The Research and Scholarship Development Grant (RSDG) Program has been created to provide tenure and non-tenure track faculty with funding to help build their research and scholarly careers. Awards are capped at $25,000. $100,000 has been allocated for the 2015-2016 Program. The award funds are to be used to:

- provide seed funding for new research projects
- provide resources for planning and executing a major grant submission

RSDG grants are intended to stimulate interactions across disciplines, departments, colleges, and programs. The funding is designed to facilitate preliminary data collection or planning efforts to assist in the development of competitive proposals that will attract external funding. Each RSDG proposal is required to demonstrate how funding for the project will lead directly to external funding requests.

**Eligibility**

Preference will be given to faculty who are in the initial stages of building their career, who are reentering the research arena, who are exploring a new research focus, or who are working with an established or emerging group to create a nationally recognized center/consortium to support one or more substantive research areas. Multi-investigator projects are strongly encouraged.

1. Appointees in the rank of assistant, associate, and full professor (regardless of tenure status) and non-tenure track faculty are eligible. Persons known to be in their last year of campus employment are not eligible to apply.
2. Appointees with adjunct titles only are not eligible to apply as a PI or Co-PI.
3. Faculty who are on leave without pay are not eligible for RSDG funding during the leave period.
4. Each faculty member may only be involved in one proposal annually as a Senior Personnel (see NSF Grant Policy Guide Exhibit II-7 for definition of Senior Personnel).

**Proposal Submission Guide**

Submission of the proposal must be via email attachment (PDF format; please do not include a copy of the proposal in the body of the email message). The body of the email message should include your name, department, and College, School, or the Mitchell Cancer Institute (MCI). The email address for submissions is kcunningham@southalabama.edu. The Department Chair(s), Dean or Director, and grant administrator (as appropriate) must be copied on the email submission.

1. The attached file must be in PDF format.
2. Use 12-point Times or Times New Roman font. The right and left margins must be no
smaller than 0.75". Top and bottom margins must be no smaller than 1". Please number the pages consecutively beginning with the cover sheet.

3. The submission deadline is 5:00 p.m., March 1, 2015.

4. A complete application document must contain the items below compiled into a single PDF file and presented in the order specified. Begin each section with a new page. Be sure that each section is clearly labeled.
   a. **Cover Sheet** with title and abstract (abstract = summary of the research proposal, 350-word maximum) and compliance authorizations (if appropriate).
   b. **Research or Scholarly Project Description** (three-page maximum, 12-point font).
   c. **Literature Cited** (one-page maximum).
   d. **Compliance Certifications** (human subjects, animal subjects, Bio-safety, Radiation Safety etc., as appropriate).
   e. **Proposal Budget** (one-page maximum) and **Budget Justification** (two-page maximum).
   f. **External Funding Potential**: Include information about the possible extramural sources of funding that will be sought to fund the continuation/expansion of the project and the intended external submission date (one-page maximum).
   g. **Curriculum Vitae** including a List of Publications accepted/published within the last three (3) years for all Senior Personnel. Please use the NSF Biosketch format (two-page maximum).
   h. List of PI and Co-PI Current and Pending Support and Previously Submitted Funding Requests (one-page maximum per person) if applicable. The current and pending support and prior funding history information should include internal and external awards received (active and closed out), as well as proposals that have been submitted and denied funding. If none, please indicate “none.”

**Project Description**: The project description should not exceed three (3), single-spaced pages (12-point font). Provide literature citations and figures/tables as appropriate. The list of references is not included in the three (3) page count limit, but can be no longer than one (1) page.

For seed funding requests, the project description should contain, at minimum, the following information in three separate sections:

- The significance of the project relative the field of research stated in language that can be understood by an educated, non-expert. This section should include the intellectual merits and broader impacts of the project. For example, how will the proposed work improve or extend the current understanding of the field?

- The specific goals (problems, questions, hypotheses) of the project. Include a timeline citing specific milestones and when the goals of the project are expected to be achieved. If the work will extend over several years, describe what part will be completed with the 2015-2016 RSDG funds.

- Provide clear descriptions of the work to be performed and the roles of the personnel
involved in the project for whom funding is requested.

For planning grant requests the project description should contain, at minimum, descriptions of:

- The sponsor, grant mechanism and expected submission date of the proposal;
- Specific details about the group being assembled to support the proposal planning activities including expertise, rational and role descriptions;
- The programmatic content of the proposal highlighting the creation of a nationally recognized Center/Consortium focused on one or more substantive research areas.
- The plan to execute submission of the grant submission including a timeline with proposed milestones, and the resources and expertise (including red team review panels) to be engaged.

