General Guidelines for SBSRI Awards

Fall 2023 Deadline: By 5:00 p.m. on September 25, 2023

Spring 2024 Deadline: By 5:00 p.m. on January 29, 2024

Application Submission Portal: [SBS's Arizona Cultivate microsite](#)

OVERVIEW

SBSRI grant competitions are open to faculty and graduate students "homed" in the College of Social and Behavioral Sciences (SBS). Graduate Interdisciplinary Program (GIDP) students may only apply if their primary advisor (e.g., qualifying or comprehensive exam director, dissertation chair) **is a faculty member homed in the College of Social & Behavioral Sciences**. Specific eligibility criteria are outlined in the guidelines for each funding mechanism.

SBSRI has two annual competition deadlines, Fall and Spring. Small grants (Faculty Small Grants, Dissertation Research Grants, Pre-doctoral Research Grants) fund research for a one-year period. The support period for the next Research Professorship competition (Fall 2023) is either Fall 2024 or Spring 2025. Individuals can only apply for one type of award per competition cycle (faculty Leveraging Grants can be applied for at any time and do not affect eligibility to apply for other types of awards). Awards will <u>not</u> carry forward to the next period, and all awards are subject to funding availability.

PROPOSAL SUBMISSION

Proposals are through [SBS's Arizona Cultivate microsite](#) in the open period leading up to the deadline. Your proposal is due by 5:00 p.m. on your application's deadline date. ***This is a firm deadline; exceptions will not be granted.*** It is strongly suggested that applicants complete and submit their application much earlier than 5:00 p.m. as there have been instances of application submission failure when submitting minutes prior to the posted deadline.

Proposals must be linked to the applicant's name and official UArizona email address. Please use your NetID to log into the system. Applicants may designate an individual, such as a research administrator, to proxy in the proposal materials. Information on submitting proposals by proxy is available in the "Help" section of the submission website. Please do not simply have the proxy submit in your name. Instead, follow the steps to give proxy. Failure to do so can cause Arizona Cultivate to not accept your submission. If you have questions, email Beth Stahmer at estahmer@arizona.edu.

Proposals are reviewed by SBSRI Advisory Board members who represent diverse units across the [College of Social and Behavioral Sciences](). Applicants should submit proposals that are comprehensible to an interdisciplinary audience. Be sure to limit use of disciplinary or field-specific jargon – if you must use it, provide definitions and/or detailed descriptions in order to sufficiently inform those outside of your field.

Review criteria include:

- **scholarly merit:** clarity of research question, appropriateness of methods, researcher's qualifications;
- **significance:** theoretical background or comparable framework, background literature, contributions to the field, potential broader impacts;
- **budget:** clarity of justification, appropriateness of expenditures, anticipated spending of grant funds by the end of the funding period;
- **project feasibility:** clarity of schedule or work plan, likelihood of timely completion, sufficiency of funding;
- **expected product(s):** proposals for external funds, publications, presentations, databases, models.
- **For faculty only:** proposed project's connection to SBS's [Strategic Plan]().

FORMAT

The elements in proposals for SBSRI's different funding mechanisms vary. Where uploaded documents are required (with the exception of the CV), the documents must use a font no smaller than 12 point with one-inch margins all around. The proposal narrative must be single-spaced. These documents must be in *PDF* format. ***Proposals with elements that go over page limits won't be reviewed.***

All applicants **are required** to use the Budget and Budget Justification template that is available as a Supporting Document within the Arizona Cultivate application.

MAJOR ELEMENTS OF A PROPOSAL

There is some variation across the types of funding mechanisms that SBSRI coordinates. The application portal requires that you fill in text fields, text boxes, or upload PDF or excel files. Instructions that are specific to the elements in each type of award are included in Arizona Cultivate. Instructions on the proposal narrative and the budget requirements are included in Arizona Cultivate and are expanded on below.

Proposal narrative (3 pages)

The full instructions for the narrative are in Arizona Cultivate. Here, we describe what reviewers value. Be especially clear regarding your research question(s), your conceptual/theoretical framework, your schedule for the proposed activities, and the end products that you expect. You should situate your work within your own discipline/field but also speak to its broader or societal

significance. Your narrative should be accessible to scholars outside your field because your reviewers come from other SBS units and will not have your experience or expertise. Be sure to limit use of disciplinary or field-specific jargon.

