; however, they must agree to serve as mentors and regularly meet with their applicants.

The Faculty Mentored Grant Program is different from other internal grant programs administered through University Research Services & Administration in that it is specifically structured to provide a framework which leads a faculty member through the research proposal submission process. The program will provide faculty mentees with assistance in:

- a. identifying a research problem and locating a funding agency or foundation,
- b. undertaking a review of the relevant literature on the topic,
- c. preparing the research plan, and
- d. completing the application and budget forms.

The applicants will also receive valuable personal feedback and encouragement. Once the applicants and their mentors have been funded, it is expected that they will work out a schedule of informal meetings at approximately one month intervals where they can review and discuss issues involving the development of the research proposal.

The Faculty Mentored Grant program is designed to generate two outcomes:

- a. provide a supportive environment that will encourage proposal writing and increase the quality of first submissions, and
- b. increase the number of research proposals submitted and funded.

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

Applicants may request support for a maximum period of twelve months (July 1 through June 30) and all grant funds must be expended during the fiscal year awarded. A Faculty Mentored grant is limited to a maximum of \$11,000. It will provide support of up to \$10,000 to each mentee to cover research-related expenses including graduate student assistance, course release (if allowed by mentee's college), partial summer salary and travel expenses. Each grant will also provide the mentor with up to \$1,000 to be used to support the collaborative enterprise.

### **GENERAL ELIGIBILITY**

The Vice President for Research wishes to encourage all interested faculty who have never

received external funding for research to apply for a Faculty Mentored Grant. All tenured or tenure-track faculty members (excluding emeriti) who have not previously received major external funding for research are eligible to submit an application. Major funding is defined as any grant exceeding \$25,000 a year (excluding pre- and post-doctoral fellowships and subcontracts.)

Priority will be given to applicants who are in their first four years of appointment.

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, and 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) 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 with all pages numbered 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 4 copies should be delivered to the University Research Reception on the second floor of Alumni Hall by 4:00 p.m. on the deadline announced for the Faculty Mentored Program. Late proposals are not accepted under any circumstances.

The Faculty Mentored Grant Program application consists of following sections. Proposals that do not adhere to these instructions may not be reviewed.

1. **Cover Page:** (at end of program description). Requires signatures of the applicant, Department Chair, and College/School Dean. 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. **Project Description** (no more than three single-spaced pages): The applicant should establish the significance of the research project by reviewing previous research, describing the proposed research project, and detailing how the project fits his or her overall research agenda. They should also articulate the role of their mentor in preparing an application for external funding. The reference list is not included in the page limits.

3. **Revised application** (if applicable; optional-1/2 to one page). In the case of a resubmission, the applicant may use up to one additional page to describe the ways in which the revised proposal is responsive to prior reviewer feedback.

4. **Potential for Extramural Support** (no more than half page): Describe potential for extramural support of the work, including probable funding agencies or foundations and types of funding mechanisms.

5. **Applicant's Vita** (no more than four single-spaced pages): A copy of the applicant's vita must be submitted with the application to support the investigator's 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. grant support

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

6. **Letter of Recommendation from Chair:** Applicants must submit a letter of recommendation from their Department Chair. This letter should:

- a. support the application
- b. acknowledge release time (if applicable)

- c. nominate or support a mentor (identify mentor's rank and qualifications if mentor is not from GSU)
- d. comment on the quality of the mentor-mentee match and relationship

7. **Letter from the Mentor:** The applicant must provide a letter from the proposed mentor indicating his or her willingness to participate in the program and support for the mentee.

8. **Mentor Vita** (no more than four single-spaced pages): The mentor's vita should support the mentor's qualifications in the proposed research area and should contain the following information:

- 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. grant support (including grant support that is pending)

Grant support information should include the following details:

- (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.

9. **Budget:** Support may be requested for graduate research assistants, student assistants, and support for one course release during the year (if allowed by applicant's college) or up to 10% of nine month salary in the summer. 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. Support may also be requested for supplies, participant remuneration, equipment, and travel 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 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 or to the mentored relationship. A budget format form is included in these guidelines for information purposes.

10. **Budget Justification:** A justification must be included for **each budget item**. All items (including equipment) should be justified in terms of use in the proposed research project. Computers are not an allowable expense except when the research project can not be accomplished with the typical computer supplied to faculty members and the appropriate justification is supplied.

Only limited funding of travel expenses will be provided, so any request for such funds needs strong justification and complete details. 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 for research purposes 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. External funding record of mentor
2. Applicant-mentor match
3. Scholarly significance of project and quality of the project
4. Applicant's potential for external funding (including results from earlier grant submissions) (Evidence of efforts to seek outside funding strengthens an application)
5. Budget description, budget justification, and efficient use of funds
6. Qualifications and research experience of the applicant  
(Applicants who have received support in the past from Internal Grants Programs are expected to have "tangible results" when applying for subsequent internal grant support.)
7. Time at GSU (priority will be given to applicants who are in their first four years of appointment)

**INFORMATION**

Further information about the Faculty Mentored Grant Program described in this announcement may be obtained by contacting:

Dr. Monica Swahn  
Associate Vice President for Research  
University Research Services & Administration  
Georgia State University  
219 Alumni Hall  
Email: [mswahn@gsu.edu](mailto:mswahn@gsu.edu)  
Phone: 404-413-1148

**FACULTY MENTORED GRANT  
BUDGET FORMAT**

Budget Item	Amount Requested
Graduate Research Assistants	
One course release (can be done through cost sharing)	
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.

<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.

**FACULTY MENTORED GRANT**  
**University Research Services & Administration**  
**COVER PAGE**



Project Number _____ (For Office Use Only)
---

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

Faculty Mentee	Faculty	Mentor
Name	Name	
Department	Department	
Telephone# ( ) -	Telephone# ( ) -	
Email Address	Email Address	
Amount Requested (\$10,000 maximum) \$	Amount Requested (\$1,000 maximum) \$	

Is this a revision of a previously submitted application to the Scholarly Support Program? Yes \_\_\_ No \_\_\_

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

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

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

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

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

At the time of submission, a protocol may not have received institutional approval by the appropriate compliance or safety board. Please note status as pending in these cases (even if the PI has not applied for approval). No funding will be provided until the protocol is approved.

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

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

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