

**UNIVERSITY OF SOUTH ALABAMA FACULTY DEVELOPMENT COUNCIL (USAFDC)**  
GENERAL GUIDELINES FOR USAFDC GRANT APPLICATIONS

**ELIGIBILITY GUIDELINES**

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.
2. Only full-time faculty on continuing appointments are eligible.
3. USAFDC will not fund
  - Investigators with significant external support in the area of the proposed research
  - Continuations of previously funded projects
  - 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.

**PROPOSAL PREPARATION GUIDELINES**

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 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. Student roles must be clearly defined as to how their work supports the faculty member's research. 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. Projects that involve travel to a foreign country should have preliminary approval from the office of International Education. See USA travel policy at <http://www.southalabama.edu/travel> for complete information.
14. USAFDC will not fund travel to professional meetings. Travel funds to attend meetings are available for other university sources.

## PROPOSAL PREPARATION GUIDELINES(cont'd)

15. Department or College support (cash or in-kind) is not required, but will enhance the evaluation of proposals.
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. 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.
19. 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 are made only after receipt of appropriate approvals. See <http://www.southalabama.edu/researchcompliance/> for research compliance information.
20. 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).
21. A USAFDC grant is typically awarded for one year. Requests for time extensions should be made to the Chair of the USAFDC with justification of the longer time period.
22. Be sure to include your Biographical Sketch with your application. (See format at <http://www.southalabama.edu/graduateprograms/biosketch.doc>)

## OTHER REQUIREMENTS

23. 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.
24. Make sure your Chair and Dean sign the proposal application.
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 10-27-2011 - Call the Graduate School Office at 460-6310 if you have questions.