

Collaborative Collision: Disaster Resiliency

Funding Opportunity Announcement

Proposals Due 5:00 PM EST May 24th, 2019

A. Program Description

The *Collaborative Collision* seed fund provides up to \$25,000 to catalyze the development of new interdisciplinary teams that form as a result of connections made at the Office of Proposal Development's *Collaborative Collision* events. *Collaborative Collision* grants are intended to allow a new team to position themselves to seek external funding for a new research initiative by demonstrating a history of successful collaboration. Grant recipients are expected to submit external funding proposals within one year of the conclusion of an award.

B. Eligibility Requirements

By submitting a proposal to the Collaborative Collision seed fund, a PI certifies that all of the following conditions are true:

- Teams must be comprised of at least three faculty members, two of which must be from different academic departments.
- At least two-thirds of the team members must have attended, and presented at *Collaborative Collision: Disaster Resiliency* on April 16th, 2019.
- Proposals must demonstrate new research projects, and new collaborative teams.
- All PIs/Co-PIs must be tenure-track or research faculty with their primary appointment at Florida State University.
- All proposed projects must be related to disaster resiliency research, and must explain the connection in the proposal.
- Faculty may serve as lead PI on only one (1) proposal. There are no restrictions on the number of proposals on which they may be Co-PI.

C. Example Project Support

All project activities must be thoroughly justified within the project proposal. Example project activities include (but are not limited to):

- Collection of preliminary data
- Purchase of data sets
- Travel to conduct research
- Participant support costs
- Stipends for research assistants employed on the project

D. Ineligible Project Costs

All project budgets are subject to review and approval by the Office of Proposal Development. The following project costs are ineligible to be funded by the Collaborative Collision seed fund:

- Faculty salary and/or benefits
- Tuition/matriculation fees for students
- Equipment, including computers and mobile devices
- Travel to conferences or to present research

E. Content and Form of the Proposal

Proposals to the *Collaborative Collision* seed fund must be written in 12-point Times New Roman font, with 1-inch margins, and contain the following documents in the specified order:

1. Proposal Transmittal Form

Available for download at: <https://www.research.fsu.edu/research-offices/sra/>

2. Cover Page

List the project title, along with name, department affiliation, contact information, and ORCID ID for all project participants.

3. Project Summary (Limit: 1 page)

The project summary should provide a high level overview of the proposed project, including project goals, tasks/methods, and anticipated long-term outcomes. The project summary should be written in concise, non-technical language, such that it is understandable by the non-academic general public. The project summary must also include a brief description of funding program(s) to which the team will eventually apply, or must otherwise demonstrate why the project would be of interest to external funding sources.

4. Project Description (Limit: 5 pages)

The project description must contain the following sections:

I. Project Overview

Provide an overview of the activities proposed in this project, and an overview of the scientific/societal problem to be addressed. Describe the significance of the problem to be addressed, and the potential contribution of your project both to the scientific field, and society at large. Explain the need for an interdisciplinary team in pursuing these outcomes.

II. Research Team

Describe the composition of the research team, and how it was formed. Provide a brief description of each team members' qualifications, along with a justification for why they were selected and what they will contribute to the project. Explain how the team will work together, such that the project outcome is more than the sum of individual contributions.

III. Anticipated External Funding:

Describe how this initial joint effort will result in a new and unique program of research that will lead to external funding. Specify how the proposed project aligns with the strategic interests of external funding agencies/foundations. List the approximate date(s) by which you intend to request external funding from one or more of the identified funding sources. Identification of specific funding opportunities (present, future, or anticipated) and/or specific funding programs is strongly encouraged.

IV. Project Activities:

Describe the research methods/ activities that will be conducted during the project period. Explain how these activities fit into the context of the team's planned long-term research program. Indicate the time period during which each of these activities will begin and end. If appropriate, briefly describe the related activities that will take place before and after the grant period. Include a Gantt chart (or similar project planning tool).

V. References

Include a references list, if applicable. References do not count towards the page limit.

5. Budget and Budget Justification

Provide a detailed budget description including the basis and necessity of each cost. If travel is proposed, approximate travel dates and destinations must be given, along with a clear description of the necessity of the trip.

6. Curriculum Vitae

CVs are required for all team members, and must follow the format provided at the following link: <https://www.research.fsu.edu/media/4349/curriculum-vitae-instructions.docx>

F. Proposal Review Process

Proposals will be funded at the discretion of the Vice President for Research, considering recommendations from the review committee. The committee will consider the following criteria when evaluating proposals:

1. Potential for project team to obtain external funding
2. Potential for project team to contribute to the field
3. Strength and complementariness of the project team's expertise
4. Project's alignment with the goals of the Collaborative Collision program

The review committee may or may not be made up of subject area experts, and it is therefore imperative that all proposals be written in clear, and concise language, avoiding technical jargon unless absolutely necessary. The Office of Research reserves the right to fund some, none, or all proposals, as the situation dictates.