Budget and budget justification (See Supporting Documents in Arizona Cultivate application)

The total amount requested from SBSRI must equal an amount at or below the maximum funding level for your grant type**. *Otherwise, the proposal won't be reviewed.***

You **must** use the Budget and Budget Justification template that is provided through Arizona Cultivate. Do not change the formatting of the template and upload the document as an excel file. For each component in your budget, you will be asked to provide a line item total and a corresponding justification for the expense. The budget should only include expenses that will be covered by SBSRI grant funds. It's important to understand several budgetary restrictions before planning a proposal for an SBSRI grant:

- **The budget/funding period for Fall 2023 awards is December 1, 2023-November 30, 2024. The budget/funding period for Spring 2024 awards is April 1, 2024-March 31, 2025.**
- Expenditures for an award **must** be made within the funding period. Expenditures made prior to the funding period will not be reimbursed.
- Following procedures that apply to grants from external agencies, all equipment purchased with SBSRI funds belongs to UArizona rather than to the awardee. Such equipment must be returned when the awardee terminates their relationship (i.e., faculty or graduate student) with the university.

The justification for each budget category should provide detailed information showing how you estimated or calculated expenses. Such information allows reviewers to determine if your budget is reasonable as well as compliant. Below is an example of a good justification, followed by a bad counterpart.

- GOOD: I need $429.00 for an undergraduate research assistant to transcribe five interviews. My past experience with this type of transcription suggests that each interview will take about five hours to transcribe. I therefore estimate needing 30 hours for this (including five hours of training for the undergraduate transcriber). I will pay $14/hour, and the ERE for this category of employee is 2.0%. The total is $420 (30 x 14) + $8.40 (420 x .020) = $428.40 (rounded up to $429.00).

- BAD: I need about $430 to cover transcription.

Below is a summary of allowable expenses. If you have any questions regarding allowable expenses, please contact SBSRI personnel or your unit's business personnel.

- animal or human research subjects
  - subject payment
  - recruitment of subjects
  - animal charges

- software
  - software licenses
- research supplies
  - paper, printer cartridges/ink
  - compass, excavation tools
  - **computers and related equipment***
- research-related travel (domestic and foreign travel)
  - airfare, ground transportation (or mileage if using your own vehicle, reimbursement for gas if you are using a rental vehicle), per diem (lodging, meals, and incidentals)
- archival fees, database fees, copying costs
- payment of consultants
- research assistance (e.g., translation, coding, transcribing, website development, database development)

* Computers and related equipment (e.g., printer) are now allowable expenses under SBSRI Faculty Small Grants, Dissertation Research Grants and Pre-doctoral Research Grants. Such equipment **must** be used for research. Your budget justification for such purchases **must clearly describe**, in detail, how the equipment will be used (e.g., zoom for x number of interviews; zoom for x number of focus groups; for taking and storing fieldnotes; for data collection, analysis, and storage), and how it will advance your research project. Equipment purchased with grant funds, in accordance with UArizona policy, becomes the property of the university. Therefore, such equipment **must** be purchased, inventoried, deployed, and serviced through SBSTech, and returned to SBSTech upon termination of your relationship (i.e., faculty or graduate student) with the university. (Also see: Acceptable Use of Computers and Networks Policy | Policies and Procedures (arizona.edu)). Applicants **must request** a quote for computer and related equipment via SBSTech TicketDog prior to the submission of your application. Please allow 5 business days for this process. Start your request with "SBSRI (name of competition) request for quote." Then, provide detailed information on how the equipment will be used to support your proposed research. Provide information on the applications that you plan to run and the basic and advanced (if applicable) system requirements that need to be met in order for you to engage in your research as planned. Applicants **must** use the quote provided when developing the proposal's budget and budget justification.

AWARD PROCESSING

You can expect to learn of SBSRI's decision about seven to eight weeks after the deadline. Awardees must meet with SBSRI staff, via zoom, a phone call, or in-person after receiving notification of grant funding. If your research requires institutional approvals (e.g., human or animal subjects, other), you must acquire these before you can engage in your research. However, such documentation **is not** required at time of application submission. All awards are subject to funding availability, and all expenditures are handled in accordance with University of Arizona policies.

