Funding Opportunity Announcement:
Facilitating Research and Creative Work at San Francisco State University:
Individual Investigator/Collaborative Grants
(ORSP FOA 2013-01)

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Eligibility
Content of Application
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PART I – OVERVIEW INFORMATION

Key Dates

Deadline for electronic submission: Wednesday April 17th at 5:00 PM
Anticipated Announcement of Funded Proposals: June 2013 (follow the Weekly Memo)
Earliest Anticipated Start Date(s) for awards: July 1, 2013

Executive Summary

The following FOA, funded by the Office of Research and Sponsored Programs (ORSP), is available to meet the professional development needs of investigators and creative artists at San Francisco State University during the period July 1, 2013 to June 30, 2014.

The Individual Investigator or, Collaborative Grant program supports original projects that significantly contribute to the professional achievement and growth of the applicant(s). We also invite applications from collaborative groups, who may or may not propose to conduct work across disciplinary boundaries. 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.

Budget and Project Period. The number and size of awards issued under this announcement are contingent on the availability of funds. The total project period for any application submitted in response to this funding opportunity is 12 months. Awards are expected to range from $15,000 for Individual projects (1-2 faculty investigators) up to $25,000 for Collaborative projects (3+ faculty investigators).

Eligible Individuals. Only full-time tenured and tenure-track faculty, or those with existing status as an eligible PI as of January 1, 2013, are eligible to apply under this FOA.

Eligible Projects. Proposals solely related to course development, training programs, or direct services without a research emphasis are not eligible. Requests for bridge funding for between-grant support of extramural awards fall under a different set of Guidelines and therefore are not eligible under this FOA. Requests for Intensive Methodological Training funds (FOA 2013-02) are handled differently.
Submission Process. All applications must be submitted through an online form with online proposal file uploads. See Section VI, Submission Process, below.

PART II – PROGRAM DETAILS

Section I. Purpose of the Funding Opportunity

The Individual Investigator/Collaborative Grant program supports faculty investigators, scholars and artists at SF State by funding original projects that significantly contribute to the professional achievement and growth of the applicant(s).

Answering increasingly sophisticated questions or achieving new levels of artistic originality sometimes requires the perspectives of multiple approaches and collaborative team efforts. Therefore, we also invite applications from collaborative groups, who may or may not propose to conduct work across disciplinary boundaries. More complex approaches may require multi- or interdisciplinary groups of participants. Multidisciplinary research brings together different disciplines to address a particular issue. Interdisciplinary research integrates concepts and techniques from the contributing disciplines in ways that produce new conceptual frameworks.

All proposed projects must be directed towards obtaining tangible results such as a journal article, book prospectus, seminar, colloquium, conference paper, public exhibition, community research project, or concert.

Section II. Award Information

Funds Available

Awards are expected to range from $15,000-$25,000.

An Individual Investigator/ Collaborative Grant for scholarly research or creative activity can be used for a variety of expenses necessary to carry out the proposed project (e.g., supplies, equipment, computer time, travel, student assistance, release time and clerical support). Requests for additional pay (e.g., summary salary) are not allowed.

Number of Applications

Only one Individual Investigator or Collaborative Grant proposal will be accepted per applicant. 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).

Section III. Eligibility Information

1. Eligible Applicants

Tenured or tenure-track faculty, or those with existing PI status established as of January 1, 2013, are eligible to apply.

Collaborative Group members may consist of an eligible tenure-track or tenured faculty member (the “PI”) plus other tenured or tenure-track faculty, lecturers, postdoctoral fellows, undergraduate and graduate students whether San Francisco State University affiliated, or affiliated with other...
universities. When multiple institutions are involved, San Francisco State must be designated as the prime institution.

2. Other Special Eligibility Criteria

For this funding opportunity, Deans are not eligible to be considered as applicant PIs. They may, however, be included as core members of Collaborative Groups.

Official RSOs at SF State are not eligible to apply for Collaborative Grant awards. However, individual members of Institutes/Centers are eligible to apply for Individual Investigator awards.

Section IV. Application Information

1. Content and Form of Application

A complete grant application must include the following components:

1. Application and Detailed Budget. Please follow the electronic submission procedures in Section VI below.

2. Proposal Narrative. Describe your overall vision for an Individual (document not to exceed a total of 1500 words (about 3 pages not counting references) or Collaborative grant (document not to exceed a total of 2000 words (about 5 pages not counting references). Do use word count features of your word processor.

