

Deadline and Eligibility**1. What is the deadline for applications?**

Friday, January 29, 2010 by 5:00 p.m. EST

2. When will awards be made?

April 2010 – March 2011

3. Who is eligible to apply?**Eligible:**

- Tenured and tenure-eligible faculty
- Non-tenure-track faculty whose annual review and promotion include research or creative activity. A letter from the chair or dean addressing research as a requirement for evaluation is required.
- Emeritus faculty members who are still active in research or creative activity. Emeriti applicants should be actively engaged in research activities within the department or school, as evidenced in the letter of support from the chair or dean. Furthermore, there are financial restrictions. Salary or anything that looks like payment for services to an emeritus faculty member can jeopardize his or her retirement benefits, especially under 18/20, and should not be included in the budget. Only expenses directly incurred in carrying out the research or creative activity should be included in the budget. Contact your fiscal officer or the Office of the Vice Provost for Faculty and Academic Affairs for details. In the past, emeriti faculty could get support for direct research expenses without jeopardizing their retirement benefits.

Not Eligible:

- Visiting and adjunct faculty members are not eligible.

4. I have a clinical associate position. Am I eligible to apply? If so, what do I need to submit?

Clinical Faculty are normally evaluated on the basis of teaching and/or service. The question of eligibility will depend on whether your position is an exception to that norm. In addition to the standard application materials, the letter from the chair or dean must address this exception.

5. Are Co-PI's from other institutions (e.g., Purdue) acceptable on FRSP grants?

Only an IUB faculty member may be the Principal Investigator on a FRSP proposal. Support for research collaborators from other institutions is one of those expenses that is not prohibited but needs to be justified. The rationale for collaboration with colleagues at other institutions should be discussed in the project description. The need for specific expenses related to outside collaborators and the method of cost computation should be provided in the budget explanation.

6. Can the same PI apply for more than one FRSP grant?

Yes. Faculty members are not limited to a single application. However, competition is intense so the committee will be hesitant to fund two awards to the same faculty member.

7. What disciplines are covered by the FRSP?

Proposals are encouraged in the life sciences and human health; energy, environmental science and sustainability; social and behavioral sciences, information technology and excellence in professional school research. Proposals focused on the development of academic programs will not be accepted.

8. Can I apply to both, the New Frontiers program and the FRSP?

No, proposals in areas supported by the New Frontiers program are not eligible for FRSP support because it has different guidelines. The only exception is an application that was declined by New Frontiers because it was not eligible for the New Frontiers program under its guidelines.

Application

1. How are applications submitted?

FRSP applications are submitted electronically using the application link found at the Research Website <http://research.iu.edu/funding/frsp/>

2. The PI is able to list other funding related to this project on the application form but it is limited to 5. If I have more than 5, which should I include? Do they also need to be listed on the abbreviated CV?

While this is entirely at the PI's discretion, it is recommended that the PI choose funding that is recent and pertinent to the research for which funding is being sought. It will not be necessary to include these in the PI's abbreviated 3-page CV since it will have already been provided in a separate section of the application.

3. Do the character limitations include spaces? Yes, character limitations include spaces.

4. Does the copy and paste functions work in the application. Yes, they should.

5. Who is my "fiscal officer"?

You may use the *OVPR Fiscal Officer Lookup* at https://www.indiana.edu/~rschinfo/fo_lookup/ to find your fiscal officer. This link is also provided on the application next to the Fiscal Officer section.

6. Our proposal involves two IUB faculty, one graduate assistant, two IUPUI faculty, and two external affiliates. How many CV's should be submitted?

You are allowed to submit up to four CVs. Only include CVs for the PI and a maximum of three **IU** collaborators.

7. Can I save my application if it is not complete so I can come back and finish it at a later time?

To save your application if it is not complete, use the "save" button at the bottom of the page. **Note:** There are two "save" buttons. Use the one at the bottom of the page to save your application for later completion. Use the one on the right, under "action", to save notes and/or upload files to your application.

8. How do I retrieve my saved application?

To retrieve your saved application, first login to OneStart. In the upper-right corner of the page, to the left of the Search box, click on "action list". Your application will be in your action list where you can continue working.

9. I am ready to submit my application, now what?

If you have never saved your application and completed it when you first created it, choose the "submit" button at the bottom of the page. If you have saved your application at any point in the process, choose the "complete" button at the bottom of the page to send your application to the fiscal officer for approval.

10. I've submitted my application and can no longer find it. Where did it go? Will I receive a confirmation notice of its receipt? How can I check the status?

