

2020

# UDRF

UNIVERSITY OF DELAWARE  
RESEARCH FOUNDATION



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UPDATED October 2020

# UDRF (2020-2021)

## DEADLINE FOR PROPOSALS AND APPROVED WEBFORMS: JANUARY 14, 2021

*Note: All deadlines are subject to delays based on State of DE stay-at-home orders and/or University closures. All changes will be disseminated via the limited submission listserv and updated on the website at <https://research.udel.edu/research-development/funding-opportunities/internal-funding>.*

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.

## ELIGIBILITY FOR UDRF GRANTS

UDRF grants support high-quality engineering and scientific research proposals by untenured, tenure-track faculty. 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. Grants will not be awarded to tenured faculty. Any untenured, tenure track faculty Principal Investigator who has previously received a UDRF is not 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 recipient. In order to be selected for funding, the proposal must:

- Be an original and important contribution (40%)
- Be something the faculty member might be expected to complete in 1-2 years (20%)
- If successful, lead to significant, continuing funding by outside sources (e.g. NIH, NSF, DoE, DoD, USDA, State, Foundations, Private Sector, etc.) (30%)
- Have clarity of presentation (10%)

Note: For investigators with significant present funding, there must be a clear explanation/justification of how this proposal is different from the present funding of the principal investigator.

## Proposal Information

### PROJECT BUDGET –

The typical proposal budget is \$35,000 (*up to \$38,500 if stipend for an undergraduate student is requested*) of which \$25,000 (*up to \$28,500 if stipend for an undergraduate student is requested*) can be requested from the sponsor with an additional \$5,000 each in match from the Provost and the respective College Dean. Special circumstances that warrant additional personnel may be addressed and larger budget amounts will be considered on rare occasions. Budget items may include up to one month of summer salary for the principal investigator, subject to the limitations described below. Other costs covered include graduate student or technical assistance, equipment, supplies, travel, etc. Support of

graduate students is generally accorded higher priority than other budget categories. However, support of graduate student tuition is prohibited. Facilities and administrative (F&A) costs are not permissible on UDRF awards.

The stipend for the principal investigator is limited to \$5,000, or one-ninth of the academic year salary, whichever is less. Fringe benefits are not included for principal investigators with nine-month appointments but may be required for other salaries.

The stipend for the undergraduate student is limited to \$3,500 and must be budgeted under account code 146115 and budget category PTSTIP.

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. Undergraduate student stipends may not be re-budgeted. Requests for re-budgeting must be submitted on the Request for Re-budgeting form (<https://research.udel.edu/forms-policies-procedures/?entry=51598>).

### **PROPOSAL DURATION –**

UDRF grants are awarded for up to two years, April 1 through March 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)) at least 30 days prior to the grant end date. Requests should include the reason for and the duration of the extension.

### **PROPOSAL COMPONENTS & FORMATTING –**

All UDRF proposals require matching funds from the Principal Investigator's (PI) College and the Provost's Office. The Executive Summary should provide an overview of the scientific scope of the proposal and potential sources of future funding for the program. For investigators with significant present funding, there must be clear explanation/justification of how this proposal is different from the present funding of the principal investigator. 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, Times New Roman – 11-point font with full single spacing. Proposals not adhering to this requirement will not be considered by the Research Committee of the UDRF.

### **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 Handbook for Faculty (<http://facultyhandbook.udel.edu/>), apply to research conducted under a UDRF grant.

Research conducted under a UDRF 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/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 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 <https://research.udel.edu/staff-directory/administrator-directory/>:**

- *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 found at <https://bit.ly/32zAfhq>. 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://research.udel.edu/research-administration/grant-management-guide/> 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 PEOPLESOFT PROPOSAL DEVELOPMENT

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

2. Purpose: RSCH4- Foundation Research

3. Budget:

- \$25,000 (from UDRF) entered as direct costs (up to \$28,500 if stipend for an undergraduate student is requested). Note: the undergraduate student should be budgeted under participant costs.
- \$5,000 (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

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 proposals and approved webforms are due in the Research Office by **January 14, 2021**. The following schedule has been established to ensure proper review and submission.

**January 14, 2021:** "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.*

**January 20, 2021:** Research Office Approval by C & G

**January 22, 2021:** Faculty given permission to hit "Final Review and Submit" by Research Office

**January 25, 2021:** Faculty given permission to hit "Final Review and Submit" by Research Development Office

**March 31, 2021:** Awards Announced

**April 1, 2021:** Funding Available

## Terms and Conditions

### FOR THE UNIVERSITY OF DELAWARE RESEARCH FOUNDATION (UDRF) GRANTS

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

1. Grants are awarded to early career, untenured, tenure-track faculty members of the University. Acceptance signifies intent to continue at the university for the duration of the project 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 <https://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 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 RO. Requests for re-budgeting must be submitted on the for Request for Re-budgeting form (<https://research.udel.edu/forms-policies-procedures/?entry=51598>) 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)) at least 30 days prior to the grant end date. Requests should include the reason for and the duration of the extension.