Proposal Instructions

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

**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 project and should not exceed 10 words.

**Requested Amount:** The maximum requested amount is $25,000. Note that this program is designed to supplement investments by participating units.

**Proposal Abstract:** This section should be a summary identifying the targeted extramural funding program, collaborators, proposal budget, and proposal timeline. The abstract length should not exceed 150 words.

**Proposal Narrative:** The full proposal narrative should be no more than 4 pages, formatted with 1” margins and 11 point Arial font. The narrative must include the following:

- **Extramural Funding Target(s):**
  Identify the extramural funding opportunity/target and justify the feasibility of success for this target. List the total proposed budget for the funding opportunity. Separate direct costs and facilities & administrative costs coming to the UA.

- **Proposed Effort:**
  Provide a brief description of the proposed activities to be conducted with this funding. Describe how these activities strengthen the competitiveness of the proposal to the targeted extramural funding program.

- **Timeline & Milestones:**
  Provide a timeline and milestones for the submission process of your identified funding opportunity. Provide a general research project timeline.

- **References:**
  Provide any references within the 4 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) 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. A letter should be provided from each unit providing matching funds.

Budget: Funds may requested for up to $25,000, and are intended to supplement investments by participating units. Funds may be used for: technical staff and proposal managers; travel to/from collaborating institutions; external scientific/technical review; graphic design, final proposal reproduction/binding; site and reverse site visits. Funds may not be used for faculty or student salaries, however, these salaries and course buy-out can be provided as unit cost-sharing.

The PI must commit to working with Research Development Services to develop and follow a proposal preparation plan, obtain internal and/or external review, and to coordinate other ORD funded activities or services.

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."

- **Travel:**
  The Support for Large Complex Proposal Development funds may be used for travel to/from collaborating institutions and reverse site visits. List the planned trips and participants in the budget justification.

- **Consultant Fees:**
  If consultants are required, enter total amount to be paid to consultants. This category must be itemized in the budget justification, giving name of consultant, purpose, fee amount, and number of consultations. List graphics consultants and external reviewers in this budget category.

- **Participant Stipends:**
  Subsistence and travel allowances provided to participants of your proposed program. Include the number of participants in the budget justification and names of anticipated participants in the narrative.

- **Operations:**
  **Space Rental:** Amount requested for reserving/booking meeting space to host a proposal development workshop.
  **Food/Beverage:** Amount requested for food and beverage (coffee, tea, and other non-alcoholic beverages) service at your event.
Supplies: Amount requested must be itemized in the budget justification. General purpose equipment such as computers, printers are not covered by the Support for Large Complex Proposal Development funds.

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

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

- Other:
  Amount budgeted for all other purposes not listed in the budget categories provided. The total amount must be itemized in the budget justification.

**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 subcategories, especially if they represent a large part of your expenses. Indicate unit matching fund information in the budget justification text area. The budget justification is limited to the space available on the budget form, so be concise.

**Applicant Certification:**

- Eligibility: The principal investigator of a large/complex proposal in development is eligible to request funds. Requests must come through the department head and dean and must show evidence of cost sharing by the unit(s) involved.
- 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.