GUR

GENERAL UNIVERSITY RESEARCH GRANTS

UNIVERSITY OF DELAWARE
RESEARCH OFFICE

GUR (21-2022)

DEADLINE FOR PROPOSALS: <mark>February 4, 2022</mark>

NOTE: *All deadlines are subject to delays due to the rapidly evolving COVID-19 pandemic and its impact on State and/or University operations. Any changes will be [updated on the website](#).*

Beginning this year, submission and post award processes have changed. Specifically, applicants do not need to generate a PeopleSoft proposal at the time of proposal submission. If your proposal is selected for funding, detailed instructions for PeopleSoft submission will follow. Please refer to the appropriate sections in this document for further details.

ABOUT GUR

The University of Delaware provides for assistance to full-time faculty for individual research 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 2019 and June 2021 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

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 Problem:** Does the research clearly address an unmet need of high importance? (15 points)

   - **Intellectual Merit of Approach/Adequacy of the Research Plan:** Is the research plan well developed and are the activities clearly defined? Is there alignment of research activities with study aims and significance of the problem? (20 points)

   - **Broader Impacts:** Does the research plan include actionable steps for societal impact and/or training of students? Is there a well-developed dissemination plan to academic and public audiences? (20 points)

- **Alignment of Project with PI Research Program:** Is the proposed research aligned with PI's background, training, and scholarship? Is it clear how the proposed research will advance the PI's research program? (10 points)

- **Justification of Resources:** Is the budget well defined and justified based on the allowable budget items and research plan? Is the timeline clear and reasonable? (15 points)

- **Likelihood of Future Funding:** Does the proposal include specific future funding mechanisms and/or opportunities that are clearly and specifically stated? (10 points)

- **Professional Rank** (10 points)

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.**

The Faculty Senate 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).

Important Dates

February 4, 2022: Proposal Submission Deadline
May 16, 2022: Awards Announced (tentative)
June 1, 2022: Earliest Start Date

Proposal Information

PROJECT BUDGET

The maximum budget is **$15,000** and will be approved based on individual merit. 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. 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.

Allowable budget items include:

Senior Personnel: Faculty summer salary for the PI up to $5,000. as that will always be less than 1/9 salary. Matching faculty academic time is permitted.

Other Personnel: Graduate and undergraduate research assistants (RAs) should be paid hourly wage. Support of graduate students is generally accorded as a higher priority than other budget categories. Matching student RA stipends is permitted.

Fringe Benefits: Fringe benefits are not included for PIs with nine-month appointments, but are required for other personnel categories.

Support Funds: Expense categories such as equipment, participant support costs, technical assistance, and other direct costs are allowable; however, support of graduate tuition is prohibited. 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.

Indirect Costs: Facilities and administrative (F&A) costs are not permissible on GUR awards.

In general, the committee is willing to consider a wide variety of specific budgetary requests if 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. Instructions for the budget justification can be found in the **GUR Proposal Template**. 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 are subject to prior approval by the Research Office. See the GUR Post-Award section below for more information.

NOTE: For tax purposes, stipends for principal investigators on GUR grants are 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 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 with periods of performance commencing from **project start date**. Recipients are expected to devote a significant 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 proposal period may be extended only when circumstances warrant. Instructions can be found in the GUR Post-Award section.

PROPOSAL COMPONENTS & FORMATTING

GUR proposals are submitted using the **GUR Proposal Template**. All components should be single spaced using 11-point Arial font with one-inch margins. Additional information such as References, Budget Justification, Project Timeline, CVs, and Current & Pending Support should be combined with the proposal template and submitted as one PDF document.

Executive Summary: The Executive Summary consists of an overview, a statement on the intellectual merit, and a statement on the broader impacts and is limited to one half (1/2) page in length. The overview should include a description the scientific scope of the proposal. The statement on intellectual merit should describe how the project will advance knowledge and understanding in the domain. The statement on broader impacts should describe how the project will benefit society and contribute to the achievement of specific, desired societal outcomes.

Research Plan: The Research Plan should provide a statement of work including clear achievable goals within the proposed timeline and expected significance of the proposed research. The intellectual merit and broader impacts introduced in the summary should be expanded upon in the Research Plan. Limit three and one half (3 1/2) pages. Include any relevant figures or tables. Investigators should specifically address the approach for seeking external funding or other scholarly output. The entire Research Plan should be clear to a reviewer with a technical/scientific background, but who may not be an expert in the field.

PROPOSAL REVIEW RUBRIC

General University Research grants are awarded based on eligibility and merit. Proposals are screened for eligibility by the Research Office and evaluations of merit and award recommendations are made by the University's Faculty Senate Research Committee based on the rubric below. 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. Due to an increase in the number of applicants last year, the funding rate of proposals was 32%.

Score is out of 100 possible points.

