General Guidelines for SBSRI Awards

FUNDING PERIOD

SBSRI’s grant has two competition deadlines annually. The funding period expires on June 30 of the academic year in which a grant is awarded. Awards will not carry forward to the next period. An individual can receive only one award from SBSRI per fiscal year (July 1 to June 30).

PROPOSAL DEVELOPMENT AND SUBMISSION

Proposals are submitted via SBSRI’s Grant Application System (GAS) in the open period leading up to the deadline. Your proposal is due by 5:00 PM on your application’s deadline date.

SELECTION PROCESS

Proposals will be reviewed by the SBSRI Advisory Board. The Senior Vice President for Research contributes to these awards, and SBSRI reports on the return of the VPR’s investment in our college. The variation across disciplines in SBS provides many ways to indicate return on investment. Evaluation criteria include scholarly merit (e.g., clarity of research question, appropriateness of methods), significance (e.g., context and literature), project’s value to SBS (e.g., integration of research and education), likelihood of the project’s completion within the funding period, and likelihood of later external funding. SBSRI proposals require detailed justification of budget items, and this will be evaluated as well. If your research requires institutional approvals (e.g., human subjects), you must document these before funds will be released. All awards are subject to funding availability, and all expenditures are handled through SBSRI in accordance with University policies.

FORMAT

The elements in proposals for SBSRI’s different funding mechanisms vary. Some elements involve uploading pdf files to GAS. In these, upload only information of the type that the instructions require. These elements should not be used to bypass page limitations. Reviewers will not consider extra material.

Uploaded components of proposals should use a font no smaller than 12 point with one-inch margins all around. (Reviewers find Times New Roman font easy to read.) These documents must be in pdf format.

The online budget form uses numeric fields only. Do not enter any non-numeric characters, including the $ symbol.

MAJOR ELEMENTS OF A PROPOSAL

GAS will prompt you for the elements of your proposal. Again, there is some variation across the types of funding mechanisms that SBSRI coordinates. Some information is based on your login, and you should check the accuracy of that information. Other elements require that you fill in forms or upload pdf files. Instructions specific to the elements in each type of award are included in GAS, but the proposal narrative and the budget require extra comment.
Proposal narrative

The full instructions for the narrative are in GAS. Here, we describe what reviewers value. Be especially clear regarding your research question(s), your method(s), your schedule for the proposed activities, and the end products that you expect. You should situate your work within your own field but also speak to its broader significance. Crucially, your narrative should be accessible to scholars outside your field because your reviewers come from other SBS units.

Budget and timeline

The total amount requested from SBSRI must equal an amount at or below the cap for your grant type. *Otherwise, the proposal won’t be reviewed.* For each component in your budget, you will be asked to provide a line item total, dates to start and complete the expenditure, and justification. It’s important to understand three budgetary restrictions before planning a proposal for an SBSRI grant:

1. Our budget section requires that expenditures are tied to specific months and years in order to clarify the timeline for the funded research activities. Expenditures for an award must be made by June 30. Your budget and item-specific justifications must show how all SBSRI funds will be expended by that date. For example, a project including foreign travel over the entire summer (i.e., past June 30) might specify the purchase of a plane ticket in May, as in the example below.

2. Following procedures that apply to grants from external agencies, all equipment belongs to the U of A rather than the awardee.

3. Equipment purchased with SBSRI funds must be returned to SBSRI at the end of the funding period. Because SBSRI does not have the resources to track and maintain widely dispersed equipment, and due to additional issues including data security, SBSRI cannot fund the purchase of equipment such as computers or similar devices.

Below is an example of a good justification, followed by its bad counterpart.

- **GOOD:** I need $310.50 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 $10/hour, and the ERE on $300 for this category of employee is 3.5%. $300 (30 x 10) + 10.50 (300 x 3.5%) = 310.50.

- **BAD:** I need about $300 to cover transcription.

