COUNCIL ON RESEARCH AND CREATIVITY

Patrice C. Williams
Council on Research and Creativity Coordinator
Office of Proposal Development
Agenda

- Grant Programs
- Honorary Recognition Programs
- Online Submission Demonstration
- General Tips
MULTIDISCIPLINARY RESEARCH
Arts & Humanities Program Enhancement Grant

AHPEG is uniquely designed to facilitate and enhance the productivity of FSU researchers and artists through supporting the creation, production and dissemination of arts and humanities research and creative activity.

- **Maximum Support:** $20,000
- **High regard for Multidisciplinary Collaboration**
- **Do not encourage equipment ($> \$5,000)$ purchases**
- **Does not support Faculty Salary**
- **Deadline:** January 20, 2015 at 11:59 pm
- **Hiatus Period:** 2 years
- **Length of Award:** Variable (Start Date: ~4/1/2015)
Multidisciplinary Support Program

MDS supports the initial formation of multidisciplinary FSU alliances planning research and creative activity.

- **Maximum Support**: $25,000
- **Equipment purchases are not allowed**
- **Faculty salary support must be clearly justified in the proposal**
- **Deadline**: October 23, 2015 at 11:59 pm
- **Hiatus Period**: 2 years and did not receive a COFRS award in the 3 preceding summers
- **Length of Award**: February 1, 2015 – January 31, 2016
SUMMER SALARY SUPPORT
Committee on Faculty Research Support

COFRS provides summer salary support to assist with research or creative endeavors that encourage outside funding.

- **Maximum Support:** $14,000
- **Typical budget might include faculty and/or other personnel salary, materials and supplies, or travel**
- **External review group (PI select 2 reviewers)**
- **Deadline:** November 17, 2014 at 11:59 pm
- **Hiatus Period:** 3 years
- **Length of Award:** May 1, 2015 – August 10, 2015
First Year Assistant Professor Award

FYAP provides summer salary support of a planned effort to establish an on-going of research or creative activity designed to attract outside funding.

- **Maximum Support:** $20,000
- **Available only** to first year FSU Faculty at the rank of Assistant Professor
- **Competitive, not** an entitlement
- **Obligated to participate in the Grant Writing Workshop**
- **Deadline:** November 7, 2014 at 11:59 pm
- **Hiatus Period:** None
- **Length of Award:** May 1, 2015 – August 10, 2015
RESEARCH SUPPORT
Planning Grant Award

PG provides start-up funding for a new direction or continuing early support of existing research or creative activity, with the goal being to eventually obtain external support.

- **Maximum Support:** $13,000
- **Faculty salary support is not allowed**
- **Equipment purchases are strongly discouraged**
- **Deadline(s):** October 1, 2014 at 11:59 pm and February 20, 2015 at 11:59 pm
- **Hiatus Period:** 2 years
- **Length of Award:** December 1, 2014 – November 30, 2015 and May 1, 2015 – April 30, 2016
Small Grant Program

SGP provides a source of funding to assist faculty with the completion of a project for which other funding sources are not available.

- **Maximum Support:** $3,000
- **Not intended to augment existing grants or programs or to provide faculty salary support**
- **Deadline(s):** October 6, 2014 at 11:59 pm and February 26, 2015 at 11:59 pm
- **Hiatus Period:** 2 years
- **Length of Award:** January 1, 2015 – June 30, 2015 and July 1, 2015 – December 31, 2015
EQUIPMENT SUPPORT
Equipment and Infrastructure Enhancement Grant Program

EIEG provides support of acquiring new equipment or infrastructure enhancements.

