

# UA Research Advancement Grant Programs FAQ

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## Funding Opportunities

### **Where can I get the most up-to-date information about RDI Research Advancement Grant opportunities?**

The [Research, Discovery & Innovation Funding Program](#) page on the research gateway or [UA Competition Space](#) are regularly updated with all current funding opportunities, deadlines, and updates. Guidelines on these pages supersede the RDI Proposal Preparation Guide.

### **How do I sign up to receive notification of available funding opportunities?**

[Subscribe to The Current](#), the RDS weekly digest of funding opportunities and news, which lists both internal and external funding opportunities. Available RDI Research Advancement Grant Funding opportunities are also listed on the UA Research Gateway.

### **Is RDI going to run a bridge funding grant competition?**

No. RDI does not have a bridge funding mechanism. Bridge funding should first be discussed with your home department and college and, if well justified, coordinated between the department heads, deans, and RDI.

## Proposal Preparation

### **Is there a Letter of Intent required prior to submission of a full proposal?**

Yes. A Letter of Intent (LOI) is required for most Research Advancement Grant programs prior to submission. Please see the individual solicitation pages for relevant deadlines. The individual solicitation pages are always the definitive source for submission requirements. *Investigators will be unable to submit a full proposal if they miss the LOI deadline.* LOIs will be used to expedite the review process and will not be used as a form of encouraging or discouraging full proposals. Please see the Proposal Preparation Guide (PPG) v.3 for full guidance on LOI requirements.

### **What does “Proposed Extramural Mechanism” mean?**

A description of the funding from an external sponsor you will be targeting in the future. That is, the externally funded program (e.g. NIH R01, NSF Core Program, etc.).

### **How should I prepare my Research Advancement Grant proposal?**

RDS provides a “Proposal Preparation Guide (PPG),” (currently v.3) which provides full guidance on the format, budget preparation (if needed), eligibility, and proposal submission process. The PPG also includes guidance on proposal parameters. The PPG can be downloaded at [UA Competition Space](#) or from the [Research Gateway](#).

### **What software programs are necessary to submit both the LOI and a full proposal?**

Microsoft Word and Excel, or other document and spreadsheet programs. Documents will be uploaded in PDF format and Adobe Acrobat may be necessary to combine individual PDF files into one combined file for submission. The application portal itself, [UA Competition Space](#), can be accessed using any current web browser.

**Do I need to route my proposal through UAccess Research or Sponsored Projects & Contracting Services?**

No.

**What is the "field-specific reference standard"?**

The field-specific reference standard refers to the references format you would typically use when you are submitting a federal grant proposal or authoring an article in your field (e.g. if you are publishing in Biology you generally use Council of Science Editors [CSE], or if you are publishing in Education you would use American Psychological Association [APA]). Field-specific references are requested to ease administrative burden in proposal development.

**My proposal involves human subjects. Is there a template for human subjects or required information that must be provided?**

No. However, you will need to notify us on the LOI cover sheet (electronically generated in Competition Space) and a copy of your existing approval letter (if the protocol is applicable) must be submitted as a supplemental document.

**Does RDS provide proposal support for the Research Advancement Grant funding program?**

No. As the administrative office that manages the review of RDI Research Advancement Grant submissions, RDS does not assist in the preparation of proposals to RDI internal funding opportunities.

## Budget Preparation

**Where can the budget template be found?**

The budget template can be found on the [UA Competition Space](#) submission portal under “**Competition Files**” in the dark grey section on the right side of the competition page. The budget template will be made available once the full competition becomes available (that is, after the LOI submission date).

**Where can I get a list of generally allowable costs?**

Please see the PPG v.3 for a list of generally allowable costs.

**Can I apply for Research Advancement Grant funding to pay for a consultant?**

These funds are intended to support UA-related expenses. Only in exceptional and well-justified cases will RDI provide financial support to cover consultant fees.