REPORTING

If you receive an award, you must credit SBSRI as you disseminate your research.

<u>Faculty Small Grants, Research Professorships, Dissertation Research Grants, Pre-doctoral Research Grants</u>: Awardees are required to submit to SBSRI a final report in Arizona Cultivate. Near the end of your funding period, you will receive a request from SBSRI staff to fill out the report in Arizona Cultivate.

<u>Leveraging Grants</u>: Given the long-term nature of external proposal development, submission, and award determinations, Leveraging Grant recipients must fill out an Arizona Cultivate final report three years after the granting of the award. During the three-year period awardees <u>are required</u> to inform SBSRI when any external proposals are submitted and as to the outcome, including for proposals not routed through Sponsored Projects Services.

Failure to meet these reporting requirements affects your eligibility for future SBSRI funding.

SBSRI'S FUNDING MECHANISMS

SBSRI coordinates the following award types (specific guidelines for each type start on p. 7). Further information is also available on Arizona Cultivate. Contact Beth Stahmer, SBSRI's Director, with questions <u>before</u> submitting a proposal.

- **Leveraging Grants (pp. 7-8):** SBSRI has limited funds for Leveraging Grants. These $3,000-maximum grants have a clear return on SBS's investment and connect to or support the college's Strategic Plan. Leveraging Grants support the development of proposals in response to external funding mechanisms and cannot be used to leverage additional internal grants. These grants do not support the PI's living expenses, publication costs, faculty supplemental compensation, conference-related registration fees and/or travel expenses. Applications can be completed in Arizona Cultivate anytime; reviews and decisions are usually ready within two weeks of submission.

- **Faculty Small Grants (pp. 9-10):** These grants provide up to $5,000 of funds for research projects, including seed money for research that could lead to external grants and fellowships, or standalone projects that can be completed with a small grant. Faculty Small Grants connect to or support the college's Strategic Plan. Allowable expenses include research-related travel, subject payment, supplies, short-term research assistance, small equipment, and computers and related equipment. These grants do not support the PI's living expenses, publication costs, faculty supplemental compensation, conference-related registration fees and/or travel expenses.

- **Fall 2024 or Spring 2025 Research Professorships (pp. 11-12):** Research Professorship applications will only be accepted once annually during the Fall competition cycle. Please discuss this application with your unit head/director in order to ensure that your unit has ample time to plan for and to secure teaching coverage for affected courses. Research Professorships provide one course release for faculty so they can give more time to a research project which connects to or supports the college's Strategic Plan. Awards are contingent on the teaching needs of the applicant's unit, so the unit head/director must approve the application. This application has no budget component.

- **Dissertation Research Grants (pp. 13-14):** These provide up to $3,000 for graduate students who have advanced to PhD candidacy and who require funding to conduct their dissertation research. Allowable expenses include research-related travel, subject payment, supplies, small equipment, and computers and related equipment. These grants do not support publication costs, student/PI supplemental compensation, living expenses, conference-related registration fees and/or travel expenses. The student's advisor/chair must upload to Arizona Cultivate a recommendation/reference letter before the student can submit the proposal.

- **Pre-doctoral Research Grants (pp. 15-16):** These provide up to $600 for PhD and Master's level research activities. Allowable expenses include research-related travel, subject payment, supplies, small equipment, and computers and related equipment. These grants do not support publication costs, student/PI supplemental compensation, living expenses, conference-related registration fees and/or travel expenses. The student's advisor or mentor must upload to Arizona Cultivate a recommendation/reference letter before the student can submit the proposal.

Leveraging Grants

Applications are accepted year-round, through [SBS microsite on Arizona Cultivate](#)

DESCRIPTION

SBSRI has limited funds for Leveraging Grants. These $3,000-maximum grants have a clear return on SBS's investment and connect to or support the college's [Strategic Plan](#). Leveraging Grants cannot be used to leverage additional internal grants funded through sponsors such as the Office of Research, Innovation, and Impact, the UArizona Library, or the Confluencenter. Activities supported through Leveraging Grants include travel to funding agencies or to organize with a co-PI, or data collection or analysis crucial to submission of an external proposal. Hiring University of Arizona graduate or undergraduate students is an allowable expense.

