UDRF
UNIVERSITY OF DELAWARE RESEARCH FOUNDATION

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RESEARCH FOUNDATION

UDRF (21-2022)

DEADLINE FOR PROPOSALS: <mark>February 1, 2022</mark>

NOTE: *All deadlines are subject to change 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 UDRF

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 only**. Tenured faculty are ineligible for UDRF awards. All untenured, tenure-track faculty who has previously received a UDRF award are ineligible. 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 welcomed and eligible. Eligible faculty may apply to both the UDRF and UDRF-SI programs in the same calendar year, but only one award may be received per calendar year.

PROPOSAL EVALUATION

The primary purpose of a UDRF research grant is to further the professional development of the recipient. To be selected for funding, the proposal must show:

- **Intellectual Merit:** Does the proposal encompass the potential to advance knowledge and understanding in their domain? (30%)
- **Broader Impacts:** Does the proposal have the potential to benefit society and contribute to the achievement of specific, desired societal outcomes? (15%)
- **Incremental vs. New Idea:** Will the proposed research be a new research direction for the investigator, or the proposed work will incrementally advance their current research? (15%)
- **Likelihood of Completion:** Can the proposal be completed in 1-2 years? (10%)
- **Likelihood of Future External Funding:** Does the proposal include clear achievable goals within the proposal timeline which will likely lead to new external funding (e.g., NIH, NSF, DoE, DoD, USDA, State, Foundations, Private Sector, etc.)? (20%)
- **Clarity of Presentation:** Proposals are reviewed by generalists in the area/discipline; hence clarity of presentation is of great importance (10%)

IMPORTANT DATES

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

PROPOSAL INFORMATION

PROJECT BUDGET

The typical proposal budget is $35,000.00 *(up to $38,500.00 if a Research Experience for Undergraduates (REU) stipend is requested)* of which $25,000.00 *(or $28,500.00 with REU stipend)* is sponsor direct funding with an additional $5,000.00 in match funding from the Principal Investigator's (PI) College Dean and $5,000.00 from the Provost Office. **All UDRF proposals require matching funds from the PI's College and the Provost's Office.** If a larger amount is requested, the proposal should specifically address the need, benefits, and impact of the larger budget request.

Allowable budget items include:

Senior Personnel: Faculty summer salary for the PI up to $5,000.00 or 1/9th salary, whichever is less.

Other Personnel: Graduate research assistant (RA) stipends or summer hourly wage. Support of graduate students is generally accorded as a higher priority than other budget categories. Undergraduate RA wages are limited to $3,500.00.

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, travel, participant support costs, and other direct costs are allowable; however, support of graduate tuition is prohibited.

Indirect Costs: Facilities and administrative (F&A) costs are not permissible on UDRF 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 are subject to prior approval by the Research Office. See the UDRF Post-Award below section for more information.

PROPOSAL DURATION

UDRF grants are awarded for up to two years with periods of performance commencing from project start date. The proposal period may be extended only when circumstances warrant. Instructions can be found in the UDRF Post-Award section.

PROPOSAL COMPONENTS & FORMATTING

UDRF proposals are submitted using the **UDRF Proposal Template.** All components should be single spaced using 11-point Arial font with one-inch margins. Additional information such as References, Budget Justification, CVs, and Current & Pending Support should be combined with the proposal template and submitted as one PDF document. Incomplete applications will be returned without review.

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 (1) page in length. The overview should include a description the scientific scope of the proposal and potential sources of future funding for the project. 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.

Project Description: The Project Description 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 discussed in the summary should be expanded upon in the Project Description. Limit three (3) pages. Include any relevant figures or tables. Investigators should specifically address the approach for seeking external funding and, **investigators with significant present funding, must include a clear explanation/justification of how the proposed research is different from the present funding of the principal investigator.** The entire Project Description should be clear to a reviewer with a technical/scientific background, but who may not be an expert in the field.

AWARD ADMINISTRATION

University of Delaware Research Foundation grants are awarded based on 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 of the PI and the Provost's Office. 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**, 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**.

Required Approvals: If proposed research includes involvement of human 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 expenditure of any UDRF funds.

PROCEDURES FOR SUBMITTING PROPOSALS

FACULTY PROCEDURES

1. Interested and qualified faculty should complete the **online application found here.**
2. Fill in all required fields in the online application and upload the **UDRF Proposal Template** as a single PDF document. The template should include References, Budget Justification, CVs, Current & Pending Support, and other information required to complete the proposal.
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 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. 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 (**researchdev@udel.edu**) no later than ninety (90) days after the end date of the grant. A format for reports **may be found here.** Each grantee is required to furnish one copy of any resulting papers, books, or other publications to the University Library through the Research Office (**researchdev@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 expenditures. Successful awards will need to be input into PeopleSoft by PI's department administrator for tracking and reporting purposes. Future correspondence and report follow-up should include the award number and 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 Research Office website and by contacting the applicable department's assigned Contract & Grant Specialist in the Research Office.

UDRF PEOPLESOFT PROPOSAL DEVELOPMENT INSTRUCTIONS

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

2. Purpose: RSCH4– Foundation Research

3. Budget Considerations:
   - $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 support costs.
   - $5,000 (from the Provost Office) – entered as cost share from department ID #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 the appropriate department ID.
   - Faculty Summer Salary: Up to $5,000 or 1/9th summer salary for the Principal Investigator, whichever is less, and must be budgeted under account code 120800 and budget category PSTDOC for that fringe benefits are not incurred.
   - Undergraduate Research Assistants: Undergraduate RA wages are limited to $3,500 must be budgeted under account code 146115 and budget category PTSTIP.
   - 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 UDRF 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.