## Eligibility

**How do I know if I am eligible for a Research Advancement Grant funding program?**

All of the Research Advancement Grants are open to faculty, continuing-eligible academic professionals, and/or continuing status academic professionals across all disciplines and levels. Please contact your business manager for your employment status if you are uncertain if you meet one of these eligibility categories.

**Can I apply for more than one Research Advancement Grant funding program at a time?**

Yes. Each internal funding proposal is reviewed independently. However, please review the criteria for each award to ensure your submission is appropriate for the selected funding mechanism.

**May I request RDI funds to host a center team-building workshop?**

Yes, the Accelerate for Success would allow for this activity.

**If my proposal is not selected, can I reapply in a future cycle?**

Yes.

**If my proposal is selected, can I still apply in a future cycle?**

Yes. However, you will be asked to submit a copy of your final report from your previous funding (within the last four fiscal years) as part of the new application.

## Proposal Submission

**How do I apply for a Research Advancement Grant funding program?**

All RDI Research Advancement Grant funding opportunities will be listed in [UA Competition Space](#). You can log in and apply using your NetID. Most proposals require both text box entry of required information and document uploads in PDF format. RDS recommends logging in to the system to see what is required well in advance of the submission deadline.

**May I upload a Word document?**

While the system will not prevent you from uploading document files other than PDFs, the system's PDF conversion feature has occasionally changed fonts and extended the pages of a non-PDF document, i.e. a Word document that is then converted to PDF by the system when the system compiles the proposal for reviewers. This results in reviewers receiving what appears to be a non-compliant document. *To avoid this, upload all documents except the budget form as a PDF.*

**Where I can I find the information to submit proposals by proxy?**

The applicant must first appoint a proxy from their account.

To assign a proxy:

1. Go to your profile by clicking your name in the upper right corner of the page.
2. On your profile page, scroll down to the section titled "Designate an Applicant Proxy".
3. Enter the email address or name of the person who will be your proxy (the person will appear in a drop down menu if they already have an account in the system\*).
4. Click 'Add'.
5. The person will appear in your list of proxies.
6. The system will send the proxy an email informing them that they are now a proxy for you.
7. Click 'Save Changes'.

Your Proxy will then need to:

1. Go to competition/opportunity.
2. Click the "Apply as Proxy" button from the local menu on the right side of the screen.
3. From the drop down in the proxy section, select the name of the applicant for whom you are submitting an application.
4. Fill out the application form as you normally would.
5. Save or submit the application as needed.
6. You will see confirmation of the submission on the screen and the applicant (the person you are applying on behalf of) will receive email confirmation of the submission.

**Should letters of collaboration and/or support be sent by email or submitted with the proposal?**

Please collect all letters and upload them as part of the proposal either as a single PDF file or in the designated upload field. Follow the specific instructions for each funding program. In general, letters are not required unless specified in the solicitation, there is the participation of an unfunded collaborator, or a unit is providing institutional support for the proposed work. If a letter is submitted, letters should be succinct and should not be letters of endorsement. Compliance administrators will remove letters of endorsement prior to review and if a commitment is included with a broad endorsement, reviewers will be asked to disregard the endorsement. To clarify:

- Letters of Endorsement – endorses a person or program only and does not agree to an unfunded collaboration or a form of institutional support
- Letters of Collaboration – generally from an unfunded project collaborator, e.g. a collaborating investigator for an institution outside of the UA or an international partner
- Letters of Support or Commitment – generally a letter of commitment including institutional support for the implementation of a research project or academic program

E.g. text for a letter of collaboration or support:

“If the proposal titled, “ENTER PROPOSAL TITLE” submitted by “ENTER PI NAME” is awarded, I agree to collaborate/support as described in the proposal narrative.”

#### **I need help submitting my proposal: who do I contact?**

Contact RDS during normal business hours (M-F, 9a-4p) at 621-8585 or via email at [ResDev@email.arizona.edu](mailto:ResDev@email.arizona.edu) for assistance using [UA Competition Space](#) or for questions regarding any Research Advancement Grant program.