- **Maximum Support:** Average $40,000
- **Only** supports multidisciplinary FSU alliances involving research and creative activity
- This program does not support project-related expenses
- **Different Submission Portal**
- **Deadline(s):** October 20, 2014 at 11:59 pm and February 9, 2015 at 11:59 pm
- **Hiatus Period:** None
- **Length of Award:** January 9, 2015 – January 8, 2015 and May 1, 2015 – April 30, 2016
FUNDING AGENCY TRAVEL
Funding Agency Travel Award

FAT is available faculty year round to meet with representatives or program directors of funding agencies

- **Maximum Support**: $1,000
- **Two applications may be submitted per fiscal year**
- **This award is **not** for conference attendance**
- **Application is submitted via e-mail to the CRC Coordinator**
- **Deadline(s)**: None
- **Hiatus Period**: None
- **Award notification**: 48 hours of receipt
- **Length of Award**: N/A
TAKEAWAYS
Summer Salary Support Takeaways

- **Committee on Faculty Research Support (COFRS)**
  - Maximum award is $14,000
  - 3 year hiatus
  - Competition Round: annually

- **First Year Assistant Professor (FYAP)**
  - Maximum award is $20,000
  - Competition, not entitlement
  - Only for FSU faculty in their first year at the rank of Assistant Professor
  - Competition Round: annually
Multidisciplinary Research Takeaways

• **Multidisciplinary Support Program (MDS)**
  • Maximum award is $25,000
  • 2 year hiatus and did not receive a COFRS award in the 3 preceding summers
  • Competition Round: annually

• **Arts & Humanities Program Enhancement Grants (AHPEG)**
  • Maximum award is $20,000
  • 2 year hiatus
  • Competition Round: annually
Research Support Takeaways

- **Planning Grant (PG)**
  - Maximum award is $13,000
  - Start-up funding
  - 2 year hiatus
  - Competition Round: biannually

- **Small Grant Proposals (SGP)**
  - Maximum award is $3,000
  - Completion for a project
  - 2 year hiatus
  - Competition Round: biannually
Equipment Funding Takeaways

- Equipment Infrastructure & Enhancement Grant (EIEG)
  - Award averages $40,000
  - Supports Multidisciplinary research
  - Different Submission Portal
  - Competition Round: biannually
  - Hiatus: None
Funding Agency Travel Takeaways

- **Funding Agency Travel (FAT)**
  - Maximum award is $1,000
  - 2 applications per fiscal year
  - Competition round: year round
  - Submission process is via e-mail with a 48 hour award notification
  - Hiatus: None
HONORARY AWARD PROGRAMS
Developing Scholar Award

DSA is designed to identify, recognize and honor future researcher leaders at the rank of Associate Professor.

- **Maximum Support**: $10,000
- **One time award**
- **Faculty salary request is not accepted**
- **May be used for OPS expense, OCO expenditures, graduate student support and travel**
- **Deadline**: January 30, 2015 at 11:59 pm
- **Hiatus Period**: None
- **Length of Award**: July 1, 2015 – June 30, 2016
Distinguished Research Professor Award

DRP is designed to recognize and honor outstanding research, scholarly and/or creative activity among FSU faculty having national and international visibility and the rank of Full Professor.

- **Maximum Support:** $10,000
- **As of August 2014, completed at least 5 years at the rank of Professor at FSU**
- **One time award**
- **Deadline:** February 5, 2015 at 11:59 pm
- **Hiatus Period:** None
- **Length of Award:** Lifetime; immediately upon faculty awards program
Distinguished University Scholar Award

DUS is designed to recognize and honor outstanding research, scholarly and/or creative activity among some of FSU non-tenure track faculty.

- **Maximum Support:** $10,000
- **As of August 2014, completed at least 5 years in an allowable job title and either E&G or C&G funded**
- **One time award**
- **Deadline:** February 16, 2015 at 11:59 pm
- **Hiatus Period:** None
- **Length of Award:** Lifetime; immediately upon faculty awards program
TOP PROPOSAL SUBMISSION MISTAKES
Proposal Submission Process

