



## **Scholarly Support Program Pilot Program**

**University Research Services & Administration**  
**Application due date: January 13, 2012**

### **PURPOSE**

The purpose of the Scholarly Grant Program is to support the scholarly and artistic activity of tenured or tenure-track faculty that will result in a significant and prestigious product (e.g., book, external funding, prestigious fellowship.)

One campus-wide competition is held each fiscal year, with the deadline to be announced by the Vice President for Research. Two to four awards are expected to be made during the piloting of this program. Principal Investigators are responsible for ensuring that activities conducted under the program are in compliance with all applicable University and Board of Regents policies and procedures.

### **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. Scholarly Support Grants are limited to a maximum of **\$15,000**, regardless of the period of performance. Allowable expenses include costs for student assistants, course release(s) as per the applicant's college workload and course buyout policies, summer support, project-related travel, participant remuneration, and research-related supplies and equipment. Course releases during the academic year are at the discretion of the applicant's chair and dean. Because department teaching obligations and policies vary, applicants should discuss their options with their chair early in the application process.

### **GENERAL ELIGIBILITY**

The Vice President for Research encourages all full-time, tenured and tenure-track faculty to submit research proposals in any academic discipline offered in the University. However, assistant professors in the first four years of their appointment and senior faculty members in the first two years of their appointment are encouraged to seek funding from other internal grant programs (e.g., Research Initiation, Mentored) that give them priority. Only those faculty members who have sought external funding during the last 3 years are eligible to apply. Receipt of external funding is not a requirement.

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. Faculty can only receive a Scholarly Support Grant once every ten years. 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. Questions about eligibility should be directed to the Associate Vice President for Research, ([mwahn@gsu.edu](mailto:mwahn@gsu.edu))

### **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.

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 University Research Reception Suite (room 217) on the second floor of Alumni Hall by 4:00 p.m. on the deadline announced for the Scholarly Support Program. Late proposals are not accepted under any circumstances.

A Scholarly Support Program application consists of the following sections. Proposals that do not adhere to these instructions may not be reviewed.

1. **Cover Page:** (fillable pdf file available at end of this program announcement) Requires signatures of the applicant, Department Chair, and College 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. **Abstract** (one-half page limit): This summary should include a statement of the objectives, methods to be employed, and the significance of the proposed research/creative work.

3. **Project Description** (no more than four single-spaced pages): This section addresses the questions: What do you intend to do? Why is the work important? What has already been done? How are you going to do the work? Thus, the project description should include: Objectives for the proposed work and expected significance, relation to past work in the area, project design and methodology, and expected product. Applicants in the arts can support their application by providing a link to a website that allows access to their creative works. A reference list should be included (if appropriate) but is not subject to the page limitations.

4. **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.

**5. Potential for Extramural Support:** Describe potential for extramural support of the work. Include the kinds of award sought, sponsoring agency, specific program announcement, and approximate deadlines.

**6. 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) (can be selected)

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.

f. External grant support applied for during the last 5 years including current year (but not awarded) with the following details:

(viii) Funding Agency

(ix) Title of award

(x) PI and Co-PI as listed in proposal

(xi) Total period of the award (since last competing renewal)

(xii) Total amount of award (since last competing renewal)

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.

**7. 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.

**8. Budget:** Support may be requested for graduate research assistants, student assistants, and support for course release(s) during the year and for summer salary. Support may also be requested for supplies, participant remuneration, equipment, and travel to engage in research activity. 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. A budget format form is included in these guidelines for information purposes.

**9. Budget Justification:** A justification must be included for **each** budget item.

Travel that is required to conduct research is eligible for funding. 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.

**10. Need of the applicant.** (Required only if applicant has current internal or external funding for research activities).

Listing of all internal and external funding for the applicant's research activities (including department funds) during the current and next fiscal year and an explanation for why the requested funds are needed to accomplish the proposed research goals.

**11. Letters of cooperation.** If the project depends on collaboration or cooperation of others, a letter of cooperation may be included. However, general letters of support from chairs or colleagues should **not** be included in the application.

**12. Appendix.** Include evidence that the project will result in a significant product within one year of the end of the funding cycle. Applicants whose expected product is a book must present evidence that significant work has already been done on the book and therefore will be "in press" during the year following the end of the funding cycle. The appendix must include a chapter outline. You may also include other evidence such as a book contract and reviews of a book proposal. An electronic version of the current draft of the book on a CD **must** accompany the application. Applicants whose expected "product" is a competitive grant proposal must include reviews from a prior grant submission, if applicable.

## **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 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. Probability the project will result in a significant product or outcome during the award period as judged by:
  - a) Prestige of the product
  - b) Significance of the project to the applicant's discipline
  - c) Project methodology
  - d) Innovation
  - e) Evidence provided in the appendix
2. Feasibility of time line that a significant progress toward the proposed "product: will be completed during the award year such that the "product" will be complete during the year following the funding cycle (e.g., a book that is in press, the external award or fellowship obtained).
3. Qualifications of the applicant
4. Evidence of attempt(s) by the applicant to obtain external funds
5. Need of the applicant as judged by:
  - a) current resources of the applicant to engage in research activities
  - b) previous internal support of the faculty member
  - c) costs associated with the proposed research project

## **INFORMATION**

Further information about the Scholarly Support 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

## SCHOLARLY SUPPORT APPLICATION BUDGET FORMAT

Budget Item	Amount Requested
Academic Year Salary	
Summer Salary	
Graduate Research Assistant(s)	
Student Assistants	
Supplies <sup>1</sup>	
Equipment	
Travel <sup>2</sup>	
<b>PROJECT TOTALS</b>	<b>\$</b>

Note: Each item should be justified in the budget narrative.

<sup>1</sup> Supplies may include, for example, consultants, computer software, data tapes, participant remuneration etc

<sup>2</sup>Travel expenses must be itemized and each item should be justified in the budget narrative.

**SCHOLARLY SUPPORT PROGRAM**  
University Research Services & Administration  
**COVER PAGE**



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

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

Principal Investigator(s): \_\_\_\_\_

Department(s): \_\_\_\_\_ Telephone #: \_\_\_\_\_

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

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

Name of Department Business Manager \_\_\_\_\_ Phone Number \_\_\_\_\_

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: \_\_\_\_\_