

2019

GUR

GENERAL UNIVERSITY
RESEASEARCH GRANTS



UNIVERSITY OF DELAWARE
RESEARCH OFFICE

UPDATED JULY 2019

GUR (2019-2020)

DEADLINE: November 11, 2019

The University of Delaware provides for assistance to full-time faculty for individual research and through "General University Research (GUR) Grants." The main purpose of the GUR program is to assist faculty with research, scholarly or creative projects, with preference given to early career faculty members. These merit-based grants are administered by the Vice President for Research Scholarship and Innovation, who is advised by the Research Committee of the Faculty Senate. The Research Committee recommends allocation of the funds available for the year, evaluates applications, and recommends those to be supported. Proposals involving interdisciplinary research are especially encouraged.

ELIGIBILITY REQUIREMENTS

All full-time faculty members are eligible to apply for GUR grants. Although there is no restriction on the number of awards an individual may receive over the years, all other factors being equal, preference will be given to faculty that have not received awards previously. Applicants who have received a GUR anytime between June 2017 and June 2019 are NOT eligible to submit for this round. Also, in considering new applications from previous awardees, the committee will review the required final reports from their prior GUR awards to determine whether past awards were used productively to benefit the applicant's research programs. No additional awards will be made to applicants who have failed to complete previous GUR progress reports.

PROPOSAL EVALUATION

The primary purpose of the research grant is to advance the scholarship or creative activities of the recipient.

Proposals are evaluated by the Faculty Senate Research Committee with supplemental reviews provided by others with expertise including previous GUR recipients. Given the diversity in backgrounds of committee members, applicants are strongly encouraged to prepare applications that are understandable by a broad but educated audience. Proposals that fail to follow submission guidelines may be returned without review.

Applications are evaluated using the following guidelines:

1. Proposals are primarily evaluated relative to:
 - Significance of the problems/quality of the idea
 - Adequacy of the research plan
 - Justification of resources/appropriateness of timeline
 - Promise of development/potential of outside funding
2. Special consideration will be given to projects which:
 - Assist untenured faculty members with research, scholarship, or creative products.
 - Are preliminary in nature and therefore not readily fundable by other mechanisms.
 - Provide graduate student support and training.
 - Require additional support to complete an ongoing project.
3. Travel for professional development may be supported as part of the research project provided it is well justified within the scope of the proposed project.

General University Research grants are awarded on the basis of eligibility and merit and administered by the UD Research Office. Proposals are screened for eligibility by the university. Evaluations of merit and award recommendations are made by the University's Faculty Senate Research Committee based on the rubric found at <http://www1.udel.edu/research/pdf/GUR-Reviewer-Rubric.pdf>. All proposals must be approved by department and college leadership. Final determination of awards is made by the Vice President for Research Scholarship and Innovation and is based on funding availability and notice of award. Funding rates of proposals for the past few years range from 40% to 46%.

The Research Committee consists of the Vice President for Research Scholarship and Innovation (or Research Office designee) and eight faculty members (one of whom serves as the chair). Membership to the committee is restricted to established and active researchers. Four members are chosen from the arts, humanities and social sciences and four from the natural sciences, engineering and mathematics.

PROPOSAL INFORMATION

PROJECT BUDGET

The maximum budget is **\$15,000** and will be approved on the basis of individual merit. Budgets may support such costs as technical assistance, equipment, supplies, travel, and graduate student salaries. The maximum total budget allocation for PI salaries is \$5,000. Project budgets should include applicable external fringe benefit rates for personnel other than the Principal Investigator (PI). Inclusion of summer stipends for principal investigators, matching faculty academic time or student research assistant stipends is permitted. GUR grants may not be used to support or publish advanced-degree theses of the principal investigators. Proposals with insufficiently detailed budgets or budget justifications may be returned without review.

In general, the committee is willing to consider a wide variety of specific budgetary requests as long as the budget items are adequately justified in relation to the proposed project and the applicant's research program. A budget justification for each listed item is required in the application. Budget justifications should include the personnel line as well as the justification for any funds requested for the principal investigator. The committee may choose to award a GUR grant at a level of funding different from the amount requested.

All budgets should be prepared with the understanding that budget changes exceeding 25% of the total award and re-budgeting of funds into categories not in the original budget (e.g., equipment, foreign travel) are subject to prior approval by the RO. Requests for re- budgeting must be submitted on the **Request for Re-budgeting form** (<https://research.udel.edu/forms-policies-procedures/?entry=19476>) to the UD Research Office (research-gur@udel.edu).