• The submission process is **completely** electronic.
• Submission of original documents are not necessary.
• CRC Submission Portal for AHPEG, COFRS, FYAP, MDS, PG, and SGP is https://submissions.magnet.fsu.edu/crc/index.html
• EIEG Submission Portal is https://submissions.magnet.fsu.edu/indexTT.html
• FAT is submitted via e-mail to the CRC Coordinator.
Abstract exceeds word limit

<table>
<thead>
<tr>
<th>Investigator Name (Last name first):</th>
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<tbody>
<tr>
<td>Investigator Dept:</td>
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<tr>
<td>Title of Proposal:</td>
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<tr>
<td>Summary:</td>
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*(must be kept to this one page; do not exceed one page; do not modify the document’s margins or font size). Begin typing in the box below. Word Limit is 250.*
CV exceeds 2 page limit or wrong form

CRC Vita Document

Provide the following information for key personnel (PI and any co-PIs unless contraindicated by rules inside the specific request for proposals) on your proposal. Follow this format. Do not exceed 2 pages per person. You may cut and paste from other CV sources you may have on file, but adjust the font size to adhere to 11 pt. You may paste co-PI information in as new pages at the end of your document and submit as ONE batched document.

**Principal Investigator:** (Last name first):

- **Education/Training** (begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training)

<table>
<thead>
<tr>
<th>Institution &amp; Location</th>
<th>Degree</th>
<th>Year/s</th>
<th>Field of Study</th>
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- Select pertinent portions of your current CV, in accordance with the RFP requirements, and insert that info below this line.
BUDGET FORM
Personnel Salary

Need to specify who is being paid salary:
• Section A: PI & Co-PIs *(only state the salary amount)*
• Section B: Other Personnel *(only state the salary amount)*
• Total Salary, Wages and Fringe Benefits

Example:
• Section A: $8,750
• Section B: $5,250
• Total Salary, Wages and Fringe Benefits: $14,000
### Other Direct Costs

#### Section E, Other Direct Costs

1. Tuition (GAs on payroll) NOTE: CRC does NOT support tuition payment from CRC grants.

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2. Materials and Supplies
   (Equip is NOT a material or supply! Show any equip request in "Section C" above.)

3. Publication Costs

4. Consultant Services

5. ADP/Computer Services

6. Subawards/Consortium/Contractual Costs

7. Alterations and Renovations

8. Rent

9. Other 1:

10. Other 2:

11. Other 3:

- The CRC does **not** support tuition payments
- Materials and Supplies include Equipment that is under $5,000
Participant/Trainee Support Costs

- Stipends: Incentives for participants or trainees
- Travel: Participants, Other Personnel, and etc.
- Subsistence: Provisions that are not monetary
Total Direct and F&A Costs

Need to specify the total direct and F&A Costs:
- Section G: Total Costs
- Section H: Not Applicable
- Section I, Total Direct and F&A Costs: Total Costs

Example:
- Section G: $13,000
- Section H: $0
- Section I: $13,000
Detailed Budget & Appendices

- **Budget within the Proposal Text Form:**
  - Detailed budget explanation of your Budget Summary Form
  - Example: Travel
    - Estimated cost of airfare, hotel, transportation, and etc.
  - Should mirror the items you placed in the Excel budget form

- **Appendices within the Proposal Text Form:**
  - Approval forms
  - Other Supplementary Materials that are pertinent to your proposed project (i.e. Surveys, Interventions, and etc.)
  - Avoid excessive appendices
### Reporting Credit

<table>
<thead>
<tr>
<th>Dept Name</th>
<th>Credit DeptID</th>
<th>Distribution</th>
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**Example #1:**
- Department Name: Classics
- Credit DeptID: 076000
- Distribution: 100%

**Example #2:**
- Department Name: Art
- Credit DeptID: 196000
- Distribution: 75%

- Department Name: Art History
- Credit DeptID: 193000
- Distribution: 25%
## Certifications

