

2019

# UDRF-SI

UNIVERSITY OF DELAWARE  
RESEARCH FOUNDATION-  
STRATEGIC INITIATIVES



UNIVERSITY OF DELAWARE  
RESEARCH FOUNDATION

UPDATED JULY 2019

# UDRF-SI (2019-2020)

## **DEADLINE: AUGUST 30, 2019**

The University of Delaware Research Foundation, Inc. (UDRF) is a nonprofit, tax-exempt organization for the support of fundamental research in all fields of science. Although an independent corporation, it is chartered primarily to support the University's research mission. In 1994, the UDRF Board of Trustees redefined its mission to focus on assisting only early-career permanent faculty who provide grants supporting the highest quality engineering and scientific research.

Established in 2008, the University of Delaware Research Foundation Strategic Initiatives (UDRF-SI) program supports innovative, collaborative, scientific research proposals with potential for high impact that align with the University's strategic priorities, broadly defined (<https://www.udel.edu/about/leadership-mission/president/>). An UDRF-SI proposal must involve a collaboration between an untenured, tenure-track faculty member, and a senior faculty member, who serves as both a mentor and a research collaborator.

## **ELIGIBILITY FOR UDRF STRATEGIC INITIATIVES (UDRF-SI) GRANTS**

UDRF Strategic Initiatives (UDRF-SI) grants support high-quality, collaborative research proposals that address challenges facing society and align with UD's strategic priorities. In the past, grants have been primarily in the fields of engineering and the natural and physical sciences. However, any proposal that uses scientific methods and promises potential of future externally sponsored funding is eligible. Teams must include at least one tenured faculty member and one untenured, tenure-track faculty member. Any untenured, tenure track faculty Principal Investigator who has previously received a UDRF-SI grant is not eligible. Collaborating tenured faculty who have received UDRF funding in the past are eligible. Eligible faculty may apply to both the UDRF and UDRF-SI programs in a calendar year. However, only one award may be received per calendar year.

## **PROPOSAL EVALUATION**

The primary purpose of the research grant is to further the professional development of the recipients and to advance the University's strategic initiatives. Selection for funding will be based on:

- Intellectual Merit: Does the proposal encompass the potential to advance knowledge in their domain which must be in one of the President's initiative areas? (40%)
- Collaboration: Does the proposal require the expertise of both collaborators? Does the proposal enable each investigator to do novel work as a result of the proposed collaboration that they could not do alone? (20%)
- Mentoring Plan: Does the proposal include a substantive mentoring plan? (10%)
- Likelihood of completion in 1-2 years (10%)
- Likelihood of Future External Funding (20%)
  - Does the proposal include clear achievable goals within the proposal timeline which will likely lead to new external funding.

# PROPOSAL INFORMATION

## PROJECT BUDGET –

The typical UDRF-SI proposal budget is \$45,000 of which \$30,000 can be requested from the sponsor with an additional \$5,000 in match from the College Dean(s) and \$10,000 from the Provost. If a larger amount is requested (up to \$60,000) the proposal should specifically address the need, benefits, and impact of a larger budget request.

Summer salary for faculty is not an allowable expense for Strategic Initiatives grants. Allowable budget items include graduate student or technical assistance, equipment, supplies, travel, etc. However, support of graduate student tuition is prohibited. Facilities and administrative (F&A) costs are not permissible on UDRF-SI awards.

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 Research Office. Requests for re-budgeting must be submitted using the Request for Re-budgeting form (<https://research.udel.edu/forms-policies-procedures/?entry=19476>) to the Research Office ([research-udrf@udel.edu](mailto:research-udrf@udel.edu)) and should include the reason for and details about the request and potential impact on the originally proposed work.

## PROPOSAL DURATION –

UDRF Strategic Initiatives grants are awarded for up to 2 years, November 1 through October 31. The proposal period may be extended only when circumstances warrant. Requests for no-cost extensions must be made in writing to the Research Office ([research-udrf@udel.edu](mailto:research-udrf@udel.edu)).

## PROPOSAL COMPONENTS & FORMATTING -

All UDRF-SI proposals require matching funds from the Principal Investigator's (PI) College and the Provost's Office as described above. The program description should be clear to a reviewer with a technical/scientific background, but who may not be an expert in the field.

