FAIRLEIGH DICKINSON UNIVERSITY
UNIVERSITY PROVOST
INTRAMURAL FUNDING PROGRAM GUIDELINES

Purpose
The University Provost (UP) seeks to advance the University's core principles through the development of ongoing, new, and cross-disciplinary initiatives that contribute to professional growth, collaborative models and educational excellence. Each year in December, the UP publishes an annual funding announcement offering intramural support under two programs, namely, **Seed and Collaborative Grant Programs** with the intent of cultivating faculty research with potential for competitively securing extramural support.

Definitions
Fundamental research (basic research) is considered to be research that advances fundamental and generalizable knowledge about the world. It focuses on creating and refuting or supporting theories based on observation, experience and perception. It generates new ideas, principles, and theories, which may not be immediately utilized but nonetheless, form the basis of progress and development in different fields. **Applied research** is one type of research that is used to answer a specific question that has direct applications to the world -- the type of research that solves a problem. **Pedagogical research** is research into the processes and practices of learning, teaching and assessment, which may involve systematic empirical research as well contributions to pedagogic theory.

Program Highlights
Seed Grant Program
The Seed Program exclusively solicits *investigator-initiated* proposals that effectively convey (a) the potential strength of the research concept proposed, (b) the applicant's sustained commitment to seek and secure extramural sponsorship, and (c) the feasibility for conducting the research at the University. All of the following conditions must be met.

Investigator-initiated research is faculty-generated, centered within professional interests and expertise, and will expand upon the field of investigation. Remaining grounded in what you know best is a critical ingredient of success, especially for the new investigator with a relatively brief record of accomplishment.

Proposals must include sufficient technical information to establish sound rationale for the research, convey the potential for developing a full-scale investigation, and sufficiently convince committee reviewers and the University Provost of the potential for success in ultimately attracting extramural support.

Mentorship is a required component and unique to the UP Seed Grant Program. The applicant is asked to recommend an external mentor for consideration. The individual must be well published and have research expertise and successful grant-writing experience in a related discipline for pairing with the seed grant recipient. The mentor will offer guidance, advice and reasonable editorial support for drafting a full-scale extramural research proposal. The awardee must adhere to documented mentorship activities over the course of the funded period.

Collaborative Grant Program in Sustainability for Arts and Sciences
The FDU Collaborative Grants in Sustainability for tenured and tenure-track faculty in the more recently merged College of Arts and Sciences has the following requirements.

- Proposals are intended to support interdisciplinary models, collaborations, and student research experiences for FDU undergraduate or graduate students, although the latter is not the major emphasis of this solicitation.
- Proposals may be either in fundamental, applied research or in pedagogical research as defined above.
- Proposal must be a collaboration with at least one other FDU faculty member in the newly merged College of Arts & Sciences *on a campus other than the applicant's home campus*, and must have an overarching theme of sustainability.
- Proposals must be based on researchable questions or hypotheses. The primary goal is to advance scholarship through publication and preparation of a full-scale extramural proposal to a nationally-recognized sponsor.

Collaborative Grant Program in Sustainability for Silberman College of Business and Professional Schools

The FDU Collaborative Grants in Sustainability program for tenured and tenure-track faculty in Silberman College of Business, and faculty in FDU independent Professional Schools has the following requirements:

- Proposals are intended to support interdisciplinary models, collaborations, and student research experiences for FDU undergraduate or graduate students, although the latter is not the major emphasis of this solicitation.
- Proposals may be either in fundamental, applied research or in pedagogical research as defined above.
- Proposal must be a collaboration with at least one other FDU faculty member from Silberman College of Business or from an Independent Professional School who is in a different program, and must have an overarching theme of sustainability.
- Proposals must be based on researchable questions or hypotheses. The primary goal is to seed research that will lead to submissions of external grant proposals and scholarly publications.

Commitment   The seed or collaborative grant recipient is expected to make a long-term commitment, prepare a full-scale extramural proposal to a nationally-recognized sponsor, subsequently evaluate the sponsor's critique and, if not initially funded, prepare a revised application for the next available application cycle. The entire process may take 12-24 months, and likely extend beyond the funding period of the seed or collaborative grant.

Faculty Eligibility   All full-time tenured and tenure-track faculty are eligible to apply. Junior tenure-track faculty are particularly encouraged. The most meritorious proposals will be considered for funding and the final recipients must provide a declaration of commitment to a sustained period of professional development that will extend beyond the period of the initial Seed or Collaborative grant through submission of research proposals for extramural funding.

