



## MEMORANDUM

TO: UAH faculty members and research staff

FROM: Dean O. Smith  
Interim Vice President for Research

DATE: February 18, 2013

SUBJECT: 2013 UAHuntsville Research Infrastructure Fund  
Request for Proposals

The Office of the Vice President for Research is pleased to announce an allocation of \$500,000 in grant support for enhancing research infrastructure. Proposals will be reviewed by an internal committee comprised of faculty members and research staff.

All individuals eligible for Principal Investigator status as defined in the Principal Investigator Handbook (<http://osp.uah.edu/2012-04-18-19-26-34/uah-principal-investigator-handbook>) may apply. The funds will be awarded competitively on the basis of the project's potential for increasing institutional research capacity.

The maximum award will be \$200,000. These funds may be used for equipment purchases, minor facilities remodeling, software, or any other infrastructural improvement. They may not be used for salaries or travel. Cost sharing of fifty percent will be required.

More details can be found in the attached 2013 Research Infrastructure Fund guidelines.

Final proposals should be received by the Office of Sponsored Programs by **5:00pm on Monday, March 18, 2013**. It is intended that awards will be announced in early April, 2013.

c: Dr. Robert Altenkirch  
Dr. Vistasp Karbhari



**2013 UAHUNTSVILLE RESEARCH INFRASTRUCTURE FUND  
RESEARCH PROGRAM REQUEST FOR PROPOSALS**

**SPONSORED BY**

**THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH  
at  
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

**OVERVIEW**

The UAHuntsville Office of Vice President for Research announces the availability of \$500,000 in grant support for the Research Infrastructure Fund (RIF) Program. This internal grant program is intended to be used for equipment purchases, minor facilities remodeling, software, and any other infrastructural improvement. The RIF Program is not intended for support of work which is part of a scheduled course, development of course curriculum, purchase of equipment for non-research purposes, or student tuition.

**ELIGIBILITY**

All individuals eligible for Principal Investigator status as defined in the Principal Investigator Handbook (<http://osp.uah.edu/2012-04-18-19-26-34/uah-principal-investigator-handbook>) may apply.

**AWARDS**

The RIF Review Committee will meet within one month of the closing date to review proposals. A total of \$500,000 is available, and there are no limits on the number of awards that can be made. Proposals of all funding levels are encouraged, up to a maximum funding request of \$200,000. Based on the recommendation of the Review Committee, the selected proposers will be notified as soon as possible thereafter by the Office of the Vice President for Research. Following the selection announcement, The Office of the Vice President for Research will arrange for individual proposers to receive feedback on their proposals through a meeting with members of the Review Committee.

The 2013 RIF awards must be expended within one year of the award date (no-cost extensions must

be requested from the Office of Sponsored Programs).

## **REVIEW OF PROPOSALS**

Awards are made by the Office of Vice President for Research based on recommendations by the RIF Review Committee. The Review Committee consists of the Vice President for Research, one senior faculty member appointed by the Dean of each of the Colleges, i.e., Business Administration, Engineering, Liberal Arts, Nursing, Science, and Graduate Studies; and two Research Center Directors appointed by the Vice President for Research. The Associate Vice President for Research serves as the Chair of the Review Committee. The Review Committee will recommend proposals to be supported and as well as the level of support that should be provided.

Proposals submitted to this RIF program by a member of the Review Committee will be reviewed for its merits independently by the Vice President for Research.

Please note that the Review Committee consists of faculty members and research staff from various fields of study. Therefore, the PI should endeavor to write her/his proposal such that it is understandable by a colleague who is not a specialist in a directly-relevant discipline. Technical terminology should be clearly explained, and variables should be well-defined. **Only one proposal from an individual will be allowed.**

## **PROPOSAL FORMAT**

The proposal should provide a clear and complete narrative account of the proposed research project. It should include what is to be done, why, and how. It must be focused toward enhancing the respective faculty member's talents.