**A note about object codes:** When awards are processed, UA object codes are assigned by your business staff. So when you enter your budget in GAS, you’ll see reference to these codes. Some examples below of typical expenses are followed by associated object codes. Your proposal is not required to use these codes, but they illustrate the desired level of specificity in the budget section as well as the categories of typical expenditures.

- animal or human research subjects
  - subject payment (UA object code 3210)
  - recruitment of subjects (UA object code 4110 for advertising)
animal charges (UA object code 4130)
- consent forms (UA object code 4850 for department copy cards)
  - software
    - software licenses (UA object code 4620)
  - research supplies
    - paper, CDs, printer cartridges/ink (UA object code 5230 for office supplies)
    - compass, excavation tools (UA object code 5190 for field supplies)
  - research-related travel (UA object codes in 6000, e.g., domestic vs. foreign travel)
    - air fare, ground transportation (or mileage if using your own vehicle), per diem
      (lodging, meals and incidentals)
  - archival fees, database fees
  - payment of consultants
  - research assistance (e.g., translation, coding, transcribing, website development, database
    development)

AWARD NOTIFICATION

You can expect to learn of SBSRI’s decision about six weeks after your deadline. Awardees
must meet with SBSRI staff before using awards.

REPORTING

If you receive an award, you must credit SBSRI and the UA’s Office of the Senior Vice
President for Research as you disseminate your research.

Within 14 days of the end of the funding period, awardees are required to submit to SBSRI a
report and an updated CV with products of the award highlighted on it. The report form can be
downloaded from http://sbsri.sbs.arizona.edu/sbsri-funding. Awardees are also required to
provide copies of related external proposals within two fiscal years of the SBSRI funding period.
As with other funders, failure to meet these reporting requirements affects your eligibility for
future SBSRI funding.

SBSRI’S FUNDING MECHANISMS

SBSRI coordinates the following award types. More specific guidelines for each type start on p.
5 of this document. Further information is also available on GAS.

- **Leveraging Grants:** These grants for up to $1,000 are to help faculty with activities that
  have a clear return on SBS’s investment. Most of these relate to the development of
  proposals to external funders. These grants can be completed in GAS anytime; the
  reviews and decisions are usually ready within two weeks of submission. An individual
  can receive only one Leveraging Grant from SBSRI per fiscal year.

- **Faculty Small Grants:** These grants provide up to $3,500 of seed money for larger
  projects, including those leading to external grants and fellowships. Allowable expenses
  include research-related travel, subject payment, supplies, short-term research assistance,
  and small equipment. These grants do not support publication costs, faculty supplemental
compensation, or standard equipment (including computers). An individual can receive only one Faculty Small Grant from SBSRI per fiscal year.

- **Research Professorships:** These provide course release for faculty so they can give more time to a research project. Awards are contingent on needs of the applicant’s unit, so the unit head/director must sign off on the application. The first item in GAS, which you will see before clicking on any sub-components of the proposal, asks for the head/director’s name in order to solicit that agreement. This application has no budget component.

- **Dissertation Research Grants:** These provide up to $2,000 for graduate students who have advanced to PhD candidacy and who require funding to conduct their dissertation research. Allowable expenses include research-related travel and expenses, subject payment, supplies, and small equipment. An individual can receive only one Dissertation Research Grant from SBSRI per fiscal year.

- **Pre-doctoral Research Grants:** These provide up to $500 for PhD and Master's research activities. Allowable expenses include research-related travel and expenses, subject payment, supplies, and small equipment. An individual can receive only one Pre-doctoral Research Grant from SBSRI per fiscal year.

**QUESTIONS:** Contact Beth Stahmer before submitting a proposal.
Leveraging Grants

DEADLINES FOR ACADEMIC YEAR 2015-2016

Rolling, in SBSRI’s Grant Application System (GAS)

DESCRIPTION

Leveraging Grants provide up to $1,000 to help faculty with activities that have a clear return on SBS’s investment. Such activities include travel to funding agencies or to organize with a co-PI, or data collection or analysis crucial to submission of an external proposal.

