

Florida Gulf Coast University
Office of Research and Sponsored Programs
2012-2013 Internal Grant Program

PROPOSAL PREPARATION AND SUBMISSION

In order to provide opportunities and resources for professional growth and advancement within the academe and to encourage and facilitate research and scholarship by its faculty, Florida Gulf Coast University (FGCU) has established the *ORSP Internal Grant Program (IGP)*. Recipients may use these awards to develop and conduct a pilot project that will be expanded at a later date, to implement small research projects, or to act as matching funds for other externally funded research.

Eligibility

All full-time faculty members currently employed at FGCU are eligible to apply.

Project Scope and Restrictions

Proposals should be limited to projects that can be completed within 12 months from the start of the project (July 1st – June 30th). Awards are limited to a maximum of \$5,000 per project. Projects may receive partial funding in some cases. Funding will not be provided for work to fulfill degree requirements, for projects judged to be profit-oriented, for conference travel or fees, for literature reviews, or for memberships to professional organizations.

Submission Instructions and Deadline

Applicants should submit their original proposal to the *Office of Research and Sponsored Programs (ORSP)* **no later than 5:00 pm. on Monday, March 12, 2012.**

Upon receipt of the application, ORSP will review the proposal for completeness, format accuracy, and will provide copies to the Faculty Senate's *Grants and Research Team* for consideration. Submitted proposals not conforming to the following guidelines will be returned to the Principal Investigator without being reviewed.

PROPOSAL REVIEW and SELECTION CRITERIA

Recognizing that research and other scholarly activities take many forms at Florida Gulf Coast University, the University-wide *Grants and Research Team* of the Faculty Senate will be responsible for the review and selection of proposals submitted by faculty. Each proposal will be evaluated using the Evaluation Criteria included in this document. Applicants will be notified by the end of the spring semester of the status of their proposal (approved or denied). The expected start date for projects is July 1st.

REQUIRED FINAL REPORT

Funded projects are to be completed within one year, with a brief final report (approximately 3-4 pages) due on or before June 30th of next year. The report should include a description of:

- The project's execution,
- Student involvement in the project,
- The preliminary or final results the benefits derived by the recipient from the project,
- Future work that may emerge from the recipient's involvement in the funded project, and
- External sources of funding that will be sought as a result of receiving an *ORSP Internal Grant Program* award.

If the award recipient determines that the final report will not be completed by this date, she/he **must** submit a written request for an extension, with justification, to the Office of Research and Sponsored Programs, Holmes Hall, room 112, no later than 30 days prior to the deadline for project completion.

Failure to comply with these instructions may negatively impact any subsequent proposals submitted to the *ORSP Internal Grant Program*. Available funding for this program is contingent upon funds being available as defined in Florida Statute 1004.22.

PROPOSAL FORMAT

The application is to be printed on one side of standard 8.5" x 11" paper, double-spaced, using Times New Roman 10-point, and with top, bottom, and side margins of one inch. The proposal is to be presented in the following sequence:

Title Page (Maximum of one page)

Include the following:

- Applicant's name(s),
- Associated academic unit
- Title of the proposed project,
- Grant amount requested.
- A brief executive summary or abstract of the proposal.
- Both the source and the nature of requested external support if the applicant is seeking funds from an extramural source for the proposed project

Internal Approval Form and Checklist

The completed Internal Approval Form and Checklist (attached), with appropriate signatures **in blue ink**, should follow the Title Page.

Project Narrative (Maximum of five pages)

The main body of the proposal should be written in a clear and concise manner, keeping in mind that the proposal's reviewers might not be familiar with the particular field of study involved. The project narrative must address the following elements:

- Definition of the problem and identification of the project's goals.
- Explanation of the project's placement within the current state of relevant scholarship. (In the case of projects that continue work previously supported through the University or through extramural funding, include a discussion of the completed work.)
- Description of the methodology and a timetable for the project's completion.
- Description of the project's expected results/benefits and how these will be disseminated or incorporated into other scholarly efforts. If the proposed project is a pilot, identify any specific programs or agencies that future proposals may target.
- List potential external funding sources that will be applied to as a result of receiving an IGP award.
- Include all evaluation criteria not specifically included in the appendices.

