General Guidelines for SBSRI Awards

Deadlines for AY2021-2022 competitions:

By 5:00 pm on October 4, 2021 (Fall cycle) in [SBSRI's Grant Application System (GAS)](#)
By 5:00 pm on January 31, 2022 (Spring cycle) in [SBSRI's Grant Application System (GAS)](#)

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. The support period for Research Professorships is either Fall 2022 or Spring 2023. 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 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;
- **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.

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.***

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

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 university information upon login, and you should check the accuracy of that information. Other elements require that you fill in forms or upload *pdf* files. Instructions that are specific to the elements in each type of award are included in GAS. Instructions on the proposal narrative and the budget requirements are in GAS and expanded on below.

Proposal narrative (3 pages)

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 discipline/field but also speak to its broader significance. Limit use of disciplinary or field-specific jargon. Your narrative should be accessible to scholars outside your field because your reviewers come from other SBS units.

Note that you will not be asked to address contingency plans should the COVID-19 pandemic render the proposed research infeasible. Such plans would be considered post-award and on an as needed basis.

Budget section of GAS

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.***

For each component in your budget, you will be asked to provide a line item total and a justification for the expense. 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 several budgetary restrictions before planning a proposal for an SBSRI grant:

1. Expenditures for an award must be made within the funding period. Your budget and item-specific justifications must show how all SBSRI funds will be expended by the end of the budget period. **Budget periods are as follows:**
   - **Fall awards:** December 1, 2021-November 30, 2022
   - **Spring awards:** April 1, 2022-March 31, 2023

2. 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 $397.00 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 $13/hour, and the ERE for this category of employee is 1.7%. The total is $390 (30 x 13) + $6.63 (390 x .017) = $396.63 (rounded up to $397).

- BAD: I need about $400 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), 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 application's budget and budget justification.

AWARD PROCESSING

You can expect to learn of SBSRI's decision about six to seven 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), 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.

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 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 (specific guidelines for each type start on p. 7). Further information is also available on GAS. 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 $2,000-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 and cannot be used to leverage additional internal grants funded through sponsors such as the Office of Research, Innovation, and Impact, the Haury Foundation, or the Confluencenter. 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 GAS 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. 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 2022 or Spring 2023 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. 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 (pp. 13-14):** 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, 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 must upload to GAS a recommendation letter before the student can submit the proposal.

- **Pre-doctoral Research Grants (pp. 15-16):** These provide up to $500 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 GAS a recommendation letter before the student can submit the proposal.

Leveraging Grants

DEADLINE FOR ACADEMIC YEAR 2021-2022

Applications are accepted year-round, in SBSRI's Grant Application System (GAS)

DESCRIPTION

Leveraging Grants provide up to $2,000 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, Innovation, and Impact, 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. 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 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 (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 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/director
  - 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

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

Faculty Small Grants

Deadlines for AY2021-2022 competitions:

By 5:00 pm on October 4, 2021 (Fall cycle) in [SBSRI's Grant Application System (GAS)](#)
By 5:00 pm on January 31, 2022 (Spring cycle) in [SBSRI's Grant Application System (GAS)](#)

DESCRIPTION

Faculty Small Grants provide funding of up to $5,000 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:** 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
MAJOR ELEMENTS (Proposal narrative, Budget and budget justification)
AWARD NOTIFICATION
REPORTING

ELEMENTS OF A FACULTY SMALL GRANT PROPOSAL

- Department information
    - SBS department, including head/director
    - Business manager serving the unit
- Proposal information
    - Proposal title and abstract (text area 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 (online forms with numeric fields and textbox). See pp. 2-4 for further information.
- Other support (online forms and/or *pdf* upload, depending on your situation)
- Approvals section (e.g., human or animal subjects)
- Signature

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

Research Professorship

By 5:00 pm on October 4, 2021 (Fall cycle) in [SBSRI's Grant Application System (GAS)](#)

DESCRIPTION

These provide one course release (**during Fall 2022 or Spring 2023**) for faculty so they can devote more time to a research project. You must designate, in the narrative, whether you will take the Professorship in Fall 2022 or Spring 2023. 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 (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
MAJOR ELEMENTS (Proposal narrative)
AWARD NOTIFICATION
REPORTING

ELEMENTS OF A RESEARCH PROFESSORSHIP PROPOSAL

- Head/director signature
    - Enter head/director name and send email. 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
- Department information
    - SBS department, including head/director
    - Business manager serving the unit
- Proposal information
    - 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)
- Other support (online forms and/or *pdf* upload, depending on your situation)

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

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

Dissertation Research Grants

Deadlines for AY2021-2022 competitions:

By 5:00 pm on October 4, 2021 (Fall cycle) in SBSRI's Grant Application System (GAS)
By 5:00 pm on January 31, 2022 (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. **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 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
                                            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
- Advisor information/letter: Enter and save advisor name in relevant field in GAS. Then have the system send email requesting the 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)
    - 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 (online forms with numeric fields and textbox). See pp. 2-4 for further information.
- Other support (online forms and/or *pdf* upload, depending on your situation)
- Approvals section (e.g., human or animal subjects)
- Signature

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

Pre-doctoral Research Grants

Deadlines for AY2021-2022 competitions:

By 5:00 pm on October 4, 2021 (Fall cycle) in SBSRI's Grant Application System (GAS)
By 5:00 pm on January 31, 2022 (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:** 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 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
- Advisor information/letter: Enter and save advisor name in relevant field in GAS. Then have the system send email requesting the letter. Your advisor/faculty mentor <u>must</u> upload letter to GAS before application can be submitted.
- Proposal information
    - Proposal title and abstract (text area 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 (online forms with numeric fields and textbox). See pp. 2-4 for further information.
- Other support (online forms and/or *pdf* upload, depending on your situation)
- Approvals section (e.g., human or animal subjects)
- Signature

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