Special Conditions   A proposal requires documented evidence of preliminary contact with a Program Officer (or equivalent) at an appropriate funding agency that will be targeted for subsequent external funding. This early communication is an opportunity for faculty researchers to discuss their research ideas with the technical divisions of sponsoring agencies, seek advice and determine whether a full proposal is within the scope and interests of the prospective sponsor. This procedure will substantiate that the specific aims proposed are consistent with the sponsor's mission-based, priority funding objectives, and is expected to improve chances for success. *As such, applicants must provide evidence in the form of emails*

or other documented evidence of such engagement as part of the proposal application to be uploaded under Other Supporting Documents within the new UP Intramural submission portal.

Application Limits
A faculty member may submit no more than one application for each funding cycle. The program does not support funding for continuation of a previously funded project, nor will it support program development proposals. Only one revised application (i.e., a resubmission of a project previously proposed and unfunded) will be accepted for further consideration, and the investigator/faculty member must specifically address any concerns, gaps or challenges previously expressed by peer reviewers.

Peer-Review Proposal review is a two-tiered process. Peer review will be conducted by select faculty at FDU who are best versed in the applicant's discipline. A peer-review critique will be made available to each applicant. Final recommendations of merit are made by the University Provost and final funding determinations contingent upon authorized funding appropriations.

Funding Levels
Up to five proposals may be funded each year contingent upon the availability of funds. Maximum allowable budgets, based on your selected program, must conform with the following. Please note that lecturers, clinical faculty, adjunct faculty are *eligible* to participate in a consultancy or advisory capacity only but are *not eligible* to be named as PI or Co-PI.

Seed Grant Funding
Each UP Seed Grant awardee will receive a one-year award not exceeding $3,000 for project costs and $3,000 for an authorized mentor stipend that will commence on July 1st for a duration of 12 months. Project costs cannot be used to compensate FDU faculty; other essential non-personnel costs may include supplies, publications costs, student research assistants (maximum of $15/hour), human subject participants and costs reasonable and allocable to the research project. Inclusion of a student research experience is encouraged.

Collaborative Grant in Sustainability Funding
Each Collaborative Grant awardee will receive a budget not exceeding $5,000 that will commence on July 1st for a duration of 12 months. While FDU faculty compensation is not permitted, various non-personnel, project-related costs such as supplies, small items of equipment less than $500, field expenses, publications costs, student research assistants (maximum of $15/hour), human subject participant costs, and costs reasonable and allocable to the research project are allowable. Inclusion of a student research experience is encouraged.

Research Compliance
The investigator's conduct of research must adhere to research regulatory compliance as mandated by the University and government sponsors. At a minimum, grant recipients, including research students, must complete compliance training in *Responsible Conduct of Research,* and undergo *Human Subject Protections* training *as applicable. See Contacts section at the end of this document for access to the Compliance Manager.*

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Proposal Narrative
The Proposal Narrative format varies depending on the Intramural Program of interest as follows. The stated goals and objectives proposed must be achievable within the one-year period of support.

Seed Grant Proposals
Begin your proposal narrative by identifying your research area or topic of interest and conducting a preliminary literature review, identifying a prospective agency sponsor of national reputation, and communicate with the agency's Program Officer as stated above. You should provide documented evidence of your discussion with the Program Officer.

The Seed Proposal should consist of a Proposal Narrative incorporating sections 1 through 7 below of up to 6-pages including figures and tables. The Proposal Narrative should be in single-spaced format and followed by additional sections on References Cited, Biographical Sketches, Budget and Budget Justification. All sections of your proposal must be uploaded in the online Intramural Program portal.

1. *Purpose of the Study*
   Clearly articulate the purpose of the study with a well-conceived and organized research proposal, providing a straightforward formulation of your research inquiry. Be sure to state your particular emphasis.
2. *Significance of the Investigation:* Describe how the proposed activities address an important problem or barrier to progress in a field of investigation. Prior to getting started, a literature review is essential in gaining balanced and sufficient knowledge of the field. Describe how your research concept will impact the field of study, and advance knowledge.
3. *Specific Aims/Objectives:* Your specific aims are the major goals and objectives you propose to accomplish. Be sure all objectives relate directly to the central purpose of your proposal. They should be well conceived and organized.
4. *Approach or Methodology:* Describe the general research methods that relate directly to the specific aims you have proposed. Describe your hypothesis *if applicable* or central purpose and how your approach, methods and analyses will contribute to the successful conduct of this investigation.
5. *Investigator(s):* State you/your collaborators' professional qualifications and capabilities and how these will contribute to the successful conduct of the research or program activities. Explain the investigator's experience, ability and commitment to successfully prepare a comprehensive extramural research proposal. *See below requirement for the Biographical Sketch.*
6. *Innovation:* Explain how the application challenges and seeks to shift current research by utilizing novel concepts, approaches, methodologies, instrumentation or interventions. State how innovative procedures are feasible and within your sphere of competencies. Indicate if the approach is novel to one field or if the proposed research has the potential to promote interdisciplinary and collaborative proposals.
7. *Environment:* Explain if there is access to appropriate resources and how conducting the research at FDU (i.e., academic environment, subject populations and/or collaborating with colleagues) will contribute to the probability of success. If external collaborations are proposed, state how the collaborative environment/resources will contribute to the success of the proposed research.