<table>
<thead>
<tr>
<th>Certification</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>17. Vertebrate Animals</td>
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<tr>
<td>Protocol #</td>
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<td>Attach ASU Form</td>
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<td>18. Human Subjects</td>
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<td>19. DNA/RNA Use</td>
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<td>20. Radioactive Materials</td>
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<td>21. Hazardous Chemicals</td>
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<td>22. Select Agents</td>
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<td>23. Nanomaterials</td>
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<td>24. Marine Lab (SRS will send a copy of proposal to the Director of the FSUCML)</td>
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<td>25. Compressed Air Diving (ADP) (SRS will send a copy of proposal to the Chair of the Dive Control Board &amp; the ADP Coordinator)</td>
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<td>26. Dual Compensation</td>
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<td>27. Workshops/Conferences</td>
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<td>28. If 27 is Yes, will fees be collected?</td>
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<td>29. If 28 is Yes, is the dept collecting the fees at Certified Cash Handling Site?</td>
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<td>30. If 27 is Yes, will Continuing Education Units (CEUs) be issued?</td>
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<td>31. Are Subcontract(s) and/or consultant(s) proposed?</td>
<td>Yes</td>
<td>No</td>
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<td>If yes, is more than 50% of the award being subcontracted out?</td>
<td>Yes</td>
<td>No</td>
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<td>If yes and they are named, please provide budget, scope of work and letter of commitment from each, as applicable.</td>
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<td>32. Will income, other than payments from the sponsor, be generated as a result of this project? (aka, Program Income such as registration fees, sales of products, etc.)</td>
<td>Yes</td>
<td>No</td>
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<td>33. Is this project a continuation of a previous project? If yes, enter Project ID:</td>
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<td>Awd %</td>
<td>Yes</td>
<td>No</td>
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<td>34. Will additional resources such as animal or non-animal space, equipment, utility service, etc., be needed to conduct this project in addition to what is currently available to you or is budgeted for this in the proposal? If yes, complete the following:</td>
<td>Yes</td>
<td>No</td>
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<td>Resource Requested:</td>
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<td>Requested From:</td>
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<td>Estimated Cost:</td>
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<td>Request Approved:</td>
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###Waivers

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<tr>
<th>Waiver 1</th>
<th>Waiver 2</th>
<th>Waiver 3</th>
<th>Waiver 4</th>
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<tbody>
<tr>
<td>Waiver 1: No graduate student involved</td>
<td>Waiver 2: Graduate student involved with the project and <strong>the College/School will cover the tuition</strong> for the student(s) supported by this project</td>
<td>Waiver 3: Graduate student involved with <strong>an alternate source covering all of the tuition</strong> for the student(s) supported by this project</td>
<td>Waiver 4: Not Applicable</td>
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</table>

- **Waiver 1:** No graduate student involved
- **Waiver 2:** Graduate student involved with the project and **the College/School will cover the tuition** for the student(s) supported by this project
- **Waiver 3:** Graduate student involved with **an alternate source covering all of the tuition** for the student(s) supported by this project
- **Waiver 4:** Not Applicable
SP Managers with ePRO authority

### OMNI PROPOSAL RESOURCES & POST-AWARD PROJECT TEAM

The PI and Co-PI’s listed on page 2, and other users listed below will be added to Proposal Resources for read-only access to the OMNI Proposal record.

If the proposal is awarded, the Project Team will be set up as follows:

**Project Spending Authority for non-travel transactions:**
- PI will automatically have expenditure authority for all non-travel financial transactions.
- Co-PIs will not have expenditure authority on the Project unless specifically authorized below.
- **SP Managers with ePRO** means the user will have expenditure authority for all non-travel financial transactions, including the ability to approve requisitions in OMNI.
- **SP Managers w/o ePRO** means the user will have expenditure authority for all non-travel financial transactions, except the ability to approve requisitions in OMNI.
- **Dept Rep** means the user will have no post-award expenditure authority. Users with this role on the Proposal will only have access to view proposal information.