To check the status of your application, login to OneStart. Choose the "Notifications" tab at the top and then choose Document search on the left column. In the Initiator Network Id: type your IU username. Click on the "search" button. In the Route Status column, you will see **SAVED** (application has not been submitted and can be edited), **ENROUTE** (application has been submitted, has been received by OVPR and is enroute to your fiscal officer for approval) or **FINAL** (application has been submitted, has been received by OVPR and has been approved by your fiscal officer).

11. After I've submitted my application, can I make any corrections or additional changes to it?

An applicant can make changes if the Fiscal Officer selects "return to previous" at the bottom of the application and returns it to the applicant for modifications. This will allow the applicant to make changes, to resolve budget issues, etc. and to re-submit the application. If the Fiscal Officer selects "disapprove", the document will be cancelled and the applicant will have to recreate and re-submit an entirely new application form.

Letters of Support

1. How many letters of support do I need?

Two letters of support must accompany all applications.

- One from the chair or dean of the academic program/unit addressing the intellectual aspects of the proposal, the project's budgetary needs, and the ability of the investigator to complete the project on time.
- One from an expert in the field (not necessarily from Indiana University) that assesses the significance of the project and the likelihood of its success.

2. How should letters of support be submitted?

Letters can be uploaded as pdf files to the application by the applicant or emailed or faxed by the recommender by 5:00 pm ~~Monday, February 16, 2009~~ **Friday, January 29, 2010**. They can be sent to Donna Carter's attention, who will notify the applicant by email when they are received. Add the names of those providing the support letters and method of receipt in the notes section at the bottom of the application.

| | | |
|---|------------------------|--------------------|
| Donna Carter | Franklin Hall 116-Y | |
| Office of the Vice Provost for Research | 601 E. Kirkwood Avenue | 812.856.1368 phone |
| frsp@indiana.edu | Bloomington, IN 47405 | 812.855.6396 fax |

3. Are support letters from department chairs or unit heads required for all IU collaborators?

Collaborators who are listed do not need letters from their chairs unless there are budgetary implications or time commitment issues that the chair needs to address. If these exist, the letter should specifically address those issues rather than the significance of the proposed work.

4. Are additional letters of support recommended?

If you think there's a compelling reason to get an additional letter, go ahead, but too many can be distracting.

5. Can outside supporters (Non IU expert) submit letters on the following business day?

No, all letters must be received by 5:00 p.m. EST. Letters received beyond that deadline will not be considered.

6. If a dean is the grant proposal applicant, does the application require a letter of support from the applicant's superior? I report directly to the campus chancellor, but do not think he should be burdened with reviewing grants.

Two letters of support from experts in the field will meet the requirement. However you should include a sentence or two within your proposal to address the importance of the project in your field.

7. Do the external letters need to be on letterhead (e.g. as jpg or pdf files)?

It is preferred but not required that the letters be on letterhead.

9. What is the preferred method to send letters of support?

If not uploaded and attached to the electronic application, the preferred method is to have the submitter email pdf letters to frsp@indiana.edu -- with the name of the proposer in the subject line. A confirmation email will be sent indicating its receipt. It will not be necessary to follow up with a hard copy of an electronically submitted letter.

10. I have two faculty members who have requested that I write the Chair's letters in support of their FRSP proposals; my question is, since I am submitting my own proposal, do I have a conflict of interest? Should I get someone else to write these letters if I am submitting a competing proposal myself?

The real value of the chair's letter to the committee is to put individual requests into some context with respect to department/school priority areas and goals. You should give your best assessment of the relative importance (generally, and to the dept) of each of the projects. Be fair to others and to your own submission.

Budget Issues:

1. Where can I find budget guidelines?

See budget guidelines at <http://research.iu.edu/funding/frsp/>

2. Can I ask for course release?

This program will not provide course release funds.

3. What are "base funds"?

"Base funds" are university funds that are "permanently" transferred into a unit's budget. The funds for FRSP are one-time awards.

4. Are Facilities and Administrative Cost Rates (F&A) (aka indirect costs) required?

No.

5. Should the budget allow for fringe benefits? What are the current fringe benefit rates?

For summer salary the FRSP will provide summer support in the form of summer faculty fellowships that includes fringe benefits. The budget builder will automatically calculate the fringe.

Maximum amount = \$10,007 with fringe benefits for 9 weeks

100% effort: \$900/week * 9 weeks = \$10,007

50% effort: \$450/week * 9 weeks = \$5003.37

50% effort: \$900/week * 4.5 weeks = \$5003.37

6. Is it ok to put Academic salaries on the budget?

No, a maximum of 9 weeks summer support (including fringe) will be awarded for 10-month appointees.

7. I was mainly interested in applying for funding for teaching relief to work on my research. Does this qualify?

Course release funds are not allowed.