> **These grants do not support:** The PI's living expenses, publication costs, faculty supplemental compensation, conference-related registration fees and/or travel expenses, convening local symposia or workshops, or salary support/wages for non-UArizona students.

These proposals can be completed in SBS's Arizona Cultivate microsite at any time. See the application for additional instructions. The reviews and decisions are usually ready within two weeks of submission.

ELIGIBILITY AND PRIORITIES

Eligible faculty and academic professionals include tenure track (eligible), continuing status (eligible), and career track who have at least .50 FTE in SBS. Multiple collaborators within SBS cannot receive Leveraging Grant funds for the same project, and individual PIs can receive only one Leveraging Grant per 12-month period. If you hold or have under review a Faculty Small Grant or Research Professorship for the same project, please consult Beth Stahmer for guidance prior to submission of a proposal.

REPORTING

Given the long-term nature of external proposal development, submission, and award determinations, Leveraging Grant recipients must fill out a final report three years after the granting of the award. During the three-year period awardees <u>are required</u> to inform SBSRI when any external proposals are submitted and as to the outcome, especially for proposals not routed through Sponsored Projects Services.

ELEMENTS OF A LEVERAGING GRANT PROPOSAL

- Applicant information
- Department information
  - SBS department, including head/director

- Business manager serving the unit

LG request details

- Funded activities (text box with 2500-character limit)
- Targeted funding (text box with 2500-character limit)
    i. Grant/fellowship type
    ii. Agency name
    iii. Deadline or target date
    iv. URL
- Linkage (text box with 2500-character limit)
- Next steps (text box with 2500-character limit)
- LG other support/other sources of funding (text box with 2500-character limit)
- Connection to or support of SBS's Strategic Plan (text box with 2000-character limit, brief description, 250 words or less)
- Budget and Budget Justification (upload of LG Budget/Budget Justification FY23-24 Template)

QUESTIONS: Contact Beth Stahmer, SBSRI's Director, <u>before</u> submitting a proposal.

Faculty Small Grants

Fall 2023 Deadline: By 5:00 p.m. on September 25, 2023

Spring 2024 Deadline: By 5:00 p.m. on January 29, 2024

Application Submission Portal: SBS's Arizona Cultivate microsite

DESCRIPTION

These grants provide up to $5,000 of funds for research projects, including seed money for research that could lead to external grants and fellowships, or standalone projects that can be completed with a small grant. Faculty Small Grants connect to or support the college's Strategic Plan.

> **These grants do not support:** PI's living expenses, publication costs, faculty supplemental compensation, conference-related registration fees and/or travel expenses, or salary support/wages for non-UArizona students.

ELIGIBILITY AND PRIORITIES

Eligible faculty and academic professionals include tenure track (eligible), continuing status (eligible), and career track who have at least .50 FTE in SBS. **Grants will be limited to projects that <u>have not</u> received prior funding through this mechanism.** Prior awardees are eligible to reapply for support for a new project after one year (for example if you receive an award in the Fall competition, you cannot apply again until the following Fall). *Note:* If you have held a Leveraging Grant or Research Professorship for the same project, please consult Beth Stahmer for guidance prior to submission of a proposal.

See General Guidelines for   **SELECTION PROCESS**
                                  FORMAT OF DOCUMENTS
                                  MAJOR ELEMENTS (Proposal narrative, Budget and budget justification)
                                  AWARD NOTIFICATION
                                  REPORTING

ELEMENTS OF A FACULTY SMALL GRANT PROPOSAL

- Applicant information
- Department information
  - SBS department, including head/director
  - Business manager serving the unit
- Proposal information
  - Proposal title (text field)
  - Proposal abstract (text box with 2000-character limit)

- Identification of relevant research compliance areas (e.g., human or animal subjects, etc.) (text box with 2000-character limit)
    - Connection to or support of SBS's Strategic Plan (text box with 2000-character limit, brief description, 250 words or less)
- Proposal narrative (PDF upload with 3-page limit)
- References cited (PDF upload, no page limit, use preferred citation style for your discipline)
- Curriculum vitae (CV) (PDF upload, no page limit, formatting requirements do not apply)
- Budget and budget justification (upload of SBSRI Budget & Budget Justification F2023 Template)
- Current and pending support (PDF upload, no page limit)
- Prior SBSRI support (PDF upload with 1-page limit)

QUESTIONS: Contact Beth Stahmer, SBSRI's Director, <u>before</u> submitting a proposal.