These grants do not support: conference travel, convening local symposia or workshops, or publication costs related to journals or books.

These proposals can be completed in GAS anytime. See GAS for more instructions. The reviews and decisions are usually ready within two weeks of submission.

ELIGIBILITY AND PRIORITIES

Eligible faculty and academic professionals have at least .50 FTE in SBS and are tenured, tenure-track, or equivalent. Non-tenure track faculty and lecturers are eligible for these grants if they have been employed in SBS for two consecutive years at .50 FTE or higher. All awards are subject to funding availability.

ELEMENTS OF A LEVERAGING GRANT PROPOSAL

- Department information
  - SBS department, including head
  - Business manager serving the unit
- LG request details
  - Funded activities (text area with 2500-character limit)
  - Budget and timeline (text area with 2500-character limit)
  - Targeted funding
    i. Grant/fellowship type
    ii. Agency name
    iii. Deadline or target date
    iv. URL
  - Linkage (text area with 2500-character limit)
  - Next steps (text area with 2500-character limit)
- LG other support
  - Other sources of funding
- LG Signature
Faculty Small Grants

DEADLINES FOR ACADEMIC YEAR 2015-2016

5:00 pm on 18 September, 2015 (fall cycle) in SBSRI’s Grant Application System (GAS)
5:00 pm on 29 January, 2016 (spring cycle) in SBSRI’s Grant Application System (GAS)

DESCRIPTION

Faculty Small Grants provide seed money of up to $3,500 for the development of larger projects, especially those leading to proposals to external funding agencies. These grants may also be used for full-scale but inexpensive projects or parts of projects.

These grants do not support: travel to meetings to present papers, publication costs, faculty supplemental compensation, or standard equipment (including computers).

ELIGIBILITY AND PRIORITIES

Eligible faculty and academic professionals have at least .50 FTE in SBS and are tenured, tenure-track, or equivalent. Non-tenure track faculty and lecturers are eligible for these grants if they have been employed in SBS for two consecutive years at .50 FTE or higher. In cases where two proposal are judged to have equal merit, priority will be given to junior faculty and faculty who are new to SBS. Grants will be limited to projects that have not received prior funding through this mechanism. All awards are subject to funding availability, and all expenditures are handled through SBSRI in accordance with University policies.

See General Guidelines for SELECTION PROCESS

FORMAT

MAJOR ELEMENTS (Proposal narrative, Budget and timeline)

AWARD NOTIFICATION

REPORTING

ELEMENTS OF A FACULTY SMALL GRANT PROPOSAL

- Department information
  - SBS department, including head
  - Business manager serving the unit
- Proposal information
  - Proposal title and abstract (text area with 2000-character limit)
  - Value to SBS (text area with 2000-character limit)
  - Proposal narrative (pdf upload with 3-page limit)
  - References (pdf upload with 1-page limit)
- Curriculum vitae (CV) (pdf upload)
- Budget and timeline (online forms with numeric fields)
- Other support (online forms and/or pdf upload, depending on your situation)
- Approvals section (e.g., human or animal subjects)
- Signature
Research Professorship

DEADLINES FOR ACADEMIC YEAR 2015-2016

5:00 pm on 18 September, 2015 (fall cycle) in SBSRI’s Grant Application System (GAS)
5:00 pm on 29 January, 2016 (spring cycle) in SBSRI’s Grant Application System (GAS)

DESCRIPTION

These provide $7,000 towards course release for faculty so they can give more time to a research project. Awards are contingent on needs of the applicant’s unit, so the unit head/director must sign off on the application. The first item in GAS, which you will see before clicking on any sub-components of the proposal, asks for the head/director’s name in order to solicit that agreement. This application has no budget component.

ELIGIBILITY AND PRIORITIES

Applicants cannot have a teaching release during the current or next academic year. These awards support projects that have not received prior professorship funding. Faculty who have received professorships for other projects must describe the earlier funding. Priority will be given to junior faculty and/or faculty who are new to SBS, given applications of equal merit.

