

**College of Engineering (COE) Research Incentive Seed Grant Program
FY2019**

*******This application is limited to College of Engineering faculty**

Submission Deadline: September 20, 2018 by 5:00PM MST

Category: Intramural Funding

Award Selection: December 15, 2018

PROGRAM DESCRIPTION

The Research Incentive Seed Grant Program will support only **new** areas of research for a principal investigator(s). Research that is already supported by other sources will not be approved for funding. Gap funding to bridge support between external grants or contracts will not be considered. The applicant must clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate extramural funding. Thus, the proposal must not have overlap with any existing grants. Seed funding under this program is to be used to successfully compete for extramural funds to support the project in the long term.

Preference will be given to proposals that:

1. Have a high potential for extramural funding
2. Have significant scientific merit
3. Represent a new direction for the PI
4. Build or strengthen cross-disciplinary research partnerships

APPLICANT ELIGIBILITY

Only one proposal per applicant will be accepted. An applicant may not be a principal investigator on more than one proposal during the application period. An applicant may not be a principal investigator on one proposal and a co-Investigator on another during the same application period. An applicant may not be a co-Investigator on more than one proposal during the same application period. It is the principal investigator's responsibility to ensure co-investigators are not in conflict. Proposals that have already been submitted to an extramural agency or those already reviewed and found non-competitive by an extramural agency will not be reviewed. One exception to this restriction is proposals previously submitted to an extramural agency that were declined on the basis of insufficient preliminary data. The COE will consider such proposals only if the PI submits an executive summary statement or official letter from the agency specifically stating the deficiency or absence of preliminary data, along with the application. Applicants must be tenure track faculty in residence at the time of application and be at least 0.75 FTE at the University of Utah.

If an application has been turned down by the review panel, the PI is allowed one re-submission of a revised proposal on the same subject. Revised proposals must indicate changes from the previous proposal and responses to reviewer comments.

In the case where an application is funded, the PI is not eligible to compete in future grant cycles for three years from the activation date of the successful proposal.

PROPOSAL SUBMISSION

There will be one submission cycle per year with deadlines **at the close of business (5:00 pm) September 20, 2018.**

Proposal applications must be submitted ELECTRONICALLY using the [InfoReady System](#). Paper copies are not accepted. If human subjects or animal research is involved, provide a copy of the IRB or IACUC confirmation. IRB or IACUC applications must be made and approved prior to funds being released.

The application must include the following:

1. Abstract of the proposal, including specific aims: 1 page
2. Technical Proposal: limited to 3 pages
3. References: limited to 1 additional page
4. Plan for extramural support: 1 page
5. Budget (PDF) and justification
6. Current and Pending Support - **list yearly direct funds for each grant**
7. Biographical sketch (limit 3 pages)
8. Letter of support from department Chairman
9. List of 3 potential reviewers - Two of the reviewers can be from within your home department and one must be external to the home department. The external reviewer will generally be selected from within the COE.

If any information requested above is not included at the time of submission, the proposal will not be reviewed.

INSTRUCTIONS FOR COMPLETING APPLICATION

1. Abstract of the Proposal, Including Specific Aims

Abstract of the proposal and aims (1 page). Must use the form provided in Step 3 on the VPR website.

2. Technical Proposal (3 page maximum)

The project description must include, in this order:

- General background
- Technical significance of the research (include how this project is in a direction that is different from your existing research efforts, and the potential impact of this new direction)
- Impact of this research on society, and application areas where this research can or will be applied
- Specific goals, objectives and anticipated results
- Description of methods including anticipated barriers or technical difficulties. Also specify the resources needed for this project (equipment, materials, etc.) and indicate their availability.

The project description must be concise, **limited to three typed, single-spaced pages with a font size of 12 points (see below for instructions on Key References and Extramural Support)**. One-inch margins must be maintained. If you feel additional information is important to submit, an appendice may be included but there is no obligation for reviewers to read it. There are no form pages provided. A violation of this format will result in your proposal not being reviewed.

NOTE: It is important that you consult the [Technology Commercialization Office](#) before disclosing details of any research that may be patentable. Any confidential information in this proposal must be clearly identified by marking as "Confidential" at the top and bottom of each page where the confidential information appears.