G. Proposal Submission and Due Date

Proposals must be submitted as a single Adobe PDF document following the format prescribed in Section E, Content and Form of the Proposal. Proposals must be submitted with all required signatures, but do not require approval by Sponsored Research Administration.

Proposals must be emailed to:

Mike Mitchell
Proposal Development Coordinator
Office of Proposal Development
mike.mitchell@fsu.edu
850-644-9511

Proposals are due by 5:00 PM EST on May 24th, 2019.

H. Post-Award Reporting and Management

The selected project will receive funding based upon the scope of work and budget submitted in the proposal. Projects will be managed by SRA according to standard grants management practices, including payment requests and disbursements.

A copy of the Terms and Conditions of Collaborative Collision Seed Fund Grants is attached to this RFP for reference.

The selected project team is required to meet with the Office of Proposal Development at least once per academic semester during the project period. This meeting is an opportunity for OPD to provide assistance and resources, and to help the project team position themselves to achieve

external funding for their project. Teams are expected to submit a proposal to an external funding source within one calendar year of the conclusion of Collaborative Collision seed fund support.

I. Pilot Program Feedback

The Collaborative Collision Seed Fund is a pilot program intended to catalyze new research teams, and new areas of research at Florida State University. As such, the Office of Proposal Development welcomes and encourages feedback related to aspects of the pilot program such as eligibility, award amount, proposal requirements, etc. Feedback may be submitted to the program manager identified below and, if relevant and timely, may lead to changes to this FOA.

J. Questions

Please direct all questions regarding this Funding Opportunity Announcement to:

Mike Mitchell
Proposal Development Coordinator
Office of Proposal Development
mike.mitchell@fsu.edu
850-644-9511



Office of Proposal Development
Florida State University

Collaborative Collision Seed Fund

Conditions of Award

(Provided for Reference)

Project Title:

PI:

Co-PI:

Co-PI:

Award Amount:

Project Period:

Conditions:

1. Collaborative Collision Seed Fund grants are funded by the Office of the Vice President for Research (OVPR). Program management is provided by the Office of Proposal Development (OPD), and financial oversight is provided by Sponsored Research Administration. The Collaborative Collision Seed Fund Program Manager is Mike Mitchell (mike.mitchell@fsu.edu, 850-644-9511).
2. Collaborative Collision Seed Fund funding may only be used to support the project described in the project proposal (Attachment A), and must be spent according to the approved budget (Attachment B).
 - a. Budget deviations greater than 10% per budget line item (cumulatively) require the prior written approval of the Collaborative Collision Seed Fund program manager, and are subject to review by the OVPR.
 - b. OVPR/OPD reserves the right to withdraw remaining funds from a project if unauthorized spending occurs, and may also require misspent funds to be repaid by the PI/Department.
3. Scope of work or budget amendments must be requested in writing, and approved, before any project changes occur. Post hoc amendment requests will not be approved and may be grounds for project termination and repayment of funds by the PI/Department. All amendment requests must be submitted at least 30 days prior to the end of the project period.
 - a. One (1) no-cost time extension may be granted with the approval of the Collaborative Collision Seed Fund program manager. Extension requests must be made in writing at least 30 days prior to the end of the project period

4. Collaborative Collision Seed Fund recipients must provide quarterly written updates on project progress, and are subject to a go/no-go review after the second project quarter. It is not the intent of the Collaborative Collision Seed Fund to unnecessarily burden PIs with reporting requirements, however quarterly reports must provide enough detail to show that progress is being made on the project. Quarterly reports are due to the Collaborative Collision Seed Fund program manager via e-mail within 10 business days after the end of the fiscal quarter.
 - a. Quarterly reports must also contain a line-item description of all financial expenditures made by the project for that quarter. Print-outs from a College/Department's financial management system are acceptable.
5. It is the expectation of the OVPR and the OPD that recipients of the Collaborative Collision Seed Fund will leverage their award into at least one (1) proposal for external funding within one (1) year of project completion.
6. The PI and PI's Department are responsible for the execution of the project, financial management of the award, and reporting requirements. Sub-awards and/or sub-accounts of any kind are not allowed.

The PI/Co-PIs and their respective Department Chairs hereby acknowledge and accept the conditions of award for the Collaborative Collision Seed Fund:

NAME, PI

NAME, Co-PI

NAME, Co-PI

NAME, Department Chair

NAME, Department Chair