The proposal length should not exceed five double-spaced pages, excluding the cover sheet, the budget pages, and the curriculum vitae. The proposal should maintain one-inch margins and use Times New Roman in 12-point font. In the interest of fairness to all faculty members, any proposal exceeding the page limit or not conforming to the margin and font requirements will be returned without review.

All proposals must follow the format given below:

Cover Page  
Proposal Title  
Summary  
Background  
Technical Objectives and Approach  
Plan for seeking sources of external funding  
Budget/Justification  
Curriculum vitae of PI

## **EVALUATION CRITERIA**

Specific proposal-related evaluation criteria are:

1. Overall scholarly quality and significance of the proposal. (60 points)
2. The Principal Investigator's capability to perform and complete the research. (25 points)
3. The potential of developing a more detailed research proposal for submission to federal and state agencies or other sponsoring organizations. (15 points)

## **CONDITIONS**

Upon award of the RIF, an account will be established within the awardees' department and funds will be transferred from the Office of the Vice President for Research to this account. It is then the responsibility of the awardee and her/his department chair to assure that the funds are spent in accordance with the proposal. Since a RIF Award is made for the activities as proposed, any significant changes in scope or budget must be cleared through the Office of the Vice President for Research.

The Office of Sponsored Programs is prepared to answer any questions regarding the expenditure of funds. Submission of a proposal warrants that all over-runs on any RIF account are the responsibility of the grantee and his/her Department/College.

## **SUBMISSION INSTRUCTIONS**

FY 2013 RIF proposals must be submitted through the Office of Sponsored Programs in accordance with established OSP proposal procedures. This includes participation in a How-to-Submit-a-Proposal workshop in the Office of Sponsored Programs.

A single PDF file of your final proposal should be received via e-mail from your respective college or center's contract administrator in the Office of Sponsored Programs *by the close-of-business (5:00 P.M. CST) on Monday, March 18, 2013*. Those proposals received by 5:00 P.M. will be considered on-time, and those *proposals received after 5:00 P.M. (according to the e-mail submission) will be considered late* and, to ensure fairness to all applicants, will not be reviewed. There will be no exceptions to this time deadline.

## **BUDGET**

The budget must be appropriate for the project. Budget will be prepared by OSP, and include a justification with appropriate level of detail to allow for an informed evaluation of your proposed budget. This justification should not exceed one page. Please work with the Office of Sponsored Programs in developing your budget if necessary. To be helpful, some guidelines for constructing the

budget are given below.

1. Salaries, wages and fringe benefits (not allowed)
2. Research-related Equipment/Instrumentation

Any equipment/instrumentation acquired under the grant is owned by the University. Normally, at the end of the project, any equipment purchased will become property of the Department to which the grantee is assigned. All purchases for equipment must be supported in the proposal relative to need for accomplishment of the proposed research effort. Request for purchase of equipment not justified and required for accomplishment of the specific research objective and proposed plan will not receive approval.

3. Research-related Operating Expenses

Please break out the total operating expenses necessary to complete the proposed activities into the three categories below.

Supplies  
Duplication/Reproduction  
Software

4. Travel (not allowed)
5. Books, Periodicals, Microfilm, etc. (not allowed)
6. Matching Funds. Cost share of fifty (50%) percent of total requested is required.

## **CURRICULUM VITAE**

A two-page maximum vitae of the principal investigator and any co-investigator should also be included with the proposal.

**PROPOSAL**  
**Research Infrastructure Fund 2013**

Title: \_\_\_\_\_

\_\_\_\_\_

Proposed Dates for Project: \_\_\_\_\_

Proposal Amount: \_\_\_\_\_

Cost Share Amount: \_\_\_\_\_

Principal Investigator (Name/Title): \_\_\_\_\_

Principal Investigator's Signature/Date: \_\_\_\_\_

Department: \_\_\_\_\_ Bldg./Room #: \_\_\_\_\_

College/Center: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Approval

Dept. Chair: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

Center Director: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

OSP: \_\_\_\_\_ Signature/Date: \_\_\_\_\_