



Pott College
Interdisciplinary Research Grant

Purpose

The Pott College Interdisciplinary Research Grant is made available to the Pott College of Science, Engineering, and Education by the USI Foundation to support research endeavors by College faculty. The grant encourages collaborative work amongst tenured and nontenured faculty from multiple disciplines. The goal behind the Pott College Interdisciplinary Research Grant is to bring together teams of interdependent investigators to apply complementary approaches to work on important areas of scholarship. Research proposals should be challenging, innovative, and ambitious enough such that objectives might not be achieved by individual investigators. The following will serve as policy guidelines for tenured and non-tenured faculty seeking a research grant award.

Pott College Interdisciplinary Research Grant Committee

The Pott College Interdisciplinary Research Grant will be administered through the Dean's office. The Pott College Interdisciplinary Research Grant committee will consist of one representative from each of the College's constituent departments. A representative from the Dean's office will be a non-voting member of the committee unless their vote is needed to break a tie. The committee will be responsible for reviewing proposals submitted for funding to the Pott College Dean's office and will recommend which proposals should be funded. Departmental representatives to the Interdisciplinary Research Grant committee will be selected in a manner determined by the Department Chair. Committee members will serve two-year terms. Members of the Pott College Interdisciplinary Research Grant committee may NOT submit grant proposals to this program.

Eligibility

All full-time faculty, including tenured and tenure-track faculty are eligible to apply. Proposals to initiate new research or continue research in progress is eligible for funding. An interdisciplinary research team should consist of faculty from at least two disciplines from within the Pott College. However, faculty from departments outside the college may be asked to be a part of the research team as well.

NOTE: Faculty may not receive a second Pott College Interdisciplinary Research Grant unless there is a final report submitted and evidence of scholarly dissemination of results with peer review following the first Interdisciplinary Grant awarded.

Award Amount

The Pott College Interdisciplinary Research Grant will fund up to two research projects for up to \$5,000. Recipient teams will also be provided office space and research laboratory space on the third floor of the Health Professions building. The interdisciplinary teams may have the office space for up to three

years depending on the timeline of the proposal. The individuals will also receive release time to complete the research depending on what is being done for the research project.

Expenses that can be covered by the Pott College Interdisciplinary Research Grant may include equipment, supplies and materials, student workers, travel, technical services, publication cost/page charges, copy charges, telephone, postage, and other needs or expenditures as explained on the budget worksheet. Salaries and wages will not be funded.

Grant Period

Projects will officially start at the beginning of the next calendar year and research space will be awarded for up to three years.

Proposal Deadline

Applications will be reviewed every 1 to 3 years depending on lab and office space utilization. Proposals must be submitted in Cayuse, USI's grant proposal software, by 4:30 pm on November 1st. Applications received after a deadline will not be considered.

Proposal Submission Format and Review

Each proposal must include the following items in the ordered list:

1. Cover page for the Pott College Interdisciplinary Research Grant.
2. Abstract of the proposed research (one page maximum).
3. Description of the proposed research (five pages maximum).
 - The objective of the project.
 - Background and previous work completed in this area.
 - Detailed methodology.
 - Reference Page.
4. The anticipated timeline.
5. Provide the goals, interdisciplinary nature, anticipated outcomes, and the value of the research.
6. Dissemination plan. Where do you plan to publish or present your research and continuation of the research beyond the funding period?
7. Detailed budget and narrative. A budget worksheet will be provided on the College website.
8. Current and pending grant support.
9. List of previous Pott College Interdisciplinary Grant awards (years, titles, amounts, and outcomes).
10. Current curriculum vitae (two pages maximum) of all faculty members participating in the research project.

Application Submission Instructions

1. Submit an **intent to apply for internal grant application** form no later than October 25, 2019. The form can be found on the OSPRA website : <http://www.usi.edu/ospra/internal-awards-and-grants>
2. Once OSPRA has received the intent to apply notice, your proposal file will be created in CAYUSE. You will be notified by email that you have been added as a user to a proposal and can start filling in the application.
3. Access CAYUSE 424 through **myUSI** on the USI website www.usi.edu
 - a. Use your USI credentials to log-in to **myUSI**
 - b. Look for the CAYUSE 424 icon under USI Online Services:
 - c. Click on the icon to enter CAYUSE 424 and locate your project proposal shell.
4. Complete the R&R budget in CAYUSE detailing how the grant funds will be used. See CAYUSE budget instructions on the OSPRA website at: <http://www.usi.edu/ospra/cayuse-424>
5. Attach a Budget Justification (see program specific budget worksheet for details) that supports the line item budget. **The budget justification should be saved as a .pdf file and attached on page three of the R&R Budget in CAYUSE, section K.** An example can be found on the OSPRA website: <http://www.usi.edu/ospra/internal-awards-and-grants>
6. Attach separate .pdf files to the documents section under Proposal Summary in CAYUSE. See page 2 for a list of the 10 items that need to be included in the documents section. See more explicit instructions on loading documents in Cayuse at: <http://www.usi.edu/ospra/cayuse-424>
7. Submit the proposal for routing through CAYUSE 424 no later than **4:30 p.m.** on **November 1st.**

Note: To submit your proposal you will need to approve the proposal in CAYUSE by checking the box next to your name in the routing and approval section. The CAYUSE 424 routing feature allows your department chair and dean to approve the proposal electronically following submission.

Acceptance Conditions

1. Faculty will conform to established practices and procedures concerning sponsored research.
2. Submit a midway and final report to the Pott College Dean's Office no later than 6-weeks after the end date of the award. The midway and final reports submitted should follow the outline provided by the Dean's office.

3. Act in accordance with the policy that all permanent equipment purchased under the Pott College Interdisciplinary Grant is the property of the Pott College unless otherwise specified when the grant is approved.



**Pott College Interdisciplinary Grant
MIDWAY AND FINAL REPORT OUTLINE**

Faculty must submit a final report to the Pott College Dean's Office no later than 6-weeks after the end date of the award.

1. Research Participants names and department
2. Project Title
3. Project Summary
4. Project Dates/Duration
5. Grant Funding Amount
6. Total Project Budget
7. Additional Sources of Funding (if applicable)
8. Have the goals as outline in the grant application been achieved to date? (if not, please explain)
9. Dissemination plan progress (publications, manuscripts, presentations)
10. Provide a final budget of how the funding was spent. If the research project is to be continued, what financial resources will be available?