Research Professorship

Deadline for Research Professorships taking place in academic year 2024-2025: By 5:00 p.m. on September 25, 2023

Application Submission Portal: [SBS's Arizona Cultivate microsite](#)

DESCRIPTION

Research Professorships provide one course release for faculty so they can give more time to a research project which connects to or supports the college's [Strategic Plan](#). You must designate, in the narrative, whether you will take the Professorship in Fall 2024 or Spring 2025. Awards are contingent on needs of the applicant's unit, so the unit head/director must provide a letter of approval for the application. The approval letter must be received prior to the deadline as the applicant will not be able to submit the proposal without it. This application has no budget component.

ELIGIBILITY AND PRIORITIES

Eligible faculty and academic professionals include tenure track (eligible) and continuing status (eligible), who have at least .50 FTE in SBS. Career track applicants must be at least .50 FTE in SBS and have at least .40 FTE towards research in their standard workload. Applicants cannot have a teaching release during the year of the proposed Research Professorship and cannot have held a Research Professorship within the previous five years. *Note:* If you have held a Leveraging Grant or Faculty Small Grant for the same project, please consult Beth Stahmer for guidance prior to submission of a proposal.

See General Guidelines for   **SELECTION PROCESS**
                               FORMAT OF DOCUMENTS
                               MAJOR ELEMENTS (Proposal narrative)
                               AWARD NOTIFICATION
                               REPORTING

ELEMENTS OF A RESEARCH PROFESSORSHIP PROPOSAL

- Proposal information
    - Proposal title (text field)
    - Proposal abstract (text box with 2000-character limit)
    - Identification of relevant research compliance areas (e.g., human or animal subjects, etc.) (text box with 2000-character limit)
    - Connection to or support of SBS's Strategic Plan (text box with 2000-character limit, brief description, 250 words or less)
- Proposal narrative (PDF upload with 3-page limit)
- References cited (PDF upload, no page limit, use preferred citation style for your discipline)
- Curriculum vitae (CV) (PDF upload, no page limit, formatting requirements do not apply)

- Current and pending support (PDF upload, no page limit)
- Prior SBSRI support (PDF upload with 1-page limit)
- Approval letter from head: Enter your head's/director's email in the relevant field. Head/director responds to questions regarding the applicant's normal teaching load, arrangements for covering released course, unit faculty on release for the requested semester. Your head/director <u>must</u> upload letter to Arizona Cultivate before application can be submitted.

QUESTIONS: Contact Beth Stahmer, SBSRI's Director, <u>before</u> submitting a proposal.

Dissertation Research Grants

Fall 2023 Deadline: By 5:00 p.m. on September 25, 2023

Spring 2024 Deadline: By 5:00 p.m. on January 29, 2024

Application Submission Portal: [SBS's Arizona Cultivate microsite](#)

DESCRIPTION

Dissertation Research Grants award up to $3,000 to support activities associated with dissertation research. **These grants do not support:** The PI's living expenses, expenses (e.g., travel, registration) related to conference attendance, publication costs, salary supplement to the investigator, or salary support/wages for non-UArizona student workers.

ELIGIBILITY AND PRIORITIES

All officially registered Ph.D. candidates majoring in a discipline in SBS and in good standing are eligible. A letter from the chair of your dissertation committee must verify that you are in good academic standing, will have completed qualifying exams and advanced to Ph.D. candidacy, and will be a registered UArizona student during the academic year(s) of the award. For Graduate Interdisciplinary Program (GIDP) students, your primary advisor (e.g., qualifying or comprehensive exam director, dissertation chair) **must be a faculty member homed in the College of Social & Behavioral Sciences**. GIDP students should contact Beth Stahmer to determine eligibility **before** proposal submission. Students may be awarded only one Dissertation Research Grant; prior awardees are not eligible.

