

University Interdisciplinary Grant Program

The purpose of the University Interdisciplinary Grant is to provide support to GSU faculty members to (1) encourage scholarly program and research activities that initiate a cross disciplinary and collaborative spirit and (2) encourage the development of a proposal for submission to an external sponsor. Two applications will be funded for FY 2016 for up to \$2,500 each.

Attached are the *Guidelines for the University Interdisciplinary Grant* and *FY 2016 University Interdisciplinary Grant Application Cover Page*. *Guidelines for the University Interdisciplinary Grant* detail the expectations of the application and outcomes/deliverables. Applications without all required items or not submitted by the due date will be returned without review for funding consideration. Applicants who receive UIG funding must submit a complete external proposal to OSPR to be considered for a future UIG project.

Questions about the *University Interdisciplinary Grant* application should be sent to OSPR@govst.edu.

Application Requirements

- Complete *FY2016 University Interdisciplinary Grant Application Cover Page* with appropriate signatures/approvals.
- The application must contain a 2-3 page project narrative that includes:
 - identification of an external funding opportunity that the applicant would submit a proposal for by the end of the project;
 - collaborator from another department and collaborator's role;
 - detailed budget and budget justification; and
 - explanation of how the project activities will lead to an external proposal.
- If proposing a project that involves human or animal subjects, submit a protocol application to the Institutional Review Board or Institutional Animal Care and Use Committee prior to the UIG proposal submission to OSPR. A copy of the IRB or IACUC protocol application must be included with the UIG application.

Expected Grant Outcomes

- A complete draft external proposal to UIG Committee c/o OSPR by **Monday, May 2, 2016**.
- The draft external proposal must consist of all the required components the funding opportunity requests.
- Letter of Inquiries are not an acceptable outcome for the UIG.

The *University Interdisciplinary Grant* application must be submitted to UIG Committee c/o The Office of Sponsored Programs and Research or via email to OSPR@govst.edu on or before the deadline, **Friday, November 20, 2015**.

University Interdisciplinary Grant Timeline

Activity	Due Date
Opportunity Announcement	August 17, 2015
Applications Due to OSPR	November 20, 2015
Recipient Notification	December 18, 2015
Project Earliest Start Date	January 8, 2016
Draft External Proposal Due to OSPR	May 2, 2016

Guidelines for the University Interdisciplinary Grant

The purpose of the University Interdisciplinary Grant is to provide support to GSU faculty members to (1) encourage scholarly program and research activities that initiate a cross disciplinary and collaborative spirit and (2) encourage the development of a proposal for submission to an external sponsor.

- A. The *University Interdisciplinary Grant* application must contain a 2-3 page project narrative that includes (1) identification of an external funding opportunity that the applicant would submit a proposal for by the end of the project, (2) collaborator from another department and collaborator's role, (3) a detailed budget and budget justification and (4) explanation of how the project activities will lead to an external proposal.
- Identification of an external funding opportunity the applicant would submit must include the potential sponsor and can include a Request for Proposal number, notice of an upcoming funding opportunity or the web address of an open funding opportunity. A copy of the opportunity announcement can also be included with the application. Letter of Inquiries are not an acceptable funding opportunity.
 - Collaborators should be identified and a description of the role of the collaborator(s) should be provided. At least one collaborator must be from another department. Collaborators from another institution with a different disciplinary field are allowed. If using a collaborator from another institution, please include their vitae or biosketch with the application.
 - The budget justification must provide reasoning for the potential use of funds and how it will support the interdisciplinary grant proposal to be written.
 - Explanation of how the project activities will lead to an external proposal. The applicant must link how the proposed activity is necessary to complete an external proposal.
- B. The application must contain a budget, up to \$2,500, that provides a detail of how funding is to be used during the project period. In constructing the budget include:
- All personnel, their role on the project and the amount to be paid. Graduate student worker payments will be set at the minimum wage for all applications. If the applicant demonstrates that the graduate student worker has special skills for which a higher hourly rate may be required (for example, research skills, language skills, statistical skills, equipment skills), a higher rate may be requested.
 - Goods and other services – postage, books, tapes, printing, etc.
 - A "Commodity" is an item \$500 or less or an item which can be shown to be disposable despite the cost.
 - Equipment is defined to be permanent items over \$500. These items will receive equipment inventory tags.
 - Contractual items and services are purchased under contract with the vendor, such as software or consultants. Anyone requesting funds for a consultant must provide the consultant's name(s), their vitae or biosketch, describe the type of work to be performed and provide the consultant's consulting fee (preferably in unit rates, i.e. per hour). You should also demonstrate the need for the consultant's expertise in the narrative.
 - Travel should include destinations (within the United States), cost and dates. If funds for travel are requested, you should fully explain the various travel expenses and why travel is necessary to complete the project in the budget justification. Standard university procedures must be followed for all travel requests. This includes the completion and approval of Out-of-State Travel requests prior to the actual travel.
- C. The Dean and Division/Department Chair signature signifies the unit's approval of the faculty members work on the proposal, graduate student worker wages, and overall project approval.
- D. If you are proposing a project that involves Human Subjects or Animal Subjects, University policy states that any persons conducting research and other activities which involve human subjects or animal subjects must submit a protocol application to the Institutional Review Board or Institutional Animal Care and Use Committee prior to UIG application submission. Please provide a copy of the IRB or IACUC protocol application with the UIG application. If you have an approved protocol, please include a copy of your approval letter with the UIG application. Visit the IRB website for additional information regarding the process at www.govst.edu/irb or contact the IRB chair at IRB@govst.edu. Visit the IACUC website for additional information regarding the process at www.govst.edu/iacuc or contact OSPR at osrp@govst.edu.
- E. Applications without all required items will be returned without review for funding consideration.
- F. Applicants who receive UIG funding must submit a complete external proposal (a letter of intent is not acceptable; it must be a full proposal) to OSPR to be considered for a future UIG project
- G. Grantees must submit a complete external proposal to OSPR by the due date. This proposal must consist of all the required components that the funding opportunity requests.
- H. All funds must be obligated 30 days prior to the project end date. No project may be extended past the end date without OSPR approval.
- I. Submit all documentation to UIG Committee **c/o The Office of Sponsored Programs and Research** or via email to OSPR@govst.edu on or before the deadline.