Proposal Instructions

Please follow these instructions when completing the online application for the Office for Research & Discovery’s funding opportunity, *Catalyzing New Interdisciplinary Research Programs: Accelerate for Success*. Contact Connie Gardner, UA Competition Space Program Coordinator, at garciac1@email.arizona.edu if you have any questions or require assistance.

**Purpose:** Accelerate for Success awards are available to interdisciplinary teams of accomplished faculty to wish to extend successful research programs into a new federal priority.

**Applicant Information:** Include First Name, Last Name, Email Address, Position Title, Phone Number, Department Name, and Business Manager/Accountant Name and Email Address.

**Proposal Title:** The proposal title should be a brief description of the program and should not exceed 10 words.

**Requested Amount:** The maximum requested amount is $150,000. Note that this program requires a one-to-one match by the investigators’ units. A minimum of one-third of the match must be in cash; up to two-thirds of the match may be in in-kind contributions.

**Proposal Abstract:** This section should be a summary of what you intend to do, how you intend to do it, and why it is important for securing extramural funding. The abstract length should not exceed 150 words. Write for a peer audience of those in your general, but not specific, field.

**Proposal Narrative:** The full proposal narrative should be no more than 6 pages, formatted with 1” margins and 11 point Arial font. The narrative must include the following:

- Extramural Funding Target(s):
  Identify at least one extramural funding opportunity/target and justify the feasibility of success for this target. In addition, provide the draft specific aims or activities of the proposal for the external funding target.

- Specific Aims/Activities to be Conducted:
  Provide a brief description of the specific aims and activities to be conducted with this funding. Describe how these aims/activities provide the necessary preliminary data for the proposed aims/activities of the targeted extramural funding program.

- Significance and Innovation of the Proposed Research:
  Provide details on the significance of your proposed research and the advancement of scientific knowledge that may contribute to societally relevant outcomes. Highlight any highly innovative work and its relevance in your field.

- Research Description:
  Provide a clear description of the methods and procedures proposed – what you want to do, why you want to do it, how you’re planning on doing it, and what success looks like.
• Competitiveness:
  Provide a short description on how the proposed activities will make your research group the most competitive for extramural funding.

• Timeline & Milestones:
  Provide a timeline and milestones for the submission process of your identified funding opportunities.

• References:
  Provide any references within the 6 page narrative.

**Brief Biosketch:** The biosketch should have a maximum length of 4 pages. Include a biosketch for co-principal investigators and other key personnel. Biosketches for this program require current and pending support and relevant publications.

**Dean(s) or Director(s) Letter:** The letter should briefly describe how this application supports the unit’s mission/goals and describes the commitment for matching support (cash and in-kind) from the college or department. Letters should be provided from each unit providing matching funds.

**Budget:** Start dates will be January 1 (fall application deadline) or July 1 (spring application deadline) of each year. The project should be completed within 12 months of the award date (preferred) or up to 2 years of the award date if strongly justified. Funds may be used for salaries of research staff, graduate and undergraduate students, core facility use, and supplies. Funds may not be used for faculty salary. However, faculty salaries, including course buy-out can be provided as a unit in-kind contribution. Funds may not be used to replace current sources of support for personnel.

We strongly recommend that you seek the assistance of your unit business manager to develop the budget.

List the requested amounts in the fillable boxes provided in the PDF Budget Form. All boxes must be completed; if the subcategories provided do not apply to your project, please insert a "0". If there are budget items for which no category is listed, please enter the total amount in the box titled "Other."

• Wages & ERE:
  Enter the total amount of wages plus ERE. Current ERE rates can be found [here](#). Accelerate for Success Program funds cannot be used for faculty salary, but faculty salary may be provided from unit matching funds. This category needs to be itemized in the budget justification section.

• Travel:
  Enter total amount of travel costs. The Accelerate for Success Program only funds travel costs if travel is an *integral* part of the project and must be justified in the budget justification.

• Core Facilities:
  Enter the total amount of funds dedicated towards the use of core facilities. List the facilities and provide itemized projections in the Budget Justification section.
• Capital Equipment:
  Equipment specific to the project and in excess of $5,000. Any other important items costing less than $5,000, such as a camera should be listed under Operations.

• Operations:
  Supplies: Items costing less than $5,000. Itemize by category in the budget justification. Items often considered general purpose, such as computers and printers, may be covered by the Accelerate for Success Program if dedicated to the research program and clearly justified.

  Duplication/Marketing: Cost of copies, flyers, etc.

• Postage: If mailings are required, enter total amount to be paid.

• Consultant Fees:
  If consultants are required, enter total amount to be paid to consultants. This category must be itemized in the Budget Justification area, giving name of consultant, purpose, fee amount, and number of consultations.

• Subjects Payments:
  If project requires the use of human subjects, enter total amount to be paid to subjects. Itemized breakdown must be entered in the Budget Justification area.

• Other:
  Amount budgeted for all other purposes not listed in the budget categories provided. The total amount must be itemized in the Budget Justification area.

• Matching Funds: a 1:1 match is required
  o Cash Match:
    Provide the total amount of match, in cash, from your college or department. Note that of the 1:1 match requirement, a minimum of one-third must be cash match.
  o In-Kind Match:
    Provide the total amount of match, in-kind, from your college or department. Of the 1:1 match requirement, up to two-thirds may be in-kind match.

**Budget Justification:** To help reviewers understand your budget needs, please explain each part of the budget request and state why it is needed. You may wish to provide subcategory headings, especially if they represent a large part of your expenses. Describe a detailed description of the unit match for the Start for Success Grant (1:1 match requirement). The budget justification is limited to the space available on the budget form, so be concise.

**Applicant Certification:**
- Eligibility: Two or more Tenured-Track Eligible or Research Faculty members must form a co-principal investigator team. Inclusion of other personnel, co-directors and participants is encouraged.
- Compliance: If your proposal is selected for funding, appropriate approvals must be obtained by the investigator/applicant before funds will be made available. If your project includes research risk item(s), the faculty member and department are responsible for maintaining compliance in conjunction with institutional policies including, but not limited to Human Subjects Protection Program/Institutional Review Committee (IRB), Institutional Animal Care and Use Committee (IACUC), Office of Radiation, Chemical and Biological Safety (ORCBS) or the Institutional Biosafety Committee (IBC) policies. Approvals are not required at time of submission. If your proposal is selected for funding, appropriate approvals must be obtained by the investigator/applicant before funds will be made available.