NOTE: For tax purposes, stipends for principal investigators on GUR grants are considered to be fellowships rather than wages and are therefore exempt from FICA, but no fellowship is exempt from Federal and State payroll taxes. For students paid on a fellowship, there is the expectation that some or all of the funds will be used for qualified educational expenses. It is assumed that a faculty member receiving fellowship funds will not have any qualified educational expenses and appropriate payroll taxes will be subject to withholding at the time of disbursement.

PROJECT DURATION -

GUR grants are awarded for up to two years, **April 1 through March 31**. Recipients are expected to devote a large part of the summer period to the conduct of the proposed research. The award period is extended through the following academic year so that charges to the grant can be covered for later expenses like publication or travel to meetings at which results will be presented.

The grant period may be extended by the **Vice President for Research, Scholarship and Innovation (or Research Office designee)** if unusual circumstances warrant, but recipients are encouraged to complete the research on schedule and then use the results as the basis of a proposal to external agencies. Requests for no-cost extensions must be made in writing to the Research Office (research-gur@udel.edu). Requests should include the reason for and the duration of the extension. Additional information regarding how to request no-cost extensions may be found under the **Frequently Asked Questions on Internal Grants** at <https://research.udel.edu/faq/#gur>.

PROPOSAL COMPONENTS & FORMATTING -

GUR proposals do not require matching funds from the PI's College and/or Department. However, matching funds may be included when applicable and when approved by the Chair and Dean. Applications are evaluated by reviewers from a wide range of disciplines; therefore, applicants are encouraged to avoid the use of jargon and highly technical terms and to define key terms in their proposals. Applicants are strongly encouraged to use the **Suggestions for Preparing a Successful GUR Proposal** available at <https://www1.udel.edu/research/preparing/documents/gur-suggestions.pdf> as a guide for preparing the application.

AWARD ADMINISTRATION -

The university's patent, copyright, and publication policies, which can be found in

the Handbook for Faculty <http://facultyhandbook.udel.edu>, apply to research conducted under a GUR grant. *Research conducted under a GUR grant must comply with the University Research, Sponsored Programs, Technology Transfer and Intellectual Property Policies as found at <https://sites.udel.edu/generalcounsel/policy-section/research-sponsored-program-technology-transfer-and-intellectual-property/>.*

Required Approvals: If proposed research includes involvement of human living subjects or private identifiable data, and/or the use of non-human vertebrate animals, the research protocol must be reviewed and approved by the Institutional Review Board (<https://research.udel.edu/forms-policies-procedures/?entry=19476>), or the Institutional Animal Care and Use Committee respectively prior to the expenditures of any GUR funds. In addition, federal regulations require that all use of non-human vertebrate animals in research, teaching, and testing follow established guidelines and be reviewed and approved by an "Institutional Animal Care and Use Committee" <https://research.udel.edu/regulatory-affairs/animal-subjects/>, which is constituted according to the Public Health Service Policy on Humane Care and Use of Laboratory Animals.

PROCEDURES FOR SUBMITTING PROPOSALS

FACULTY PROCEDURES

1. Interested faculty should reach out to their department administrator for assistance with the submission process.

To find your Departmental Administrator and Research Office Contract & Grant Specialist, simply go to research.udel.edu:

- Click on For Researchers
- Click on Staff Directory
- Select your Department by scrolling down the right-hand blue box

2. Faculty should provide their applicable Departmental Administrator with a budget and budget justification so that a record in UD's Grant Management System, PeopleSoft (PS) may be initiated. A FIN Proposal Approval Summary (PAS) webform is not required at this step.

3. Faculty should then complete the online application available at <https://udelawards.communityforce.com/Funds/FundDetails.aspx?496F49596D593768464E3537506B6F754D5442315A2F39374A47522F76534E376B4A44773976504650375250567A724B53337151434256615944472F447057556C55425334437A6B5A544D3D> . Faculty will need their PS record number to apply. (Note: The online application will not populate with PS information until a budget has been provided in PS.) Once completed, faculty should click "Preview Application" and print a copy for their Department Administrator who will update the PeopleSoft record and route approvals through FIN Proposal Approval Summary(PAS) webform_ (<https://cas.nss.udel.edu/cas/login?service=https://udapps.nss.udel.edu/webforms/casLogin>), per standard UD operating procedures. The PS information will be used to generate the award, should the proposal be approved for funding by the University.