References (Not included in the five page maximum.)

Provide a list of references.

Project Budget and Budget Justification (Not included in the five page maximum.)

The budget may include:

- Personnel costs,
- General project expenses, and
- Travel costs associated with the project (but not associated with attending conferences).

The budget justification should explain, on a line item basis, how the costs were calculated.

Appendix 1: Qualifications of Applicant (Not included in the five page maximum.)

Briefly outline the applicant's qualifications (two page maximum per personnel). This should be a summary of the applicant's background, emphasizing experiences and accomplishments that are relevant to the proposed project. A standard curriculum vita is usually not appropriate for this purpose.

Appendix 2: Current and Previously Received Funding and Pending Support (Not included in the five page maximum.)

Detail all current or previous funding relevant to the proposed project, any prior funding from the ORSP Internal Grant Program, regardless of subject and a list of all proposals for grants or contracts that have been submitted but not yet awarded.

Proposals that do not include the above sections or that do not follow the prescribed format will be returned, un-reviewed, to the applicant.

EVALUATION CRITERIA

The following criteria will be evaluated by the *Grants and Research Team*:

Project Significance (15%)

Does the proposal identify the need for the project by describing the nature and the magnitude of the problem being addressed as well as the potential contribution the project will make, either toward finding a solution or toward extending existing research efforts? At what scale will the results of the proposed project be of benefit (e.g., local, regional, national, etc.)?

NOTE: Applicants are encouraged to include benefits to the University where applicable.

Project Design (10%)

Does the project appropriately address the problem identified? To what extent are the project's goals specified and measurable? Are adequate resources and facilities available to attain these goals? Is the project timetable appropriate?

Qualifications of the Applicant (5%)

Has sufficient evidence been provided demonstrating that the applicant has the requisite experience and competency to successfully complete the project? Has the applicant successfully fulfilled previous research commitments?

Professional Development (10%)

Has the applicant articulated how the proposed project fits into her/his own long-term agenda for research, artistic achievement, or other scholarly activities?

Proposal Format (5%)

Applicant followed stated proposal guidelines: title page, narrative, budget, and appendices, 10 pt. font, limited to five double-spaced type written pages.

Narrative (10%)

Problem addressed and goals defined; background; clear methodology; and expected outcome.

Project Budget (5%)

An itemized budget, including needed resources such as lab space, along with a brief budget justification must be submitted with the proposal.

Organization (5%)

The application is clearly written and well organized.

FGCU/ORSP Mission (15%)

Discuss the relationship of the project or research to the University's and Office of Research and Sponsored Programs missions.

Potential for Future Funding (20%)

Clearly describe your project's potential for external proposal submissions and its chances of being submitted for external funding through OSRP by the end of the project period. Please note that this section is very important and carries an overall weight of 20% on your proposal.

**Office of Research and Sponsored Programs
2012-2013 Internal Grant Program**

Internal Approval Form and Checklist

This document was created using form fields. Place your cursor on the gray box to highlight it and begin typing. The text fields will expand as needed. Click in a box to mark an "X".

Title of Proposal:

Principal Investigator:			
Name:		Dept:	
Title:		College:	
Co-Investigator:			
Name:		Dept:	
Title:		College:	

Is this proposal a resubmission? no yes If yes, what year was it submitted?
Please give the title of the previously submitted proposal:

Signature of Principal Investigator/Date

Signature of Co-Investigator/Date

Signature of Department Chair/Date

Signature of Director or Dean/Date

CHECKLIST (to be completed by Principal Investigator)

- _____ Title Page with applicant(s) name, department, title of proposed project and amount of funds requested.

- _____ Internal Approval Form and Checklist (this form) signed by appropriate individuals in blue ink.

- _____ Project narrative not exceeding five double-spaced pages with a minimum 10 point font. Include potential external sponsors for the proposed project.

- _____ References.

- _____ Itemized Budget and budget justification.

- _____ Appendix One: Qualifications of Applicant (abbreviated curriculum vitae not to exceed two pages per person)

- _____ Appendix Two: Pending/Funded grants or contracts; current or previous funding relevant to proposed project; previous ORSP Internal Grant funding regardless of subject.