



**Cleon F. Arrington**  
**RESEARCH INITIATION GRANT PROGRAM**  
University Research Services & Administration  
Application Deadline: January 8, 2010

**PURPOSE**

The purpose of the Cleon F. Arrington Research Initiation Grant Program is to promote the scholarly and artistic activity of the faculty and to foster academic excellence within the University. Priority for one award will be given to *new* members of the faculty (defined as assistant professors in their first four years at Georgia State University and senior faculty members in their first two years.) Other faculty members may apply when embarking on a new scholarly initiative.

The primary criteria for review of applications will be the intrinsic scientific, scholarly, or artistic merit of the proposed project. One campus-wide competition is held each fiscal year, with the deadline to be announced by the Vice President for Research. Principal Investigators (PIs) 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. Research Initiation Grants are limited to a maximum of \$10,000, regardless of the period of performance. Allowable expenses include money for student assistants, one course release (if allowed by college) or summer support, project-related travel, participant remuneration, and research-related supplies.

**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. Faculty members may only receive one Research Initiation Grant during a four year period. Priority is given to faculty members who are new to Georgia State University (defined as assistant professors in their first four years at Georgia State University and senior faculty members in their first two years). Applicants who are not new to Georgia State University can request support for new research initiatives. Ongoing research, however, is not eligible for award consideration. The applicant should be very specific in demonstrating the **originality** of the initiative in relation to his or her past research.

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 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 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 the University Research Reception on the second floor of Alumni Hall by 4:00 p.m. on the deadline announced for the Research Initiation Program. Late proposals are not accepted under any circumstances.

A Research Initiation application consists of nine (9) parts. 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 Dean. Use the most current version of this cover page.

**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 significance of the proposed research/ creative work, objectives, and methods to be employed.

3. **Project Description** (no more than four single-spaced pages): This section should address the significance, past work in the area (i.e., theoretical and empirical work, including the applicant's own work), objectives for the proposed work in relation to past work in the area, and project design and methodology. Applicants in the arts can support their application by providing a link to a website that allows access to their creative works. Applicants who are not new to Georgia State University (as defined under eligibility) should explain how the proposed work is a **new** research initiative. A reference list should be included (if appropriate) but is not subject to the page limitations.

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

5. **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. 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 a University Research Services & Administration internal grant program within the last five years is required. Incomplete data will exclude one from eligibility. Applicants who have been funded in the past by URSA's internal grant program are expected to have applied for external funding.

7. **Budget:** Support may be requested for graduate research assistants, student assistants, and support for one course release during the year or up to 10% of nine month salary in the summer. 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. 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 specific justification provided in the Budget Justification that directly relates to the project description.

A budget format form is included in these guidelines for information purposes.

8. **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. 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 project description.

Funding for conference travel to present results of the project is not a sufficient rationale.

Travel that is required to conduct research is eligible for funding. Air and train travel must be calculated on the basis of economy rates. Estimated costs for food 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.

**9. 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.**

## **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. Significance: intrinsic scientific, scholarly, and/or artistic merit of the project
2. Soundness of the objective, clarity of hypothesis or research questions, or potential to produce works of artistic value
3. Quality of project design - appropriate methods and measures used to accomplish the project's goals/objectives
4. Feasibility of the project/ realistic timeline for the project

5. Potential for external funding for the project (this will be judged in the context of the availability of funding in the applicant's discipline.)
6. For applicants who are not new to Georgia State University, the degree to which the proposed work is a **new** research initiative for the applicant.
7. Qualifications of the key applicant  
Applicants who have received considerable support in the past from Internal Grants Programs are expected to have "tangible results" when applying for subsequent internal grant support. Applicants who have been funded in the past are expected to have applied for external funding.
8. Length of time at GSU. Priority will be given to Assistant Professors in their first four years of their appointment and to new senior faculty members in their first two years at Georgia State University

### **INFORMATION**

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

Dr. Amy R. Lederberg  
Associate Vice President for Research  
Georgia State University  
University Research Services & Administration  
218 Alumni Hall  
Email: [alederberg@gsu.edu](mailto:alederberg@gsu.edu)  
Phone: 404-413-3505

## RESEARCH INITIATION 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

<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 INITIATION GRANT**  
**University Research Services & Administration**  
**COVER PAGE**



Project Number _____ (For Office Use Only)
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**Title of Project:** \_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

Name of 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)

**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)

**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.)

**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.)

**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.)

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

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

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