**Project Spending Authority for travel transactions:**
- Only one user is allowed to approve travel for a project. The PI will be made the default travel approver unless an alternate is listed below. Note that the Project Travel Approver cannot approve his/her own travel transactions. The travel approver role is “Project Manager” which is different from a “Sponsored Project Manager (SP Manager).”

<table>
<thead>
<tr>
<th>Co-PIs with Spending Authority</th>
<th>EMPLID</th>
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<tr>
<td><strong>SP Managers with ePRO authority</strong></td>
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<th>SP Managers w/o ePRO authority:</th>
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<th>Project Manager (Travel Approver):</th>
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Success Tips

- If you would like the CRC Coordinator to review your proposal for any technical errors, please submit your proposal at least 7 days in advance.
- Seven day advance submission does not guarantee review, but later submissions significantly reduces the changes.
- Check the CRC website for updates, especially in the FAQs.
- If you have specific questions about a program and/or the submission process contact the CRC Coordinator.
Florida State / Office of Research / CRC

The Council on Research & Creativity is a major faculty committee appointed by the Vice President for Research. In addition to coordinating and administering the programs outlined on this website, the CRC also advises the VP Research on matters of research policy and overhead income distribution. Membership list, meeting dates and detailed program information are posted in the tabs above. Questions about the CRC? E-mail the following for assistance:

Piers Rawling (current CRC Chair) prawling@admin.fsu.edu
Patrice C. Williams (CRC Program Coordinator) pcwilliams@fsu.edu

A Brief Overview of CRC Competitive Proposal Programs

The CRC offers eligible FSU Faculty these traditional programs (listed in alphabetical order) requiring competitive review. Full-time faculty are eligible for these programs except where noted. Visiting professors will be considered eligible providing the sole reason for their “visiting” status is that they are awaiting permanent US residency.

Arts & Humanities Program Enhancement Grants (AHPEG):
Committee on Faculty Research Support (COFRS) Award:
New Equipment and Infrastructure Enhancement Grant (EIEG) Program:
First Year Assistant Professor (FYAP) Award:
Funding Agency Travel (FAT) Awards:
Multidisciplinary Support Program (MDS):
Planning Grant Award (PG) (Fall and Spring Competitions):
Small Grant Program (SGP) (Fall and Spring Competitions):

Honorary Recognition Programs

The CRC sponsors three programs designed to recognize and honors the Research accomplishments of developing faculty, scholar scientists and more senior faculty at FSU.

Developing Scholar Award (DSA) (Faculty Only):
Distinguished Research Professor Award (DRP):
Distinguished University Scholar Award (DUS):
CRC Programs Online Proposal Submission System

Welcome to the online submission system for FSU's internal CRC grant programs, the Distinguished Research Professor award, the Developing Scholar award, and the Distinguished University Scholar Award.

Please read the following information before you proceed to the submission page.

1. If this is your first time using this system you must create a profile.
2. Once you have created a profile, you will be asked to answer a few questions that directly apply to the program for which you are requesting funds.
3. Upload your required documents and submit your application.
4. Once your submission is receive and stored in our database, a confirmation email will be sent containing information about the documents you have successfully uploaded. This will enable you to track and edit your submission as many times as you wish prior to the deadline. However, once the deadline has passed, your proposal submission will no longer be accessible to you.
Welcome to the online submission system for FSU's internal EIG grant program.

Please read the following information before you proceed to the submission page.

1. If this is your first time using this system you must create a profile.
2. Once you have created a profile, you will be asked to answer a few questions that directly apply to the program for which you are requesting funds.
3. Upload your required documents and submit your application.
4. Once your submission is received and stored in our database, a confirmation email will be sent containing information about the documents you have successfully uploaded. This will enable you to track and edit your submission as many times as you wish prior to the deadline. However, once the deadline has passed, your proposal submission will no longer be accessible to you.
QUESTIONS???
Contact Information

Patrice C. Williams
Council on Research and Creativity Coordinator
pctwilliams@fsu.edu
645-5751
www.research.fsu.edu/crc
www.research.fsu.edu/opd