#### **I’m out of the office on the day of the deadline; can I have an extension to apply?**

No. Deadlines for RDI Research Advancement Grant funding programs are treated the same as funding deadlines for Federal agency sponsors, Foundations, or other external funding sources. RDI programs are open and advertised widely well in advance of the application deadlines. To maintain fairness for all, the deadline is firm for all applicants without exception.

## Proposal Processing & Review

#### **Who reviews Research Advancement Grant proposals for funding decisions?**

Proposal review is conducted by UA faculty and qualified staff. Proposals should be written to be understandable by an interdisciplinary but well-educated audience.

#### **What is the criteria used by reviewers to determine who receives funding?**

The specific review criteria varies by internal funding program. In general, proposals are evaluated for Overall Impact, Premise and Broader Impact, Significance and Intellectual Merit, Return on Investment, and Investigator/Investigative Team. Please see the PPG v.3 for further details.

#### **Will I know who is reviewing my proposal?**

No. RDS does not publicly identify reviewers.

#### **How will the reviewers avoid Conflicts of Interest or confidentiality concerns?**

The information contained in an internal grant application and the associated supplemental documents is considered highly confidential and all efforts will be made to ensure the fair, objective, and confidential review of each proposal. Reviewers are required to sign a conflict of interest statement prior to proposal assignment and review and to adhere to strict guidelines to ensure confidentiality of

the content of all grant applications as well as any information conferred during an ensuing panel discussion.

**Will I receive comments from the reviewers?**

Yes. Review comments are provided to all applicants once all funding decisions have been made.

## Award

**When will I hear whether or not I have been funded?**

Notification of award funding typically occurs within three months of the submission deadline but can be shorter or longer depending on the number of applications received in a given cycle. All applicants will be informed of funding decisions and RDS asks for your patience while the process is underway. All proposals whether selected for funding or not, will receive an email notification through the Competition Space system via [ResDev@email.arizona.edu](mailto:ResDev@email.arizona.edu).

**What are my chances of being funded?**

This varies significantly by year and program.

**Where can I find out who was funded?**

Previous Research Advancement Grant funding recipients are listed by funding year on the [Research Gateway](#).

**When will my award funds be available?**

In general awards span the fiscal year (i.e. July 1 to June 30) or calendar year (January 1 through December 30) depending on submission cycle. Equipment Enhancement Fund awards are expected to be spent within the fiscal year awarded (i.e. by June 30).

**What happens to my proposal after the funding cycle?**

All proposals, regardless of outcome, are archived within [UA Competition Space](#) and are not distributed or made publicly available.

## Reporting

**Are there reporting or other requirements after I have received an award?**

Yes. Please see the PPG v.3 for full reporting requirements. Award recipients are expected to prepare at least one proposal for an external grant, serve as reviewers on at least two RDI competitions over a three-year period, and if TRIF funded, complete an annual TRIF Survey.

## Program Specific Questions and Answers

### Faculty Seed Grants

- 1. The majority of my collaborators are not at UA. Am I still eligible to apply for this grant as the PI?*

Yes, as long as you meet eligibility. Please note that no RDI funds may support salaries of personnel from other institutions.
- 2. Are there a minimum number of UA faculty who need to be on the research team?*

There is no minimum number of collaborators on the FSG required as long as the PI is a UA employee who meets the eligibility criteria.
- 3. May I submit a Faculty Seed Grant proposal as an individual investigator?*

Yes, submitting for the FSG as a single investigator is permitted.
- 4. I plan on submitting multiple proposals in the next funding cycle. For the Faculty Seed Grant, do I need to include the specific aims of the grant that I will submit to the funder (e.g. NSF or NIH) or just a subset of the aims that I will try to accomplish with this seed funding?*

Faculty Seed Grant submissions should include a discussion of the larger objectives of the research and how they relate to the extramural funding identified as the overarching significance; however, the proposed efforts described need to align with the funding requested from RDI. For example, in addition to describing the long-term goal, the aims/objectives in the RDI proposal must align with the RDI funding request.
- 5. I have two letters that I would like to include but the application is not allowing me to submit more than 1 pdf.*