4. After the proposal has been submitted to the UD Grants Management System and administratively reviewed by the Research Office, the faculty member will be given permission to click "Final Review & Submit." Then the application will be made available to the UDRF Research Committee for review.

DEPARTMENT ADMINISTRATOR

Departmental Administrator guidance for using "UD's Grants Management System" is available at <https://www.udel.edu/research/training/peoplesoftgrants.html> and by contacting the applicable department's assigned Contract & Grant Specialist in the Research Office.

Department Administrators should use the following information for entering the proposal into the UD Grants System.

GUR PEOPLESOFT PROPOSAL DEVELOPMENT

- Sponsor ID: 0921 – General University Research
- Purpose: RSCH7- University Sponsored Research
- Budget:
 - Requested amount entered as direct costs
 - Applicable cost share entered from department and/or college.
 - F&A Pricing Setup
 - a) Choose Industrial Research On Campus for the rate type & overwrite the F&A rate to zero
 - b) Pricing Method should be FIXED
 - 1% effort is not required as cost share for PIs
- Upload the single PDF full proposal file under the Attachments tab using the following naming convention: ProposalID_Other
- Routing of PAS is to include PI, Dept Chair, College Dean and OSP, per standard procedures.

DEADLINES

GUR proposals are due in the Research Office by **November 11, 2019**. The following schedule has been established to ensure proper review and submission.

November 11, 2019: "Preview Application" copy of the full proposal and webform to be received by the Research Office

- *In accordance with standard UD operating procedures, RO Contract & Grant Specialists (C&G) require a minimum of 72 hours to review and approve proposals.*

November 15, 2019: Research Office approval by C & G

November 20, 2019: Faculty given permission to hit "Final Review and Submit" by Research Development Office

March 31, 2020: Awards Announced

April 1, 2020: Funding Available

TERMS AND CONDITIONS

FOR THE GENERAL UNIVERSITY RESEARCH GRANTS

Recommendations for research grants are made with the following understandings. Acceptance of the award includes acceptance of these understandings. Acceptance of the award includes acceptance of these understandings.

1. Grants are awarded to faculty members of the university. Acceptance signifies intent to continue at the university for the duration of the grant.
2. The University exercises no direction or supervision over the details of the research or activities to be performed, but it does require adherence to the original objectives and purposes of the grant. It also requires that a report on the project be submitted to the Research Office (research-gur@udel.edu) no later than ninety **(90) days** after the end date of the grant. A format for reports on "General University Research" may be found at <https://www1.udel.edu/research/preparing/documents/gur-final-report-template.docx>. Each grantee is required to furnish one copy of any resulting papers, books, or other publications to the University Library through the Research Committee.
3. Every publication directly resulting from a grant must include an acknowledgment stating that the research or creative activity was carried out with the support of the **"University of Delaware General University Research"** fund.
4. Unless arrangements to the contrary have been included in the proposal as accepted, financial income derived from the project will be returned to the University as program income. This is not meant to conflict with university policies on patents, copyrights, and publications.
5. It is expected that a recipient will devote a large part of the summer period to the purpose of the grant and that no other substantial effort, such as full-time teaching or sponsored research, will be undertaken during the summer period.
6. Recipients may be asked to review future GUR proposals on an ad hoc basis and to participate in the GUR Exchange, an annual workshop to give guidance for submitting a competitive GUR proposal to prospective applicants.

GUR POST AWARD

POST AWARD

Awarded grants will be assigned an award and purpose code for proposal expenditures. Future correspondence and report follow-up should include the purpose code. All proposals funded at a level different than proposed, must provide a revised budget before the purpose code may be established.

RE-BUDGETING

Budget changes exceeding 25% of the total award and re-budgeting of funds into categories not in the original budget (*e.g., equipment, foreign travel*) are subject to prior approval by the Research Office. Requests for re-budgeting must be submitted on the Request for Re-budgeting form (<https://research.udel.edu/forms-policies-procedures/?entry=19476>) to the UD Research Office (research-gur@udel.edu).

NO- COST EXTENSION REQUESTS

Requests for no-cost extensions must be made in writing to the Research Office (research-gur@udel.edu).

Requests should include the reason for and the duration of the extension.