See General Guidelines for

SELECTION PROCESS

FORMAT

MAJOR ELEMENTS (Proposal narrative)

AWARD NOTIFICATION

REPORTING

ELEMENTS OF A RESEARCH PROFESSORSHIP PROPOSAL

• Head/director signature
  • Enter H/D name and send email. H/D respond to questions regarding the applicant’s normal teaching load, arrangements for covering released course, unit faculty on release for the requested semester

• Department information
  • SBS department, including head
  • Business manager serving the unit

• Proposal information
  • Proposal title and abstract (text area with 2000-character limit)
  • Value to SBS (text area with 2000-character limit)
  • Proposal narrative (pdf upload with 3-page limit)
  • References (pdf upload with 1-page limit)

• Curriculum vitae (CV) (pdf upload)

• Other support (online form)

• Approvals section (e.g., human or animal subjects)

• Signature
Dissertation Grants

DEADLINES FOR ACADEMIC YEAR 2015-2016

5:00 pm on 18 September, 2015 (fall cycle) in SBSRI’s Grant Application System (GAS)
5:00 pm on 29 January, 2016 (spring cycle) in SBSRI’s Grant Application System (GAS)

DESCRIPTION

Dissertation Grants award up to $2,000 to support activities associated with dissertation research, or as seed money to prepare proposals to external funding agencies. **These grants do not support:** travel to meetings to present papers, publication costs, faculty supplemental compensation, or standard equipment (including computers).

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 UA student during the academic year of the award. Eligibility of GIDP students is determined on an individual basis before proposal submission.

See General Guidelines for SELECTION PROCESS

FORMAT

MAJOR ELEMENTS (Proposal narrative, Budget and timeline)

AWARD NOTIFICATION

REPORTING

ELEMENTS OF A DISSERTATION GRANT PROPOSAL

- Applicant information
- Department information
  - SBS department, including head
  - Business manager serving the unit
- **Advisor information:** S/he must submit letter to GAS before application is complete.
- Proposal information
  - Proposal title and abstract (text area with 2000-character limit)
  - Value to SBS (text area with 2000-character limit)
  - Proposal narrative (pdf upload with 3-page limit)
  - References (pdf upload with 1-page limit)
- Curriculum vitae (CV) (pdf upload)
- Budget and timeline (online forms with numeric fields)
- Other support (online forms and/or pdf upload, depending on your situation)
- Approvals section (e.g., human or animal subjects)
- Signature
Pre-doctoral Grants

DEADLINES FOR ACADEMIC YEAR 2015-2016

5:00 pm on 18 September, 2015 (fall cycle) in SBSRI’s Grant Application System (GAS)
5:00 pm on 29 January, 2016 (spring cycle) in SBSRI’s Grant Application System (GAS)

DESCRIPTION

Pre-doctoral Grants award up to $500 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: travel to meetings to present papers, publication costs, salary supplement to the investigator, or standard equipment (including computers).

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 UA student during the academic year of the award. Eligibility of GIDP students is determined on an individual basis before proposal submission.

See General Guidelines for

SELECTION PROCESS

FORMAT

MAJOR ELEMENTS (Proposal narrative, Budget and timeline)

AWARD NOTIFICATION

REPORTING

ELEMENTS OF A PRE-DOCTORAL GRANT PROPOSAL

- Applicant information
- Department information
  - SBS department, including head
  - Business manager serving the unit
- Advisor information: S/he must submit letter to GAS before application is complete.
- Proposal information
  - Proposal title and abstract (text area with 2000-character limit)
  - Description of value to SBS (text area with 2000-character limit)
  - Proposal narrative (pdf upload with 3-page limit)
  - References (pdf upload with 1-page limit)
- Curriculum vitae (CV) (pdf upload)
- Budget and timeline (online forms with numeric fields)
- Other support (online forms and/or pdf upload, depending on your situation)
- Approvals section (e.g., human or animal subjects)
- Signature