Combine the two PDFs in Adobe Acrobat and then upload the combined PDF file.
- 6. The letter of intent deadline is March 13 and the full proposal deadline is April 3. How long after submitting the letter of intent we will know if we are eligible to submit the full proposal?*

Those who have submitted an LOI by the deadline will automatically be eligible to submit a full proposal. Those who have not, will not.
- 7. Are all faculty eligible for the Faculty Seed Grant?*

The RDI Proposal Preparation Guide v.3 states: Each of the Research Advancement Grants are open to faculty, continuing-eligible academic professionals, and/or continuing status academic professionals across all disciplines and levels. If you are unsure of your employment status, please consult your unit's HR or business manager. Also, Specific to Faculty Seed Grant program, in addition to the general eligibility requirements in the PPG, applicants must:

  - Track 1. Be appointed at the rank of assistant professor
  - Track 2. Be appointed at the rank of associate professor
  - Track 3. Be clearly performing research, creative, or scholarly activities in the arts, humanities, and social sciences.

### Accelerate for Success

- 1. Can I submit as a co-investigator on multiple proposals? The interdisciplinary teams would be different as would the focus of the proposals, but I would be on both teams.*

You are limited to submitting one application as PI but are not limited as Co-PI.
- 2. Per the PPG guide, all text in the proposal document must be 11-point. Can figure legends or graph text be a smaller font size?*

Smaller font surrounding your figures is acceptable; however, it must be no smaller than 8-point font.

3. *Does the requirement for 1-inch margins in the PPG guide apply to the Supplemental Documents?*  
Yes. The only exception is the formatting for Biosketches. Please use the agency guidelines for an agency-specific Biosketch. Thus, if you are uploading an NIH Biosketch, you may have ½-inch margins. However, if you are uploading a short CV, please use 1" margins.
4. *Can I obtain samples of winning Accelerate for Success proposals from RDI?*  
No, RDI does not provide sample proposals. The guidelines have been updated and changed; thus, past examples are no longer relevant. If you would like to obtain a copy of a winning proposal, we suggest that you ask the PI of a previously funded proposal directly.
5. *What is the objective of including the 5 keywords or phrases?*  
The objective is to help ensure that your proposal is reviewed appropriately. Keywords will be used in conjunction with the Letter of Intent and subsequent Abstract and title to identify reviewers. Commonly known acronyms like STEM are acceptable.
6. *Can funds be used for administrative support (e.g., coordinator)?*  
No. Administrative and faculty salaries are not supported using Accelerate for Success funds.
7. *Does the Accelerate for Success Grant require matching funds?*  
No. Accelerate for Success grants do not require a match.
8. *How does RDI define distinct disciplines and units? Can different departments within the same college qualify?*  
Distinct disciplines generally involve different departments, at a minimum, and different colleges. "Distinct disciplines" is intentionally vague as often there are similar areas of expertise in different departments and colleges. Investigators should make a strong case that their work incorporates distinct areas of expertise.
9. *What is a "mid-career" faculty member?*  
Mid-career is generally defined as appointment at the rank of associate professor or a very recent full professor.
10. *When will the next cycle of the Accelerate for Success be?*  
RDI anticipates running the program in fall 2019, dependent on any changes by RDI administration.

### **Industry Engagement and Student Teams**

1. *If I read the existing guidance correctly, the Student Team Award matches the graduate assistant support provided by the external contract. The Student Team Award also provides \$1000 travel and up to \$5000 UA core facility access. I understand that our contract should include funding the student (0.5FTE) for the first semester and that Student Team Award would pick up the GRA in the second.*  
Yes, this is a correct interpretation.
2. *Does the Student Team Award cover tuition remission for the entire AY or just the time that the student is using award funds for their GRA? i.e. should the external, industrial contract include the tuition remission for the first semester?*  
The industry partner or existing grant will cover salary, tuition remission, and related ERE for the first semester. The RDI award covers the second semester.
3. *Does LINK still provide support for the undergraduate students as well?*  
Yes, two undergrad assistants at your department's rate up to 15 hours/week for 40 weeks.
4. *We anticipate a project start time in August. If an industry contract is not fully executed before the Student Team Award deadline, it appears that a letter from the industrial partner indicating*