Include each of the following sections:

a. Significance of the project and contribution to the discipline. Generally describe the goal of the project. Explain its significance. Be specific about the ways that the project will contribute to a particular field of study. For proposals that involve collaboration, identify and summarize the role of each collaborator. For proposals that contribute to a larger existing project, describe the work proposed here in the context of the larger project.

b. Specific aims and methods. Using an outline form, list aims as (1), (2)...etc. Each aim should have a corresponding method section that indicates how the aim will be accomplished.

If the proposed activities are part of a larger project, highlight the aims and methods that apply to the work you propose to accomplish with the ORSP funds requested during the 12 month grant period.

c. Evidence of productivity and funding for PI and collaborators. Provide information about the PI’s relevant publications, performances and/or exhibitions within the past three years. In the case of Collaborative proposals, include this information for each key collaborator.

For artists and beginning investigators, provide any additional information that will aid in assessing the applicant’s potential for productivity (e.g., list of conference presentations, theatrical activities, etc., with dates).

State whether the PI has received or applied for any funding, whether external or internal to SF State, related to the proposed project within the past three years. Indicate source, purpose, and amount of funding sought/received.
2. Other Submission Information

Designation of Contact PI: For Collaborative applications, one individual must be identified as the ORSP Contact PI. This person should be named on the online Submission form and will be responsible for all communication with ORSP, including a final report. Other collaborators and significant personnel should be named and their roles described directly in the Proposal Narrative.

Use of URLs: Each proposal will be evaluated as a self-contained unit. Please note that reviewers are under no obligation to view URL links or Internet sites.

Non-Standard Attachments: If non-standard media attachments are essential to the application (e.g., videos, films, art thumbnails, online games), please contact Mira Guergova (mirag@sfsu.edu) at least one week before the deadline to make special arrangements.

Section V. Review Information

1. Review Process

Reviewers will be convened by ORSP, drawn from members of the University Research Council and outside reviewers with expertise as needed. If you are working in a highly specialized niche area, please provide at least three external reviewers with contact info, who are not friends or family.

All proposals will receive a second level of review by the AVP for Research in consultation with the cognizant Dean(s) and Provost.

Only complete applications adhering to the requirements set forth in this FOA will be reviewed.

2. Review Criteria

Only the review criteria described below will be considered in the initial review process. Each of the criteria will be separately rated during review, weighted on a 100-point scale, as shown below.

a. Significance (30 points): Is this an important topic? If the aims of the work are ultimately achieved, how will knowledge or creative practices be advanced?

b. Innovation (35 points): Is the work original and innovative in developing or employing novel concepts, approaches, performance practices, tools, and/or technologies?

c. Qualifications (20 points): Can the PI devote the time necessary to complete the activities planned? Is the work proposed appropriate to the experience level of the PI? (The PI’s qualifications, not faculty rank, will be a key criterion.) Past productivity of the PI and, if relevant, of collaborating members will be taken into account.

For Collaborative proposals, the PI’s previous leadership experiences and/or potential will also be evaluated, along with the organizational structure of the group including communication plans and a process for making decisions. For established collaborative groups, is there evidence that the team has collaborated successfully and will continue to do so? For newly-formed collaborative groups, is there sufficient evidence that the team can collaborate successfully?
d. **Budget and tangible outcomes (15 points):** How reasonable is the budget? What is the likelihood that the proposed activities can be successfully completed on time and within budget during the 12-month funding period? How likely is it that project outcomes will be achieved within the next 12 months?

**Section VI. Electronic Submission Process**

All materials must be successfully received by ORSP **no later than 5:00 p.m. on Wednesday April 17th 2013**, using the procedures below. *We strongly recommend submission at least 2 business days prior to the posted deadline.*

1. Follow this link to an **online submission form:** There,
   a. Logon with your SF State email credentials;
   b. Fill out the form;
   c. Within the form, final screens will allow you to upload your proposal narrative and budget files:
      i. First **Save As** your proposal narrative as a pdf file as follows:  
         *Lastname_Firstname_narrative2013.[pdf]*. Upload the file.
      ii. Upload a budget using the **Excel template** provided on ORSP’s website. First name your Excel budget file *Lastname_Firstname_budget2013.[xls or .xlsx]*
      iii. Go through the final checklist.
      iv. If all answers were “Yes,” click on the Submit button. You will see a confirmation window.
      v. If the online form doesn’t show an immediate confirmation message after you Submit, assume your submission didn’t go through. Go through the steps above and try again.