**Literature Cited:** Standard citation formats for the PI’s academic field can be used.

**Compliance Certifications:** The special authorizations listed below, if required, should be indicated by including the protocol number and/or authorization number on the cover sheet. If the protocol is pending, please so indicate.

For guidelines, see: [http://www.southalabama.edu/researchcompliance/index.html](http://www.southalabama.edu/researchcompliance/index.html) (Human Subjects, Vertebrate Animals, Recombinant DNA Use, and Radioisotope Use).

**Proposal Budget:** A detailed budget (one page maximum) and Budget Justification (two page maximum) must be provided. The budget justification should briefly address all of the items listed in the detailed budget. The budget must not exceed $25,000. No F & A indirect cost charges should be included in the budget projection. If salary is requested, fringe benefits should be included in the budget projection. Vague or incomplete budget justifications will lead to denial of a grant or to an award with a reduced budget. If funds for personnel are requested, for example, a graduate assistant, research associate, or postdoc, be specific as to what the person will be doing and what expertise he/she requires (e.g., computer knowledge, statistics). If the person to be hired is a graduate student, please be specific about the proposed length of the appointment. All items, including computer hardware and software, must be justified in relation to how the item(s) will be used for the proposed project. Please refer to the specifics regarding allowable expenses below. University guidelines apply.

**Funding potential, targeted sponsor(s):** Include a plan for seeking external funding / support, the potential sponsor(s) to be targeted, anticipated proposal submission dates, and a description of the potential impact that the results obtained or planning efforts/activities will have.

**Curriculum Vitae and Publications:** See NSF Grants Policy Guide, Exhibit II-7, for the definitions of Senior Personnel. Include degrees and dates awarded, a list of positions held, and a list of recent publications by year for the last three years (no more than two pages).

**Current and Pending Support and Previously Submitted Proposals:** Use the NSF Current
and Pending support format. Include the title of all grants and contracts (intramural and extramural), dollar amounts and durations for the past three (3) years. All funds available to PI and Co-PIs must be included whether or not they will be used for the work described in the proposal. Please include a list of sponsors to which the proposed project has been submitted and rejected; include the date of submission. Also, please include review sheets for all rejected proposals when available.

**Evaluation Criteria**

**Intellectual Merit:** What is the potential for the proposed activity to advance knowledge and understanding within its own field or across different fields? To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?

**Potential for External Funding:** Are there adequate resources available to the Investigators to carry out the proposed activities? Has the PI identified potential sources of external support? Is the rationale for seeking external support via the identified mechanisms well justified?

**Qualifications of Key Personnel:** How well qualified is the individual and/or the team to conduct the proposed activities?

**Quality of Proposal Document:** Is the plan for carrying out the proposed activities well-reasoned and well-organized? Has the PI presented a reasonable timeline with identified milestones and goals? Is the proposal well developed and convincing?

**Proposal Review Process**

Proposals will be received by the Office of Research and Economic Development (ORED). Proposal review will be coordinated by the Office of Research Development and Learning within ORED. The review panels will be led by academic members of the College of Research Council (CRC). The CRC is comprised of the Associate Deans (or equivalents) for Research in the Colleges and Schools. The members will identify two (2) additional peer reviewers who are capable of providing feedback on the scientific merit of proposals. There will be a total of three reviewers for each proposal. Decisions on funding, based upon the CRC ranking, will be made by April 1, 2015.

**Frequently Asked Questions (FAQs)**

1. **Can funds be used to purchase data sets?** Yes, funds may be used to purchase data sets that are essential to the conduct of the project.

2. **Can funds be used to purchase shared equipment?** Yes, funds may be used to purchase shared equipment. At minimum, a list of potential users (including name, department and College/School), a brief description of the research projects, a description of where the equipment is to be housed and how it will be maintained should be included.

3. **Can funds be used for “fee for service” expenditures?** Yes, funds may be used for “fee for service expenditures” such as lab tests or sequencing runs. In other words, engaging
specialized, technical resources provided by service or recharge centers that facilitate data collection by are allowable. Funds may not be used to engage external consultants or for subawards to engage external expertise.

4. **Is the RSDG targeted towards faculty without any funding (internal or external)?** The funding status of a faculty applicant is not a merit review component.

5. **Should a USA transmittal form be routed in support of this application?** No, the RSDG Program is an internal funding mechanism; a USA transmittal form is not required for submission.