*their intention to proceed with a contract would be sufficient to address the matching requirement. Is this accurate?*

Yes; however, industry partnership must be in place prior to the start of the semester that the student is to be funded. No RDI funds will be allocated until an industry agreement is in place.

5. *What type of documentation is required by the industry partner at the proposal stage?*  
A signed letter from the partner confirming the partner's commitment to covering the .50 FTE GRA, tuition remission, and ERE for the 1st semester.
6. *How much time is the student required to spend in the industry setting?*  
No set amount of time is required but the student must spend a portion of their time in the setting.
7. *Are visits to campus by industry representatives acceptable in lieu of actual time spent by the student on location?*  
No, the student must spend time on location.
8. *Does the student in question have to be an existing graduate student?*  
No.
9. *Are small businesses that are affiliated with the University eligible?*  
Yes, but the goal of this program is to expand industry connections with UA faculty. If the small business is already affiliated with the UA, your partner choice should be very well justified.
10. *Do budget requests for Tuition, Travel, Core facility usage, and Undergraduate Assistants also need to be matched by the existing grant commitment (as is done for the GRA)?*  
The match is only required for the GRA, tuition remission, and ERE. The undergraduate support is covered by the grant at your department's standard rate for up to 15 hrs per week for up to 40 weeks.

#### **IRPD**

1. *How extensive or even necessary is the references page for a conference-planning (colloquia track) grant?*  
The references page is not necessary. The solicitation calls for a three-page narrative with one additional page for references if needed. Within the system, the upload function is optional.
2. *Could you please clarify what qualifies as an "international partner institution"? Does this need to be an institution with which UA already has an MOU?*  
An existing MOU does not need to be in place. PIs should contact UA Global at [intl-imoa@email.arizona.edu](mailto:intl-imoa@email.arizona.edu) with questions about international partner eligibility.
3. *Does Puerto Rico qualify as an international program for an IRPD grant?*  
Since Puerto Rico is a US territory it is ineligible.

#### **Core Facilities Pilot Program (CFPP)**

1. *Are all of the UA Core Facilities eligible under this program?*  
No. Please see the Research Gateway or Competition Space for a list of currently eligible core facilities. The list of eligible facilities is subject to change with each grant cycle.
2. *Does the Core Facilities Pilot Program require an LOI?*  
No. No LOI is required for this program.
3. *Can a PI submit more than one Core Facilities Pilot Program grant request each cycle to different core facilities, for example?*  
No. An individual may submit as PI on one Core Facilities Pilot Program proposal per cycle.
4. *What is considered a cycle for this program: is it annual or per deadline?*



This program has quarterly deadlines and each quarter deadline is considered a new cycle.

5. *What are the deadlines to submit a Core Facilities Pilot Program proposal?*

Proposals are due by 5:00p on the first University of Arizona business day of April, July, October, and January.

6. *Who will review my Core Facilities Pilot Program grant proposal?*

Review of the Core Facilities Pilot Program grants will be conducted in an expedited manner and may consist of review by one or more members of the RDI-managed core facility's advisory committee members.

7. *Can I expect feedback on my Core Facilities Pilot Proposal if I am not funded?*

Unlike other RDI Research Advancement Grants, limited or no feedback will be provided to applicants of the Core Facilities Pilot Program.

8. *Do I need to talk to the Core Facility Manager for the site I'm interested in before submitting my proposal?*

RDI strongly advises PIs to develop CFPP proposals and budgets be with the assistance of the relevant core facility manager(s).

9. *How many Core Facilities Pilot Program grants can I have at one time?*

An individual may not have more than two active CFPP awards at a given time