

**Office of Research**  
**FY20 Faculty Pilot/Seed Grants to Attract External Funding**  
**Request for Proposals**

The Office of Research invites grant proposals for faculty projects that have strong potential to attract external funding. Awards of up to \$15,000 will be made to support preliminary studies to position faculty to develop and submit competitive external proposals as well as for acquisition of data for resubmissions of declined external proposals. Potential and plans to attract external funding are the primary criteria. PIs (Principal Investigators – faculty project directors) must demonstrate a clear and logical plan linking the proposed grant to external funding opportunities and commitment to pursue those opportunities. The Faculty Pilot/Seed Grants are contingent upon availability of funds.

We intend to reserve some funds for, and thus particularly encourage applications from:

- PIs preparing revised submissions in light of feedback received from the funding agency.
- PIs of projects in the social and behavioral sciences as well as those who have an interdisciplinary nature including the social and behavioral sciences.

**DEADLINE**

**Full proposals must be submitted to [sponprog2@kennesaw.edu](mailto:sponprog2@kennesaw.edu) no later than 5:00 p.m. EST on April 30, 2019.** The subject line of the email should be: FY20 Faculty Pilot/Seed Grants. Combine the proposal components, including the budget, into a single PDF. Name your file using the following format: Last name\_First initial\_FY20OVPR\_abbreviated project name. For example: **Corso\_P\_FY20OVPR\_HospitalSleep.**

See the Proposal Components section for instructions on how to prepare a proposal.

**ELIGIBILITY - Applicants must be tenured or tenure-track KSU faculty** and be current with the Office of Research reporting requirements from prior awards.

**BUDGET - All amounts should be in whole dollars. The total may not exceed \$15,000. Eligible costs include:**

- **Salary:** Replacement costs for course release(s) at College/Department payment rate or summer salary plus fringe. It is the PI's responsibility to secure permission from their chair/dean for course releases. The Office of Research must receive concurrence for a course release by email from the chair/dean. Summer salary can only be paid in May or June 2020. If funded, you will need to make timely arrangements for summer payroll.
- **Supplies, materials, software.**
- **Equipment** (useful life of more than one year and cost of \$5,000 or more).
- **Travel** necessary to produce a competitive proposal – you must document how the travel directly benefits the proposal – in general, conference travel will not be allowed unless the direct benefit to the proposal is sufficiently explained.
- **Consultants**, including provision of applicable vendor services.
- **Incentives for human subjects; costs for animal purchase and/or care.**
- **Other direct costs normally associated with sponsored projects.** Indirect costs are not allowed in this internal grant program.

Please note: **All expenses must post to KSU's financial system by June 30, 2020**; therefore, all project expenses *other than summer salary* must be in KSU's system by April 15, 2020. **Any expenses that do not follow these guidelines will be charged to the PI's department.**

Don't worry too much about the budget. If your proposal is selected for funding we will work with you to assure compliance and appropriateness of the budget before initiation of the project.

## PROPOSAL COMPONENTS

All documents should be 11 point font, with at least half-inch margins. You certainly do not have to use all of the space allowed by margins, spacing and page limits.

### 1. Current or prior internal support – **one page maximum.**

- a. **Results of prior Office of Research support** (if applicable). Provide the following information for any prior Office of Research Faculty Pilot/Seed Grant support:
  - The title of the project;
  - A summary of the results of the completed work, including accomplishments;
  - Publications or other products resulting from the grant;
  - Proposals for external funding submitted as a result of the grant. Proposals from former or current recipients of Office of Research Faculty Pilot/Seed Grants who have not submitted external proposals are unlikely to be funded.
- b. **Other internal support** - List any other internal support you have had as an investigator (not necessarily on the proposed project) in the last 3 years. This could include departmental or college support, start-up, GRAs, CETL funding, etc. List any proposals currently under consideration as 'pending' support.