2. **Final Confirmation of Proposal:**

   ORSP staff will next review each submission for completeness and word limits. Expect an email confirmation within 2 business days of receipt date. **Please note that the most frequent reason for returning the application has been excess proposal length (use the word count guidelines above.) If you have not received confirmation by that point, please assume that the application did not go through, and contact Alison Sanders.**

   **For Further Assistance:** Please contact Alison Sanders  *asanders@sfsu.edu*. 
Section VII. Project Performance

1. Notification of Award

After the peer review of the application is complete and funding decisions have been made, each applicant will receive formal notification as to the outcome of their proposal. The anticipated date for these notifications is June 2013. Award notifications will be copied to cognizant Chair(s) and Dean(s).

Preliminary selection of an application for award is not an authorization to begin performance or to expend funds. PIs of funded projects will receive instructions for accessing their award funds. The anticipated start date for all funded projects is July 1, 2013.

2. Awardee Responsibilities

Support for this funding opportunity is provided by the Office of Research and Sponsored Programs at San Francisco State University. The awardee will be solely responsible for planning and directing the proposed project, remaining within budget and reporting on project outcomes.

At the end of the funding period, all awardees will be asked to make a brief presentation to the campus community about what they have accomplished with the resources provided. Generally, the ORSP Research Roundup takes place in the first week of the following June.

PART III – CONTACT INFORMATION

Scholarship Contact
Jaylan S. Turkkan, Ph.D.
Associate Vice President for Research and Sponsored Programs
8-7091
jturkkan@sfsu.edu

General Contact
Alison Sanders
Director, Office of Research and Sponsored Programs
5-3943
asanders@sfsu.edu
We recommend you print out and complete this checklist before submitting your proposal. Or, review the final checklist in the online form before you Submit.

<table>
<thead>
<tr>
<th>Individual Investigator or Collaborative Group Proposals</th>
<th>Yes</th>
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<tbody>
<tr>
<td><strong>Chair approval has been obtained and is affirmed in your narrative</strong> if course release is requested during funding period.</td>
<td>☐</td>
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<tr>
<td>Only one Individual or Collaborative application per PI.</td>
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<tr>
<td>Application is not solely a service delivery or curriculum development proposal.</td>
<td>☐</td>
</tr>
<tr>
<td>Application is not a stats/methods training proposal. (Refer to FOA 2013-02)</td>
<td>☐</td>
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<tr>
<td>PI is a tenured faculty member; OR a tenure-track faculty member; OR Official PI status as of January 1, 2013.</td>
<td>☐</td>
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<tr>
<td>PI has a full-time appointment.</td>
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<td>Proposed work does not exceed 12 months.</td>
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<td>For proposals with multiple leadership, a main contact is identified.</td>
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<tr>
<td>SF State is prime institution, for proposals involving multiple institutions.</td>
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<tr>
<td>Submission is not from an existing RSO of SF State.</td>
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<tr>
<td>If non-standard media materials are essential to the proposal, special arrangements were made in advance with Mira Guergova (<a href="mailto:mirag@sfsu.edu">mirag@sfsu.edu</a>)</td>
<td>☐</td>
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<tr>
<td>Individual project Proposal narrative does not exceed <strong>1500 words (about 3 pages)</strong> excluding references.</td>
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<tr>
<td>Collaborative project Proposal narrative does not exceed <strong>2000 words (about 5 pages)</strong> excluding references.</td>
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<tr>
<td>Proposal narrative (including references) has been uploaded (single pdf file using the file-naming convention.*)</td>
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<td>Proposal excel budget has been uploaded using the file-naming convention.**</td>
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<tr>
<td>Individual project proposal budget does not exceed $15,000.</td>
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<tr>
<td>Collaborative project proposal does not exceed $25,000</td>
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<tr>
<td>Application submitted electronically <strong>on or before April 17, 2013, 5:00 pm. Earlier submission is strongly advised.</strong></td>
<td>☐</td>
</tr>
<tr>
<td>If the online application does not show a confirmation window after you click on Submit, assume it did not go through and try again.</td>
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* Lastname_Firstname_narrative2013[.pdf]

** Lastname_Firstname_budget2013[.xls or .xlsx]