	High Marks	Medium Marks	Low Marks
Significance of the Problem (15)	The research will clearly address an unmet need of high importance. (15)	The research will address an issue of some importance. (8)	The research does not appear to address an unmet need. (1)
Intellectual Merit of Approach/Adequacy of the Research Plan (20)	The research plan is well developed, and activities are clearly defined. There is high alignment of research activities with study aims and significance of the problem. (20)	The research plan is not fully developed, and activities are less clear. There is some alignment of research activities with study aims and significance of the problem. (10)	The research plan is not developed, and activities are unclear. There is little to no alignment of research activities with study aims and significance of the problem. (1)
Broader Impacts (20)	The research plan includes actionable steps for societal impact and/or training of students. A well-developed dissemination plan to academic and public audiences is included. (20)	The research plan lacks actionable steps for societal impact or training of students. The dissemination plan is not fully developed. (10)	The research plan does not include actionable steps for societal impact and the training of students. The dissemination plan is not developed. (1)
Alignment of Project with PI Research Program (10)	The proposed research is highly aligned with PI's background, training, and scholarship. It is clear how the proposed research will advance PI's research program. (10)	The proposed research plan has some alignment with PI's background, training, and scholarship. It is less clear how the proposed research will advance their research program. (6)	The proposed research plan is not aligned with PI's background, training, and scholarship. It does not appear to advance their research program. (1)
Justification of Resources (15)	The budget is well defined and justified based on the allowable budget items and research plan. The timeline provided is clear and reasonable. (15)	The budget is lacking some details and/or includes unallowable budget items. The timeline provided is vague and/or unreasonable. (8)	The budget is undeveloped and not justified. The timeline provided is vague or unreasonable. (1)
Likelihood of Future Funding (10)	Specific future funding mechanisms and/or opportunities are clearly and specifically stated. (10)	Future funding mechanisms and/or opportunities are broadly stated. (6)	Future funding mechanisms and/or opportunities are not stated. (1)
Professional Rank (10)	Tenure Track Assistant Professor or Continuing Track Faculty (any rank) (10)	Tenure Track Associate Professor (6)	Tenure Track Full Professor (1)

AWARD ADMINISTRATION

The university's patent, copyright, and publication policies, which can be found in the **Handbook for Faculty**, 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**.

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** 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 the **Institutional Animal Care and Use Committee**, 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 complete the **online application found here**.
2. Fill in all required fields in the online application and upload the GUR Proposal Template as a single PDF document.
3. **Applications must be submitted in the online application portal by 11:45 pm** by the proposal submission deadline (see section Important Dates).

Please note that beginning this year submission and post award processes have changed. Specifically, applicants do not need to generate a PeopleSoft proposal at time of proposal submission. If your proposal is selected for funding, detailed instructions will follow.

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.

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 (**researchdev@udel.edu**) no later than ninety **(90) days** after the end date of the grant. Linked here is the format for "**General University Research" reports**. 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. To do so, selected proposals will need to be input into PeopleSoft by the PI's department administrator for tracking and reporting purposes. 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** and emailed to the UD Research Office (**researchdev@udel.edu**).

NO-COST EXTENSION REQUESTS

Requests for no-cost extensions must be made in writing to the Research Office (**researchdev@udel.edu**) at least 30 days prior to the grant end date. Requests should include the reason for and the duration of the extension.

APPENDIX
PROCEDURES FOR SELECTED PROPOSALS

FACULTY PROCEDURES

1. When a proposal is selected for funding, the faculty member should reach out to their applicable Department Administrator so that a record in UD's Grant Management System, PeopleSoft (PS), may be initiated.
2. Faculty should provide their Departmental Administrator with a single PDF copy of the full proposal submission.
3. Faculty should work with the Department Administrator to develop a more detailed budget as is required for PeopleSoft input. A **detailed budget template** can be found on the Research Office website.

DEPARTMENT ADMINISTRATOR PROCEDURES

Departmental Administrator guidance for using "**UD's Grants Management System**" is available on the website and by contacting the applicable department's assigned Contract & Grant Specialist in the Research Office.

GUR PEOPLESOFT PROPOSAL DEVELOPMENT INSTRUCTIONS

1. Sponsor ID: 0921 – General University Research
2. Purpose: RSCH7 – University Sponsored Research
3. Budget Considerations:
   - Requested amount up to $15,000 entered as direct costs
   - Applicable cost-share entered from department and/or College
   - Faculty Summer Salary: Up to $5000 for the Principal Investigator and must be budgeted under account code 120800 and budget category PSTDOC for that fringe benefits are not incurred.
   - Fringe benefits are not included for PIs with nine-month appointments but are required for other personnel categories.
   - Graduate student tuition is prohibited.
   - F&A Pricing Setup: F&A costs are not permissible on GUR awards.
     - Choose "Industrial Research On-Campus" for the rate type; overwrite the F&A rate to zero.
     - Pricing Method should be FIXED

4. Under the Attachments tab, upload a single PDF copy of the full proposal submission using the following naming convention: ProposalID_Other
5. Routing of FIN Proposal Approval Summary (PAS) webform should include PI, Department Chair, College Dean and OSP per standard procedures.