General Guidelines for SBSRI Awards

FUNDING PERIOD

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. Individuals can only apply for one type of award per competition cycle (Leveraging Grants can be applied for at any time and do not affect eligibility to apply for other types of awards). Awards will not carry forward to the next period, and all awards are subject to funding availability.

PROPOSAL 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. This is a firm deadline; exceptions will not be granted.

SELECTION PROCESS

Proposals are reviewed by the SBSRI Advisory Board. 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;
- **value to SBS**: how proposed research supports the mission/objectives/strategic plans of your unit and/or the college;
- **budget**: clarity of justification, appropriateness of expenditures, completion of expenditures by the end of the one-year 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.

FORMAT

The elements in proposals for SBSRI’s different funding mechanisms vary. Where uploaded documents are required, the documents must 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. Proposals with elements that go over page limits won’t be reviewed.

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. If you do not have an expense in a line item, indicate “0” and note “N/A” or “Not applicable” in the justification field. It’s important to understand two budgetary restrictions before planning a proposal for an SBSRI grant:

1. SBSRI’s 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 within 12-months of the date of award. Your budget and item-specific justifications must show how all SBSRI funds will be expended by the end of the funding period. Budget periods are as follows:
   - Fall awards: December 1, 2018- November 30, 2019
   - Spring awards: April 1, 2019- March 31, 2020

2. Following procedures that apply to grants from external agencies, all equipment belongs to the U of A rather than to the awardee. 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 security issues, SBSRI cannot fund the purchase of equipment such as computers or similar devices.

**Below is an example of a good justification, followed by two bad counterparts.**

- **GOOD:** I need $306.60 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 $12/hour, and the ERE for this category of employee is 2.0%. The total is $360 (30 x 12) + $7.20 (360 x .02) = $367.20.
- **BAD:** I need about $370 to cover transcription.
- **BAD:** I really need $14,985 for this project. But since SBSRI has a cap of $500, I’ll take that amount and use it well.

**A note about object codes:** When some types of financial transactions are processed, UA object codes are assigned by 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 PROCESSING**

You can expect to learn of SBSRI’s decision about six weeks after your deadline. Awardees must meet with SBSRI staff after receiving notification of grant funding. If your research requires institutional approvals (e.g., human subjects), you must document these before funds will be released to your unit for disbursement. All awards are subject to funding availability, and all expenditures are handled in accordance with University policies.

**REPORTING**

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

**Faculty Small Grants, Research Professorships, Dissertation Research Grants, Pre-doctoral Research Grants:** Awardees are required to submit to SBSRI a report in Qualtrics. Near the end of your funding period, you will receive a request from SBSRI staff to finish your expenditures (if that’s applicable in your case) and to fill out the report in Qualtrics.

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

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**: SBSRI has limited funds for Leveraging Grants. These $1,500-maximum grants are to help prospective faculty PIs with activities that have a clear return on SBS’s investment. Leveraging Grants support the development of proposals in response to external funding mechanisms. Leveraging Grants cannot be used to leverage additional internal grants funded through sponsors such as the Office of Research, Discovery, and Innovation, the Haury Foundation, or the Confluencenter. Leveraging Grants can be completed in GAS anytime; the reviews and decisions are usually ready within two weeks of submission.

- **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).

- **Research Professorships (for Fall 2019 or Spring 2020)**: Please note that, beginning in Fall 2018, Research Professorship applications will only be accepted once annually during the Fall competition cycle. This is to provide units with ample time to plan for and to secure teaching coverage for affected courses. Research Professorships provide course release for faculty so they can give more time to a research project. Awards are contingent on the teaching 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 document 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, subject payment, supplies, and small equipment. The student’s advisor must upload to GAS a recommendation letter before the student can submit the proposal.

- **Pre-doctoral Research Grants**: These provide up to $500 for PhD and Master’s level research activities. Allowable expenses include research-related travel, subject payment, supplies, and small equipment. The student’s advisor or mentor must upload to GAS a recommendation letter before the student can submit the proposal.

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

DEADLINES FOR ACADEMIC YEAR 2018-2019

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

DESCRIPTION

Leveraging Grants provide up to $1,500 to help faculty with activities that have a clear return on SBS’s investment. Leveraging Grants support the development of proposals in response to external funding mechanisms. Leveraging Grants cannot be used to leverage additional internal grants funded through sponsors such as the Office of Research, Discovery and Innovation, the Haury Foundation, 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.

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 include tenure track, continuing status and 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 Qualtrics report three years after the granting of the award. During the three year period awardees are required to inform SBSRI when any external proposals are submitted and as to the outcome, especially for proposals not routed through Sponsored Projects & Contracting Services.

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 2018-2019

By 5:00 pm on September 24, 2018 (Fall cycle) in SBSRI’s Grant Application System (GAS)
By 5:00 pm on January 28, 2019 (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 include tenure track, continuing status and continuing status eligible, and career track who have at least .50 FTE in SBS. In cases where two proposals 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. 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
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)
- 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

DEADLINE FOR ACADEMIC YEAR 2018-2019

By 5:00 pm on September 24, 2018 (Fall cycle) in SBSRI’s Grant Application System (GAS)

DESCRIPTION

These provide $7,500 towards course release (during Fall 2019 or Spring 2020) 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

Eligible faculty and academic professionals include tenure track, continuing status and continuing status eligible, who have at least .50 FTE in SBS. Career track applicants must be at least .50FTE in SBS and have at least .40FTE towards research in their standard workload. Applicants cannot have a teaching release during the current or next academic year, and cannot have been awarded a professorship within the previous five years. Priority will be given to junior faculty and/or faculty who are new to SBS, given applications of equal merit. 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

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)
- Curriculum vitae (CV) (*pdf* upload)
- Other support (online form)
- Approvals section (e.g., human or animal subjects)
- Signature
Dissertation Research Grants

DEADLINES FOR ACADEMIC YEAR 2018-2019

By 5:00 pm on September 24, 2018 (Fall cycle) in SBSRI’s Grant Application System (GAS)
By 5:00 pm on January 28, 2019 (Spring cycle) in SBSRI’s Grant Application System (GAS)

DESCRIPTION

Dissertation Research 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, salary supplement to the investigator, 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. Students may be awarded only one Dissertation Research Grant; prior awardees are not eligible.

See General Guidelines for Selection Process

FORMAT

MAJOR ELEMENTS (Proposal narrative, Budget and timeline)

AWARD NOTIFICATION

REPORTING

ELEMENTS OF A DISSERTATION RESEARCH GRANT PROPOSAL

- Applicant information
- Department information
  - SBS department, including head; Business manager serving the unit
- Advisor information/letter: Enter advisor name in relevant field in GAS and have system send email requesting letter. Your advisor must upload letter to GAS before application can be submitted.
- 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)
- 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 Research Grants

DEADLINES FOR ACADEMIC YEAR 2018-2019

By 5:00 pm on September 24, 2018 (Fall cycle) in SBSRI’s Grant Application System (GAS)
By 5:00 pm on January 28, 2019 (Spring cycle) in SBSRI’s Grant Application System (GAS)

DESCRIPTION

Pre-doctoral Research 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. 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 timeline)

AWARD NOTIFICATION

REPORTING

ELEMENTS OF A PRE-DOCTORAL RESEARCH GRANT PROPOSAL

- Applicant information
- Department information
  - SBS department, including head; Business manager serving the unit
- Advisor information/letter: Enter advisor/mentor name in relevant field in GAS and have system send email requesting letter. Your advisor/faculty mentor must upload letter to GAS before application can be submitted.
- 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)
- 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