All attachments to the online application should be prepared using one-inch margins and Times New Roman -11 point font. Proposals not adhering to this requirement will not be considered by the review committee.

## AWARD ADMINISTRATION –

University of Delaware Research Foundation 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 and each proposal must have a match from the Dean of the College and the Provost. Evaluations of merit and award recommendations are made by the UDRF Research Committee, which is composed of engineers and scientists from the private sector in the region. The UDRF Board of Trustees makes the final award decisions at one of its semi-annual meetings.

The university's patent, copyright, and publication policies, which can be found in the Faculty Handbook (<http://facultyhandbook.udel.edu/>), apply to research conducted under a UDRF-SI grant. *Projects conducted under a UDRF-SI award 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/regulatory-affairs/human-subjects/>), or the Institutional Animal Care and Use Committee (<https://research.udel.edu/regulatory-affairs/animal-subjects/>), respectively prior to the expenditures of any UDRF-SI funds.

# 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](https://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.

<https://udelawards.communityforce.com/Funds/FundDetails.aspx?496F49596D593768464E3537506B6F754D5442315A395A54384B536C466937634F3479384B45734769634B52364879475549727853303232344F48354E49494A656B424E4579446C53726B3D>. 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>), 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://research.udel.edu/research-administration/proposal-guide/?section=24#section24> 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.

## UDRF-SI PEOPLESOFT PROPOSAL DEVELOPMENT

1. Sponsor ID: 2910 - University of Delaware Research Foundation-Strategic Initiatives

2. Purpose: RSCH4- Foundation Research

3. Budget:

- \$30,000 (from UDRF-SI) entered as direct costs (45 Purpose)
- \$10,000 (from the Provost Office) - entered as cost share from department #01551. (There is no need for the Provost Office to approve the Proposal Summary Form).
- \$5,000 (from College Dean) entered as cost share from appropriate College Dean.
- F&A Pricing Setup
  - a) Choose Industrial Research On Campus for the rate type and overwrite the F&A rate to zero
  - b) Pricing Method should be FIXED
- 1% effort is not required as cost share for PIs

- Mentor (or tenured faculty) should be entered as co-PI with 0% effort
4. Upload the single PDF full proposal file under the Attachments tab using the following naming convention: ProposalID\_Other
  5. Routing of PAS is to include PI, Department Chair, College Dean and OSP, per standard procedures.

## DEADLINES

UDRF-SI proposals are due to the Research Office by **August 30, 2019**. The following schedule has been established to ensure proper review and submission.

**August 30, 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.*

**September 6, 2019:** Research Office approval by unit's Contract & Grant Specialist.

**September 11, 2019:** Faculty given permission by Research Office to "Final Review and Submit"

**October 31, 2019:** Awards Announced

**November 1, 2019:** Funding Available

## TERMS AND CONDITIONS

### FOR THE UNIVERSITY OF DELAWARE RESEARCH FOUNDATION- STRATEGIC INITIATIVES (UDRF-SI) GRANTS

UDRF-SI grants are made with the following understandings. Acceptance of the award includes acceptance of these understandings.

1. Acceptance signifies intent to continue at the University for the duration of the proposal period.
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 proposal be submitted to the Research Office ([research-udrf@udel.edu](mailto:research-udrf@udel.edu)) no later than ninety (90) days after the end date of the grant. A format for reports may be found at <http://www.udel.edu/research/doc/udrf-finalreport.docx>. Each grantee is required to furnish one copy of any resulting papers, books, or other publications to the University Library through the Research Office ([research-udrf@udel.edu](mailto:research-udrf@udel.edu)).
3. Every publication directly resulting from a research grant must include an acknowledgment that the research was carried out with the support of the University of Delaware Research Foundation.
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, up to the amount of the award. This is not meant to conflict with University policies on patents, copyrights, and publications.

# UDRF-SI 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-udrf@udel.edu](mailto:research-udrf@udel.edu)).

## **NO- COST EXTENSION REQUESTS**

Requests for no-cost extensions must be made in writing to the Research Office ([research-udrf@udel.edu](mailto:research-udrf@udel.edu)).

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