8. Are fee remissions for graduate students available?

Graduate student support is provided as a lump sum. It is up to the PI, chair and the dean to determine the distribution. It is best to discuss this part of the budget with the chair and/or the dean prior to submission.

9. Is the upper limit of \$75K a binding constraint that will be violated only for applications for equipment funding?

The intention is that nothing is "binding". It is an indication that the reviewers will require more convincing for non-equipment proposals exceeding \$75K.

10. Our application will have participants from non-IUB entities (IUPUI, Notre Dame, etc.). Number 8 under the General Guidelines in the RFP mentions cost sharing. I interpret this paragraph to mean that the budget cannot allow for any items that involve direct payments to these participants and that compensation for their participation must come from their own institutions. Is this interpretation correct? What else does it imply?

Your interpretation is correct: FRSP funds can only be expended on the Bloomington campus, though they can be expended in support of work that is collaborative with other campuses.

11. Our project might involve bringing scholars from abroad (Africa, Latin America etc.) to the IUB campus to participate in joint research and workshops. According to the guidelines, "funds may only be expended at IUB." Could we spend these funds to bring people to IUB?

Budgeting funds for travel is allowed. However, requesting support for foreign scholars at their home institution would create a problem.

12. Is there anyone in administration who could specifically address queries regarding budget items?

Contact your fiscal officer or OVPR's Finance Manager, Cheryl Gilliland with specific budget detail inquiries.

Cheryl Gilliland
OVPR Finance Manager
cgillila@indiana.edu
855-3246

Project Completion

1. Is there a timeline for completion? Will extensions be allowed?

It is expected that the project will be completed in 12 months. In rare cases when that is not possible, provide a timeline. A one-time extension of up to 6 months may be requested allowing the entire project period to total no more than 18 months. A justification from the PI must be submitted and approved. A final report is required within three months of the project's completion. Beyond 18 months, the unexpended funds will be recalled.

2. Is there a date by which the funds from this round must be spent? The current phase of the project I am proposing would end in 2 years.

The call states, "Budgets should be for one-time amounts to be expended over 12 months. Requests for base funding will not be considered. A "no-cost extension" with a justification from the PI is necessary for funds to be carried over beyond 12 months. Extensions are limited to an additional 6 months. Beyond 18 months, the unexpended funds will be recalled."

3. Once an award is made, which period can the funds be applied to? Specifically what is the earliest starting date that is acceptable?

It is expected that this project is important enough to get started as soon as funding is awarded.

Miscellaneous

1. Are Co-PIs allowed?

No, the application must be submitted by the sole lead Principal Investigator and it should identify the collaborators. The PI will have financial responsibility for the project and will be the primary contact for OVPR.

2. Is it OK for the application to have appendices containing additional information that elaborates on specific issues?

FRSP proposals are best when the key points are made clearly within the proposal itself. If you need to attach appendices be extremely sparing in their use. Preference is not to have them.

3. How are references to be handled in the FRSP proposals? The information on the webpage is silent on this matter. Do references count toward the 4-page limit for the project description?

The limitation does not include references, budget justification, CVs or letters of support.

4. My colleagues and I plan to submit a proposal for the FRSP and have a logistical question about the project description section of the proposal. It reads: "Upload a pdf file to the application containing a complete description of work to be performed and expected results. Any project description longer than four pages will be returned without review." Is this four double-spaced or single-spaced pages and is there a required font type and size?

You have latitude in font type and size and, indeed, in line-spacing. However, the reviewers prefer proposals that are easy to read and understand. The level of detail required for these proposals can almost always be accommodated in four "relaxed and legible" pages. Any application with a project description longer than four pages will be returned without review.

5. I am a little confused about the degree of detail that the proposal is expected to have. How much detail do you want?

Please keep in mind that the faculty review committee comprises faculty from various disciplines, and proposals are randomly assigned to these reviewers. Therefore, proposals should be written so that a reviewer from any discipline can understand and evaluate. The committee members will need some intellectual understanding of what you intend to do, without being overwhelmed by excessive detail. It is highly recommended that you do not use content from proposals submitted to external agencies.

6. We plan to submit a proposal as a joint effort between two colleagues from the same school. We will explain why it has to be a joint effort in the proposal. We will also plan to have two/three consultants involved in the proposal. Again we will explain the role of the consultants in the proposal. Do we have to be aware of any special guidelines regarding the above? Anything else we should include in the proposal? Letters of support from consultants perhaps?

This should not pose any special problems. You'll need to document the need for the consultants and provide some evidence that the particular consultants can do what they're being asked to do.

Award Acknowledgement

1. How do I acknowledge receiving FRSP funding for publications, etc.?

"This project was funded (or partially funded) by IU's Office of the Vice Provost for Research through its Faculty Research Support Program."