



MEMORANDUM

TO: UAH faculty members and research staff

FROM: Dean O. Smith
Interim Vice President for Research

DATE: December 20, 2012 (Revised)

SUBJECT: 2013 UAHuntsville Individual Investigator Distinguished Research (IIDR) Program
Request for Proposals

The Office of the Vice President for Research is prepared to allocate \$350,000 dollars in grant support to stimulate individual investigator research efforts at the University. 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 scholarly and/or creative merit, the potential for completion of any ongoing project, and the potential for attracting further support.

The awards may be used as "seed money" to launch a new research project; "bridging money" to keep a program active during a hiatus between grants; "expansion money" to enable program growth; "emergency money" to cover the unexpected loss of grant funding; and "transition money" to enable an orderly phase-out of a research program. The maximum award will be \$50,000. Budgeted items include routine supplies, equipment items, research travel, and salaries.

More details can be found in the attached 2013 UAHuntsville Individual Investigator Distinguished Research Program Request for Proposals.

Your final proposal should be received by the Office of Sponsored Programs by **5:00pm on Wednesday, January 23, 2013**. The IIDR Committee, which is populated by your peers, will meet shortly thereafter to review proposals. It is intended that awards will be announced in late March, 2013. If you have any questions, please call Rhonda Griner at 824-6101 or grinerr@uah.edu.

c: Dr. Robert Altenkirch
Dr. Vistasp Karbhari



2013 UAHUNTSVILLE INDIVIDUAL INVESTIGATOR DISTINGUISHED 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 \$350,000 in grant support for the Individual Investigator Distinguished Research (IIDR) Program. This internal grant program is designed to encourage the growth and development of UAHuntsville faculty scholarship in all academic areas. The program is intended to enhance an individual faculty member's talents, scholarship, and ability to pursue externally-sponsored research activities in her/his respective field of study. The program requires the submission of competitive proposals in basic and applied research and creative works, which are motivated by an effort to probe toward and discover new ideas, information, or applications. The IIDR 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 IIDR Review Committee will meet within one month of the closing date to review proposals. A total of \$350,000 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 \$50,000. 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 IIDR 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 IIDR 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 IIDR 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.

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 IIDR, 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 an IIDR 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 IIDR account are the responsibility of the grantee and his/her Department/College.

SUBMISSION INSTRUCTIONS

FY 2013 IIDRs 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 Wednesday, January 23, 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

The PI may apply funds in the budget towards his/her salary (academic or summer). Research staff and faculty salary requests are limited to only one semester (4.5 months) or the summer; summer salaries cannot exceed 33% of the base salary.

Funds may also be used to support salaries and wages for individuals other than the faculty member if their work is critical to the completion of the research project by the faculty member (provided this is addressed in Section VII – Budget Justification). Typical examples are, graduate and undergraduate student support required in the acquisition, development and preparation of research materials and data, machine shop time, and equipment operation assistance. Administrative and graduate student tuition support is not covered. (No cost share of tuition).

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

Funds are not provided for attendance at professional meetings but are available for travel required to complete the research. Justification of travel and explanation of its role in accomplishing the research project must be included in the proposal.

5. Books, Periodicals, Microfilm, etc.

Purchase of items critical for the project accomplishment should be made only when they cannot be procured through procedures for which library funds exist, or when they are not available through inter-library loan. Duplicate purchases of Library holdings are not normally

allowed. All of these items shall be ordered through the Library. Then the items are received and catalogued. The Library will issue them to the grantee for a period of time not to exceed the authorized closing date of the project. All items will be returned to the Library at the completion of the project.

CURRICULUM VITAE

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

**PROPOSAL
IIDR PROGRAM 2013**

Title: _____

Proposed Dates for Project: _____

Proposal 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: _____