### 2. Project Narrative – **five pages maximum** – The project narrative should provide a clear statement of the work to be undertaken and should include sufficient background for a knowledgeable general audience to understand the importance of the work. Figures, legends and tables are counted in the 5-page limit. URLs that provide information related to the proposal may be included but will only be read at the discretion of the reviewers, i.e. do not assume that they will follow the link. The narrative should include the following sections:

- A. PROJECT DESCRIPTION: This section should include i) sufficient background for a knowledgeable general audience to understand the importance of the work, and ii) a narrative of the plan including descriptions of specific aims/objectives, approaches (methods/procedures), and explanations of the significance of the work.
- B. RELATION TO OTHER WORK: Describe i) how the project relates to the PI's long-term research goals, and ii) the relation to other work in progress by the PI under other support (overlap);
- C. TIMETABLE: a schedule for which efforts, results, publication, and external submission(s) are anticipated.

### 3. Targeted External Funding Opportunities – **one page maximum** – include the following information for all targeted proposals:

- Potential – how will success in the proposed work position you to compete for external funding? Indicate here if you meet the targeted agencies' criteria for early career or new investigator.

- Funding agencies, programs or solicitations and a brief explanation why you are targeting those opportunities. If you have already contacted program officers and/or submitted proposals and received feedback, include this information. (Contacting POs for preliminary feedback on appropriateness of the proposal for the funding mechanism, etc. is **highly** encouraged.).
- List any external proposals already submitted on the project. Include reviews as an addendum if resubmission is being prepared (does not count against page limit). A statement of how the reviewers' critiques will be addressed will strengthen your proposal and is appropriate here.

**4. References Cited – no page limit**

- Reference information should be cited in a form appropriate to the field, preferably with links to allow reviewers easy access if desired.

**5. Budget - one page** - Please use the provided budget template spreadsheet (located online here: <https://research.kennesaw.edu/docs/FY20-FacultyPilotSeedGrant-BudgetTemplate.xlsx>) and transfer the finished table into the final document.

**6. Budget Justification – one page maximum.** Justify all expenses.

**7. Biosketch(es)** - One biosketch per PI/co-PI. Use a format appropriate to the agency or organization to which external proposals will be submitted. PIs are strongly encouraged to include links to a Google Scholar profile, NCBI My Bibliography, ORCID, Digital Commons or other online reference tool to ease evaluation of publication records.

**ACKNOWLEDGEMENTS AND CERTIFICATIONS**

By submitting a proposal, each PI/co-PI certifies that:

- (1) the information submitted within the application is true, complete, and accurate to the best of her/his knowledge;
- (2) any false, fictitious, or fraudulent statements or claims may subject her/him to criminal, civil, or administrative penalties;
- (3) she/he agrees to accept responsibility for the scientific conduct of the project and to provide the required progress report if a grant is awarded as a result of the application;
- (4) she/he agrees to accept the obligation to comply with award terms and conditions and University's policies and procedures if an award is made as a result of this application;
- (5) she/he acknowledges the obligation to assign inventions and patents to KSURSF that are conceived or developed in connection with the use of Office of Research Faculty Pilot/Seed Grants; and
- (6) she/he acknowledges the obligation to promptly report and fully disclose the conception and/or reduction to practice of potentially patentable inventions to the Kennesaw State University Office of Research. Such inventions shall be examined by KSURSF to determine rights and equities therein in accordance with the Policy.

