FAQs for ORSP FOA 2013-01

Applicant Eligibility

1. Can I submit both an Individual grant proposal and a Collaborative grant proposal?

   A: You may apply either for an Individual Investigator grant or for a Collaborative grant, but not for both as the primary PI. That is, an individual may be the designated Principal Investigator on either an Individual Investigator or a Collaborative Group proposal, but not on both. An applicant for an Individual Investigator award may also participate as a core member of a Collaborative Grant but is not eligible to serve as its PI. Note also that an applicant for an Individual or Collaborative proposal may also apply for an Intensive Methodological Training Grant (FOA 2013-02).

2. I am a Lecturer without Principal Investigator (PI) status at SF State. Am I eligible for this FOA?

   A: Unfortunately no, not for this opportunity.

3. I am an emeritus faculty member. Am I eligible to apply for Individual Investigator/Collaborative Group funding?

   A: No. Only current full-time tenured/tenure-track faculty members may apply.

4. I will be on sabbatical in Spring 2014. May I still apply?

   A: Yes. Tenured/tenure-track faculty who will be on sabbatical during part of the funding period are eligible. A sabbatical can be an ideal period in which to focus on research and creative activity. Be sure to state your sabbatical leave, however, in your application.

5. I was funded by ORSP previously as the team leader of an interdisciplinary
cluster. May our team apply for funding through this new FOA?
A: Yes, you may apply for funding with same or different group members, under the same or a different title.

6. I am a member of an ORSP-funded Institute/Center planning group. Can I submit a new Collaborative proposal in response to this FOA?
A: Yes. (Note that Official Research Service Organizations at SF State are not eligible to apply.)

7. I currently have funding through another source internal to SF State. Do I still qualify to apply for this FOA?
A: Yes. In your application, please identify the sources of all funding for the past two years, including start-up funds if applicable. It’s a good idea, with any previous or current funding, to briefly describe the concrete progress you have made as a result of that support. Funds requested should complement, not directly duplicate, items currently funded by other sources.

8. I’ve never been funded by any funding source before. Will that limit my ability to compete for this opportunity?
A: No. Investigators, scholars and artists at all levels, including those who are early in their careers and/or have not previously received grant funding, are all welcome to apply. Your proposal will be evaluated, in part, based on your qualifications and potential for accomplishing your proposed aims. These factors will be assessed by the reviewers based on the productivity information you provide in the proposal, as relevant and appropriate to your specific career stage.

Project Eligibility

9. My professional work is oriented toward the delivery of programs and services. Is that an appropriate focus for this FOA?
A: Program and service settings provide ideal environments for testing of theory, performing original interventions, or collection of other original data. This FOA is directed toward the development of original work, whether basic, applied, or artistic. Therefore, proposals solely related to direct services without a research emphasis will not be funded.

10. I am interested in obtaining funds to do a secondary data analysis. Is that allowable under this FOA?
A: Yes. Secondary data analysis is an acceptable methodology for proposals responding to this FOA. The reviewers will evaluate the originality of the proposed work as one of the review criteria. In this case, they will be looking at the originality of the research question you intend to address using
those data, rather than the originality of the data collection method itself.

11. **May I submit a proposal for funds to support part of a larger project?**

   A: All proposed projects should be directed towards obtaining tangible results such as a journal article, book prospectus, seminar, colloquium, conference paper, public exhibition, community project, or concert. Such tangible results may be a part of a more extensive project. If this is the case, please explain within your proposal narrative the larger context of the work for which you are requesting ORSP funds.

12. **May I apply for an Individual Investigator award to be used in conjunction with funding I have already received from another source?**

   A: Concurrent funding from another source doesn’t prevent you from holding an Individual Investigator award, as long as it is non-duplicative. That is, you may not request funding from ORSP for line items that are already covered by your other funder. Clarify this explicitly in your budget justification (on the excel sheet). If you receive a fundable score in this ORSP competition, you will be asked later on to provide more detailed documentation of your concurrent funding.

13. **The FOA says that all proposed projects should be directed at obtaining a tangible result (e.g., journal article, book prospectus, etc.). What about the preparation of a grant proposal? Would that be considered a suitable tangible outcome?**

   A: Yes, if the proposal will be submitted within six months of the project end date. Please specify in your narrative the deadline date and prospective funder for the intended submission.

14. **This FOA does not include a call for Intensive Methodological Training proposals. ORSP has supported those in the past. Is ORSP funding still available for that purpose?**

   A: Yes, through a different FOA and a separate application process, ORSP continues to support intensive methodological training for SF State investigators. Please see [FOA 2013-02](#).

15. **Is it possible to submit a proposal for travel only?**

   A: No, travel only proposals are not eligible.
16. **Is there a minimum budget amount for this FOA?**

   A: No, there is no minimum budget.