See General Guidelines for   **SELECTION PROCESS**
FORMAT OF DOCUMENTS
MAJOR ELEMENTS (Proposal narrative, Budget and budget justification)
AWARD NOTIFICATION
REPORTING

ELEMENTS OF A DISSERTATION RESEARCH GRANT PROPOSAL

- Applicant information
- Department information
  - SBS department, including head/director
  - Business manager serving the unit
- Proposal information
  - Proposal title (text field)
  - Proposal abstract (text box with 2000-character limit)
  - Identification of relevant research compliance areas (e.g., human or animal subjects, etc.) (text box with 2000-character limit)
- Proposal narrative (PDF upload with 3-page limit)

- References cited (PDF upload, no page limit, use preferred citation style for your discipline)
- Curriculum vitae (CV) (PDF upload, no page limit, formatting requirements do not apply)
- Budget and budget justification (upload of SBSRI Budget & Budget Justification F2023 Template)
- Current and pending support (PDF upload, no page limit)
- Prior SBSRI support (PDF upload with 1-page limit)
- Advisor information/letter: Enter your advisor's email in the relevant field. Then have the system send email requesting the letter. Your advisor <u>must</u> upload letter to Arizona Cultivate before application can be submitted.

QUESTIONS: Contact Beth Stahmer, SBSRI's Director, <u>before</u> submitting a proposal.

Pre-doctoral Research Grants

Fall 2023 Deadline: By 5:00 p.m. on September 25, 2023

Spring 2024 Deadline: By 5:00 p.m. on January 29, 2024

Application Submission Portal: [SBS's Arizona Cultivate microsite](#)

DESCRIPTION

Pre-doctoral Research Grants award up to $600 to support graduate student research. Fundable activities may be associated with a Master's thesis, publishable manuscripts, or a Ph.D. dissertation. **These grants do not support:** The PI's living expenses, expenses (e.g., travel, registration) related to conference attendance, publication costs, salary supplement to the investigator, or salary support/wages for non-UArizona student workers.

ELIGIBILITY AND PRIORITIES

All officially registered graduate students majoring in a discipline in SBS and in good standing are eligible. A letter from your advisor or faculty mentor must verify that you are in good academic standing, and that you will be a registered UArizona student during the academic year(s) of the award. For Graduate Interdisciplinary Program (GIDP) students, your primary advisor or faculty mentor **must be a faculty member homed in the College of Social & Behavioral Sciences**. GIDP students should contact Beth Stahmer to determine eligibility **before** proposal submission. Students may be awarded only one Pre-doctoral Research Grant; prior awardees are not eligible.

See General Guidelines for   **SELECTION PROCESS**
                                          FORMAT
                                          MAJOR ELEMENTS (Proposal narrative, Budget and budget justification)
                                          AWARD NOTIFICATION
                                          REPORTING

ELEMENTS OF A PRE-DOCTORAL RESEARCH GRANT PROPOSAL

- Applicant information
- Department information
  - SBS department, including head/director
  - Business manager serving the unit
- Proposal information
  - Proposal title (text field)
  - Proposal abstract (text box with 2000-character limit)
  - Identification of relevant research compliance areas (e.g., human or animal subjects, etc.) (text box with 2000-character limit)
- Proposal narrative (PDF upload with 3-page limit)

- References cited (PDF upload, no page limit, use preferred citation style for your discipline)
- Curriculum vitae (CV) (PDF upload, no page limit, formatting requirements do not apply)
- Budget and budget justification (upload of SBSRI Budget & Budget Justification F2023 Template)
- Current and pending support (PDF upload, no page limit)
- Prior SBSRI support (PDF upload with 1-page limit)
- Advisor information/letter: Enter your advisor's email in the relevant field. Then have the system send email requesting the letter. Your advisor <u>must</u> upload letter to Arizona Cultivate before application can be submitted.

QUESTIONS: Contact Beth Stahmer, SBSRI's Director, <u>before</u> submitting a proposal.