**Office of Research**  
**Faculty Pilot/Seed Grants to Catalyze External Funding**

**Frequently Asked Questions**

<b>Q: Is this opportunity for basic research projects only?</b>
<b>A:</b> No. The RFP refers to “projects that have potential to attract external funding.” Projects from all disciplines are welcome. However, it is expected that all projects should have a research or scholarly component.
<b>Q: What are the criteria for selection?</b>
<b>A:</b> The primary purpose of these grants is to provide pilot or seed funding for KSU faculty projects that can attract external funding (grants, contracts). PIs must demonstrate that they have external funding objectives and present a clear and logical plan linking the proposed grant to one or more external funding opportunities. Interdisciplinary, translational and transformative aspects are often characteristics for which funding agencies are looking. Appropriateness of the budget is also a factor, including not only reasonableness given the scope of work proposed but also relative to the external funding targeted (e.g. a \$15,000 request to pursue a \$10,000 grant would be a negative factor in review).
<b>Q: The RFP says to specify which sponsors or programs I intend to target. How do I know which sponsors or programs would be interested in my project? Can I have staff members in the Office of Research conduct funding searches for me?</b>
<b>A:</b> Assisting faculty in finding funding opportunities is a normal function of the Office of Research and faculty members are encouraged to contact Natasha Williams ( <a href="mailto:nwill201@kennesaw.edu">nwill201@kennesaw.edu</a> ) for assistance well ahead of deadlines. We strongly recommend using the Pivot funding opportunities database, available here: <a href="https://pivot.proquest.com">https://pivot.proquest.com</a> . This database includes funding opportunities in all disciplines. You may also consult the Office of Research website for more information on funding sources: <a href="http://research.kennesaw.edu/resources/external-funding.php">http://research.kennesaw.edu/resources/external-funding.php</a> .
<b>Q: Can you give me more specific guidance on the budget? Can Office of Research staff prepare my budget for me?</b>
<b>A:</b> Office of Research staff cannot prepare your budget for you for this funding opportunity. Please note the following: <ul style="list-style-type: none"><li>• Any combination of allowable line items is fine. Each project is different. Ask for what you need and justify it.</li><li>• Any request for summer salary must be based on a percentage of time applied to your normal rate of pay. One month of time for nine month faculty (the maximum that can be requested) = <math>1/9 = 11.11\%</math> of your normal salary. The budget template will calculate the requested salary and fringe based on the annual salary and percentage of effort entered. You must use the <a href="#">Faculty Pilot/Seed Grants budget template</a> included as part of the RFP.</li><li>• For replacement costs, please check with your chair or dean for the appropriate amount.</li><li>• Estimate any travel based on KSU’s normal travel rules.</li><li>• Estimate supplies and materials.</li><li>• Consultant costs include project advisors paid according to a daily rate, as well as vendors providing services such as testing of samples.</li></ul> <p><u>Don’t worry too much about the budget.</u> If your proposal is selected for funding we will work with you to assure compliance and appropriateness of the budget before initiation of the project.</p>

<b>Q: Can an application have more than one PI?</b>
A: Yes.
<b>Q: Can I submit more than one proposal?</b>
A: Yes.
<b>Q: Can we submit a proposal that was previously submitted to the Office of Research or another internal funding opportunity?</b>
A: Yes, though you should consider revising carefully if you plan to submit a proposal that was previously declined. Also, you should remember that the focus of this opportunity is your project's potential to attract external funding. If potential for external funding was <i>not</i> the focus of the opportunity to which you applied previously, then an identical resubmission will not be very competitive. As with all grants, you should tailor your proposal to the funding opportunity. If the other submission was funded, it must be acknowledged in the proposal.
<b>Q: Can someone in the Office of Research review my proposal and give me feedback?</b>
A: We will try. If you would like, a brief concept paper or proposal draft may be sent to Jonathan McMurry ( <a href="mailto:jmcmurr1@kennesaw.edu">jmcmurr1@kennesaw.edu</a> ), who, time allowing, can give preliminary feedback. If you wish to take advantage of this, please work well ahead of the deadline.
<b>Q: Can some of the funds be used to pay a full-time staff member (non-faculty) to do some of the work?</b>
A: These internal grants are being made with state funds. Please check with HR for KSU's policy on paying staff members. In general, the answer is no.
<b>Q: Can I pay a Center or Institute to do some work for me?</b>
A: Yes, you can pay a Center/Institute to do some work. Funds will be transferred to the applicable Center/Institute. However, because these are state funds, they must be spent by June 30, 2020.
<b>Q: Are letters of support needed? May I include a letter of support if I want to?</b>
A: No. No.
<b>Q: The purchase of equipment is permitted in the budget for this Faculty Pilot/Seed grant. Does that include a laptop computer?</b>
A: The term "equipment" refers to an item costing \$5,000 or more and having a useful life of more than one year. Most laptops would therefore be considered supplies, not equipment. Both supplies and equipment are allowable expenses. In either case, you should explain in the budget justification why you need them to accomplish the proposed work. <u>Generally speaking, we do not want to fund laptops or other items that are not truly necessary to the project and/or should be provided by your department or division.</u>
<b>Q: If I received a FY19 Faculty Pilot/Seed Grant and have not yet submitted the required final report, am I still eligible to apply for an Office of Research grant this year?</b>
A: Yes, if you submit a brief progress report prior to submitting a FY20 proposal. Please keep in mind that performance on prior Office of Research support will weigh heavily in our decision process, i.e. if you proposed to submit external proposals and have not, that is a lack of performance that will be a serious negative factor in evaluating your proposal.