17. **What do you mean by a “reasonable budget”?**

   A: A reasonable budget meets the following criteria: (1) It is appropriate to carry out the work you propose within the specified funding period. (2) It accurately reflects the costs of conducting the proposed activities (taking into account the contributions of the personnel). (3) It includes all items necessary to perform the proposed activities (e.g., relevant supplies and equipment, travel). The reasonableness of your budget is one of the specific elements of your proposal that will be evaluated by the reviewers.

18. **I would like to budget for release from teaching a course. Is that allowed?**

   A: Yes. However, all requests for course release time must be approved by your Chair before you submit your application. Include a statement in your narrative verifying that you have received the necessary approval.

19. **My Individual project budget is likely to exceed the suggested $15,000. Can we ask for more?**

   A: This year, unfortunately no. And keep in mind that the reasonableness of the budget is one of the review criteria. The reviewers will determine whether the amount you have requested is justified, and will score your proposal accordingly.

20. **My proposed project involves key persons from multiple institutions. May I request funds in my budget to support personnel in other organizations? What about foreign organizations?**

   A: In projects involving multiple institutions, whether domestic or foreign, SF State must be designated as the prime institution. Funding allocations for collaborators at other institution(s) should be developed in consultation with Alison Sanders, ORSP Director.

21. **May I budget funds to pay collaborators who are not affiliated with any academic institution or official entity?**

   A: Yes. Please list these individuals as Consultants in “Section II (1. Personnel)” of your budget.

22. **May I request summer salary or intersession pay in my budget?**
A: No, this is not allowable under the current FOA. You may, however, with the approval of your Chair, request reimbursed release time during the regular academic semester. Please indicate clearly in your proposal narrative that this approval has been obtained in advance of submission.

23. Are there sample budgets I can look at?

A: Yes, there are budget examples on the ORSP website. We have also provided an Excel template both on the ORSP website and through the online submission form. This is a downloadable Excel file where you can experiment with the allocation of funds to various categories until you are satisfied with the bottom line. You will then save this file for uploading through the online submission form (instructions there).

Collaborations

24. Most of my collaborators are at other universities. Will this affect the competitiveness of my application?

A: Outside collaborations, if anything, are desirable and encouraged. The outcome of your review, of course, depends on additional factors as specified in the FOA. Be sure to include evidence of productivity and funding of each collaborator in the proposal narrative (see the FOA 2013-01 2.c.).

25. I plan to collaborate with an industry partner (for-profit business). Are there any special factors I should take into account?

A: Please review the SF State Intellectual Property Policy posted on the Academic Senate site. If you have an invention from externally sponsored work, as described in the IP Policy, please complete the SF State Invention Disclosure form and submit it to ORSP to ensure that your and the university’s intellectual property are protected during the collaboration. Depending on the circumstances, it may be advisable for you to file a provisional patent and/or to have the industrial partner sign a non-disclosure agreement. Please contact Alison Sanders, ORSP Director, to discuss your situation.

Human/Animal Subjects

26. My proposed project involves work with human volunteers (and/or animal subjects). Should I contact ORSP now about submitting a protocol?

A: Not yet. If you are awarded a grant, one of your first steps after receiving formal notification of funding will be to contact Human and Animal Protections at ORSP to begin the protocol approval process.

Proposal Format
27. **What is the page limit for the narrative?**

   A: Your proposal narrative may not exceed 1,500 words (approximately 3 single-spaced pages) for an Individual proposal and 2000 words (about 5 pages) for a Collaborative proposal.

28. **What other document formatting specifications should I keep in mind?**

   A: Use a font size that is clearly legible. It is to your advantage to submit an attractively formatted, easily readable document. Before you can upload your proposal, you will need to save it as a pdf file. This single file will contain both your proposal narrative (subject to the word limit) and your references/bibliography (which does not count against the word limit).

29. **I would like to cite relevant literature to help establish the significance of my work. Where should I place this information?**

   A: Anywhere you feel it would be most effective within your proposal. Please note that any list of references will not be considered part of your proposal narrative for purposes of this FOA and thus will not count towards the word limit.

30. **Is there a preferred referencing format in proposals?**

   A: No. Use the format most commonly employed in your discipline, and use it consistently. Note, however, that author order should be exactly shown as published.

31. **Can I include an appendix?**

   A: No. You need to keep your proposal narrative to the appropriate word length per proposal type. If you feel that you need to include more information about evidence of productivity and/or prior funding history (see FOA 2013-01 2.c.), please add additional information in your reference list.

**Electronic Submission**

32. **Where can I find this year’s electronic submission procedures?**

   A: Detailed instructions can be found in the new Funding Opportunity Announcement (FOA 2013-01). Actual proposal submissions will be online through a Qualtrics form.

33. **Is there a required file-naming convention for my proposal document?**

   A: Yes. Save your proposal narrative with references as a single pdf document, named in this manner: `Lastname_Firstname_narrative2013.pdf` Your excel budget will be named `Lastname_Firstname_budget2013.xls`. These will be uploaded in the final screens of the online submission.
34. Who do I contact if I have problems with my electronic submission?

A: Please contact Alison Sanders, ORSP Director.