<u>*Collaborative Grant Programs in Sustainability*</u>
When submitting a Collaborative Proposal in Sustainability for Arts and Sciences or for Silberman College and Independent Professional Schools, the proposal should consist of a Proposal Narrative incorporating sections 1 through 6 below of no more than 6-pages including figures and tables. The Proposal Narrative should be in single-spaced format and followed by additional sections on References Cited, Biographical Sketches, Budget and Budget Justification. *All sections of your proposal must be uploaded in the online Intramural Program portal.*

1. *Research Question:* Briefly describe your research question or hypothesis. Provide a background and contextualize your project idea within the relevant literature.
2. *Significance of the Investigation:* Describe how the proposed activities address an important problem or barrier to progress in a field of investigation. Prior to getting started, a literature review is essential in gaining balanced and sufficient knowledge of the field.
3. Research *Methodology:* Describe your implementation strategy. How will you answer your research question or test your hypothesis? What methods will you employ and what data will you collect? Provide references to the relevant literature when using established methods. Include preliminary data if applicable, although this is not essential.
4. *Assessment:* Describe formative and/or summative assessment strategies to measure research outcomes and the effectiveness of your experimental design. Also explain how you will gauge student success.
5. *Project Timeline:* Provide a project timeline of anticipated events/milestones over the course of this one-year proposal.
6. *Next Steps:* Describe in a paragraph how you plan to leverage your anticipated research success.

Other Sections
The following sections are required for both Seed and Collaborative proposals but are not included in the 6-page program narrative limit. *All the following sections must be uploaded in the Intramural Program portal as instructed.*

References Cited
Reference information is required and must include bibliographic citations only and not be used to provide parenthetical information.

Biographical Sketch Requirements
A biographical sketch is required for the Principal Investigator (PI), and each Co-Principal Investigator (Co-PI) named on Seed or Collaborative proposals. *The BioSketch template can be downloaded directly within the online Intramural Program Portal. Compile and upload all BioSketches as a single PDF file.*

Budget
The budget is a financial representation of your proposal and should be accompanied by *a* detailed budget justification *using the provided excel templat*e that clearly specifies the role of each investigator on the project and justifies all other non-personnel line-item requests. For guidance on preparation of your budget, please refer to the section above entitled "*Funding Levels.*" *The Budget template can be downloaded directly within the online Intramural Program portal and must be uploaded when completed as an Excel file.*

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How to Apply

The *application deadline for submission is Tuesday, February 15, 2022 by 5:00 PM*. Incomplete and late applications will not be accepted.

The University is transitioning to an online Intramural Submission Portal for submission of your Seed or Collaborative proposal, that serves as a data and document repository for your application and related post-award reporting.

- Once in the portal, select "Intramural Grants" then "*New* Intramural Grants Form" and choose your School/Department to begin.
- Under the section entitled "Proposal Type" be sure to select Seed or Collaborative as appropriate.
- You may partially complete the data entry, save at the bottom of the application, and return to the partially filled form under "*New* Intramural Proposal Form" to resume data entry at a future time. ***Please note that you should NOT upload your attachments until you are ready to finalize your application and SUBMIT.***
- When you have completed all data entry, upload all the required documents as stipulated in the Program Narrative (PDF files) and Budget (Excel file) Sections of your proposal and SUBMIT.
- Once you SUBMIT you can still return to revise the data and/or documents by going to the dashboard and selecting "*Edit/Update* Submitted Proposals only."
- Importantly, the portal will be closed and no longer accessible at 5:00 PM on February 15th.

Contact Information:

- All technical questions related to the system/software should be directed to Nandini Janardhan at nandini@fdu.edu
- All program requirements or programmatic questions should be directed to Carolynn Julien at 201-692-2221 or c.julien@fdu.edu.
- All matters of Compliance and CITI training should be directed to Kim Diccianni at 201-692-2219 or dicciann@fdu.edu