3. References (One page maximum)

4. Plan for Extramural Support (One page maximum)

Provide a specific plan for development of the extramural proposal. **The extramural proposal will serve as the final report for funded seed projects and must be completed within 1 year of completion of the seed grant.**

- Program: Indicate from which extramural support programs (e.g., DOE, DoD, NSF) you will be seeking support. List specific programs and why you anticipate that the research supported by this seed grant will leverage external support. Which grant submission deadline will you be targeting?
- Objectives: What will be the thrust of the proposal and how is it specifically supported by this seed funding? What is the application area you will be targeting, and what is the societal impact of the work you will be proposing?
- Team: Who will be involved at this university and others? Briefly describe their skills related to the project. More people can be involved in your final proposal team than are included on the seed grant.
- Pre-review: Who will read and comment on your proposal before it is submitted? (Having a colleague pre-review your grant significantly increases its likelihood of being funded.)

If this project has previously been submitted for external support, a copy of the executive summary of the review from the agency it was submitted to should be included with your application.

5. Budget and Justification

Must use the form provided in Step 3.

Awards will be up to \$28,000 for one year only.

Funding is available for salaries and fringe benefits of post doctoral fellows, students, technicians, and other non-faculty project personnel, technical supplies, equipment and miscellaneous expenses.

Grant funds **cannot** be used for **faculty salaries** (summer or academic year); **travel** that is not directly related to project research (e.g., conferences cannot be supported by this grant); **consultants; or office equipment, including computers (unless specifically justified).**

Personnel time is limited to 12 months of any combination of post doc, technician, or graduate student.

6. Current and Pending Support.

Complete for each Principal Investigator and co-Investigator. Use additional page for each if necessary. List yearly direct funds for each grant.

7. Biographical Sketch (Three page maximum)

Complete for each Principal Investigator and co-Investigator. Do not exceed three pages for each.

8. Letter of Support from departmental Chairman

The application must include a letter of support to the Dean from the department chair or equivalent. At a minimum, this letter must include an assurance that the PI will be present at the University for the duration of the grant period; that the department will be responsible for faculty salary during the grant period; and if appropriate, any support the department is willing to give to the faculty member in pursuing this new research direction. If this research is part of a larger research vision in the department or college, please describe how this proposal relates to that broader picture. The letter is part of the proposal packet that will be reviewed by panel members.

9. List of 3 potential reviewers

Two of the reviewers can be from within your home department and one must be external to the home department. The external reviewer will generally be selected from within the COE. Reviewers must be full-time University of Utah faculty who are senior investigators experienced in grantsmanship. **Any faculty with whom you collaborate on research are ineligible so please DO NOT list them.**

PROPOSAL EVALUATION

Applications and reviewer rankings/comments will be reviewed by the COE Dean, COE Associate Dean for Research, COE Associate Dean for Academic Affairs, and the COE Director of Research and Science. Applicants will be informed of the panel's recommendations on or about **December 5th, 2018.**

Review Criteria

Proposals will be evaluated using the following criteria:

1. If the proposed research is completed, does the proposal have a high chance of leveraging extramural support?
2. Are the significance and merit of the research clearly documented?
3. Does the PI(s) provide information necessary to determine if this is a new direction and that the research does not overlap with existing funded projects?
4. Have potential barriers or technical difficulties been identified?
5. Does the PI (and co-PI's) have the experience necessary to carry out the project?

6. Are the goals, objectives and expected results stated clearly and are they reasonable, given the funds and time provided?
7. Is the approach appropriate for the goals and objectives stated in the proposal?
8. Have extramural opportunities been identified and are they reasonable?

GRANT ADMINISTRATION

Awardees selected for funding must submit their final abstract and budget/justification to the VPR through [InfoReady](#) prior to receiving funds. Seed funds can then be accessed by creating a DSS through eProposal for OSP to process.

The Principal Investigator is responsible for the administration of grant funds. In particular, he/she must be certain that over-expenditures do not occur. Capital equipment purchased from the funds is the property of the University of Utah.

If the work cannot be completed in the initial twelve-month period, the Principal Investigator may request one six-month extension by sending a request to the COE at least one month prior to the end of the project.

PI may transfer up to 25% of the award into different categories of spending without written permission, as long as the category is in the original budget approved by the COE.

REPORTING REQUIREMENT

Successful applicants must submit a progress report to the VPR office within 3 months of the project end-date. Progress reports will be submitted through [InfoReady](#). No new funds will be made available to the PI until the progress report is submitted.