

UNIVERSITY OF SOUTH ALABAMA FACULTY DEVELOPMENT COUNCIL (USAFDC)

GENERAL GUIDELINES FOR USAFDC GRANT APPLICATIONS

Eligibility

1. The primary purpose of the USAFDC grant is to initiate and strengthen research programs and increase competitiveness for extramural grants for the faculty PI. Priority will be given to new faculty.
2. Only full-time faculty, on continuing appointments are eligible. Faculty of the College of Medicine are not eligible to apply, but should contact their Dean's Office for other available funding sources.
3. USAFDC will not fund investigators with significant external support in the area of the proposed research, continuations of previously funded projects, or proposals to fulfill advanced degree requirements for the PI .
4. Grant proposals must be for a specific research or artistic project that is not near completion.
5. Completion of previously awarded USAFDC grants, including final reports, is required for eligibility in current year program.
6. Two USAFDC-funded proposals per applicant are allowed within a five year period.

Guidelines for Proposal Preparation

7. The abstract and work plan for your proposed project must be written succinctly in non-technical language.
8. The maximum allowable award is \$5,000.
9. Provide a thorough budget justification for each item requested.
10. If equipment is requested, it must be clear to the Council that it is required for achieving the specific aims of the research project.
11. Faculty salary (including summer) may not be included in the budget request.
12. Undergraduate or graduate students may be included with proper justification which supports faculty research development. The role of students must be clearly defined as to how their work supports the research of the faculty member. Hourly pay rates are \$9.00 for undergraduates and \$11.00 for graduates. Higher rates should be justified.
13. USAFDC will fund travel to conduct research.
14. USAFDC will not fund travel to professional meetings. Travel funds to attend meetings are available from other university sources. For any project that involves travel to a foreign country, investigators should check with the office of International Programs and Development (PH. 7053) for travel advice. The PI is responsible for obtaining the most cost-effective travel rates, foreign and domestic. All travel must adhere to university policy.
15. Department or College support (cash or in-kind) is not required, but will enhance the evaluation of proposals.

Guidelines for Proposal Preparation (cont.)

16. Applications for support of studies that involve the use of a data collection tool, such as a survey form, must include the instrument in its final form.
17. For studies involving large data collection sets (such as surveys, etc.), it is highly recommended that the applicant confer with the University Statistical Consultant in the Department of Mathematics & Statistics when preparing the application.
18. A USAFDC grant is typically awarded for one year (12 calendar months). Requests for awards greater than one year in length should clearly justify the longer period, consistent with the purposes of USAFDC funding, and provide a detailed budget for each year of the award and a cumulative budget for the project.
19. Proposals submitted by PIs who are prior USAFDC grant recipients must clearly indicate how the new proposed project differs from the previous USAFDC project and provide evidence of outcomes of the previous project (e.g. publications, presentations, exhibitions, performances, extramural funding).
20. Be sure to include your Biographical Sketch with your application. (See format at <http://www.southalabama.edu/graduateprograms/biosketch.doc>)

Other Requirements

21. Make sure your Chair and Dean sign the proposal application.
22. As part of the planning process for the development of your proposal, time should be allowed to have the complete proposal reviewed and processed through appropriate departmental and college offices before the deadline.
23. Plan well in advance if IRB, IACUC or other compliance reviews are required for final approval of your proposed study. Applications will be accepted and evaluated pending approval. Final awards will be made only after receipt of appropriate approvals (“just-in-time approval”) in the Office of Graduate Studies. For info call 6-6308 or go to: <http://southmed.usouthal.edu/com/research/humansubjects.html>
24. For studies involving agencies such as the School Board, written endorsement from the agency is required. Also, a letter of acknowledgement from external collaborators and/or cooperating agencies is required.
25. A final written report and a presentation of project results at the Annual Research Forum, are required within one year of the end date of the USAFDC award. Failure to fulfill this requirement will jeopardize future USAFDC awards.

Revised 11-03-09
Call the Graduate School office at 460-6310 if you have any questions.

USAFDC GRANT EVALUATION FORM

Principal Investigator/Rank	
Co P.I./Rank	
Department	
Proposal Title	

Budget Request	
Recommended Budget	
Reviewer	

CRITERION SCORE KEY – Excellent=5 Good=4 Satisfactory=3 Fair=2 Poor=1

Criterion Weight	Evaluation Criteria	Score	Weighted Score
	Clarity of Abstract		
	Knowledge of Field by PI		
	Potential Significance of Proposed Project		
	Proposed Work Plan and Methodology		
	Probability of Achieving Anticipated Outcomes		
	Availability of Necessary Resources & Equipment		
	College and/or Department Support		
	Potential for Substantially Advancing Career of PI		
	Relationship of Budget to Proposed Work (Budget Justification)		
	Overall Worthiness of Funding		
	Total Weighted Score		

Comments: