Collaborative Collision Seed Fund: Anti-Racism, Equity, and Inclusion (AEI)

Request for Proposals

Letters of Intent Due 5:00PM ET November 20th, 2020

Proposals Due 5:00 PM ET December 1st, 2020

Awards to be announced no earlier than January 15th, 2021

Contact:

Mike Mitchell
Program Manager for Strategic Initiatives
Office of Research Development
Phone: 850.644.9511
Email: mike.mitchell@fsu.edu
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 Research Development’s (ORD) 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 two (2) tenure-track or research faculty members with an appointment at Florida State University. These individuals must have both attended and presented research profiles at Collaborative Collision: AEI on October 15th, 2020, and must be from different academic departments at FSU.
- Proposals must clearly demonstrate new research projects, and new collaborative teams.
- All proposed projects must be related to AEI research, or apply AEI principles in a research context, and must explain the connection in the proposal.
- An individual may serve as lead PI on only one proposal.

Individuals with the following affiliations may participate and be named on a Collaborative Collision project, but may not serve as PI or Co-PI and will not count towards fulfilling the above eligibility criteria:

- Faculty with Adjunct, Teaching, or Administrator appointments
- Graduate students
- Post-doctoral scholars
- A&P/USPS staff
- Individuals not employed by FSU (i.e. collaborators at other institutions, community members, industry experts, etc.)

C. Example Project Support

Example project activities may include (but are not limited to):

- Collection of preliminary data or access to data sets
- Participant support costs
- Stipends for research assistants employed on the project
- Team development and team science training

D. Ineligible Project Costs
All project budgets are subject to review and approval by ORD. The following project costs are ineligible to be funded by the Collaborative Collision seed fund:

- Salary and/or benefits for PI, Co-PI, or any personnel other than graduate/undergraduate research assistants
- Tuition/matriculation fees for students
- Equipment, including computers and mobile devices
- Travel to conferences or to present research

E. Letter of Intent

To confirm eligibility and facilitate the early selection of reviewers, all teams are required to submit a Letter of Intent (LOI) including the likely title of the proposal, the names of all PIs and Co-PIs, and a 50-100 word executive summary of the proposed project. LOIs may be submitted as the body text of an email, and do not require a separate attachment.

LOIs must be emailed to mike.mitchell@fsu.edu by 5:00 PM ET on November 20th, 2020.

F. Content and Format of the Proposal

Please refer to Appendix A for specific instructions on proposal content and format.

G. Proposal Submission and Due Date

Proposals must be submitted before 5:00 PM ET December 1st, 2020. Instructions for submitting proposals will be sent only to those teams that submit an LOI.

H. 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. Based on the proposed activities, is a cohesive, inclusive, and interdisciplinary team likely to form as a result of this project?

2. Is the proposed long-term research program likely to significantly advance knowledge of the selected societal/scientific challenge identified by the proposing team?

3. To what extent will the proposed project activities position the team to be able to submit competitive external funding proposals by February 2022?

All proposals will receive a score between 1 (low) and 5 (high) in each of the above evaluation criteria, as well as an overall priority ranking based upon the total number of proposals submitted (i.e. a proposal ranked #1 is highest priority for funding, #2 is next highest, etc.).
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. ORD reserves the right to fund some, none, or all proposals.

I. 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. Appendix B contains a copy of the Terms and Conditions of Collaborative Collision Seed Fund Grants for reference.

The selected project team is required to meet with the Office of Research Development at least once per academic semester during the project period. This meeting is an opportunity for ORD 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.

J. Program Feedback

The Collaborative Collision Seed Fund is intended to catalyze new teams, and new areas of research at Florida State University. As such, the Office of Research Development welcomes and encourages feedback related to aspects of the 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 RFP.

K. Questions

Please direct all questions regarding this Request for Proposals to:

Mike Mitchell  
Program Manager for Strategic Initiatives  
Office of Research Development  
Phone: 850-644-9511  
Teams: mjm09k  
Email: mike.mitchell@fsu.edu
Appendix A: Content and Format of Proposals

All proposals to the Collaborative Collision seed fund must contain the following sections and information. Proposal submission instructions will be sent to teams that submit an LOI, however there will be no material changes made to the following requirements:

1. Project Title (Limit: 15 words)

2. Principal Investigator
   a. Name
   b. Position
   c. Department
   d. Email
   e. ORCID ID
   f. Attended Collaborative Collision (Y/N)?
   g. Presented at Collaborative Collision (Y/N)?

3. Co-PIs/Senior Personnel (for each participant)
   a. Name
   b. Position
   c. Department
   d. Email
   e. ORCID ID
   f. Attended Collaborative Collision (Y/N)?
   g. Presented at Collaborative Collision (Y/N)?

4. Total Funding Requested (dollar amount)

5. Project Summary (Limit: 250 words)

   Provide a high-level overview of the proposed project activities, framed in the context of a larger, multi-year effort to address a societal and/or scientific problem. This section should also indicate how funding from the Collaborative Collision seed fund will serve to accelerate the team towards a broader scale, externally funded research program.

6. Challenge Statement (Limit: 500 words)

   Provide an overview of the scientific and/or societal challenge your team seeks to address. Describe the significance of this problem, and the need for new, interdisciplinary teams to address it.
7. Collaborative Collision Connection (Limit: 250 words)

Specify how the proposed project is related to AEI research, or will apply AEI principles in a research context. Describe how the team will pursue and support research that is innovative, compelling and can provide informed direction to practices and policies that are rooted in social justice.

8. Team Development (Limit: 500 words):

Expanding upon the information provided in the project summary, how will funding from the Collaborative Collision seed fund accelerate the team towards a broader scale, externally funded research program? How will the project participants build an inclusive and collaborative team that is more than the sum of individual contributions?

9. Project Activities (Limit: 750 words)

Describe the specific 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. If appropriate, briefly describe the related activities that will take place before and after the grant period.

10. Project Timeline (Limit: 1 page)

Attach a separate, full-page, Gantt chart or similar project planning tool, clearly indicating what will be done, when it will be worked on, and who is responsible for doing it. Proposed projects should use February 1, 2021 as a start date and plan to be complete by January 31, 2022.

11. Anticipated External Funding: (Limit: 250 words)

Describe 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.

12. Research Team (Limit: 250 words)

Describe the composition of the research team, and how it was formed. Why is this team interested in working together? What new perspectives will your team bring to addressing the chosen challenge(s)?
13. References

Attach a references list, if applicable. Please note that while this section does not have a word limit itself, references within the text of prior sections do count towards the word limit of that section. Therefore, we recommend an endnotes citation style.

14. Budget

Attach a line item budget table summarizing all requested funding.

15. Budget Justification (Limit: 500 words)

Describe each line item for which funding is being requested, and provide information on the basis for each cost. Each line item must be justified as allowable per the RFP, necessary for completion of the project, and specified for use primarily on this project, with only ancillary benefits to other ongoing projects.

If travel is proposed, approximate travel dates and destinations must be given, along with a clear description of the necessity of the trip. Due to ongoing uncertainty regarding COVID-19, if travel is proposed then the team must also submit a contingency plan describing how the project will be accomplished, and/or funds reallocated, in the event that travel restrictions are imposed. PIs are strongly encouraged to consult the ORD Program Manager prior to proposing travel of any kind.

16. Curriculum Vitae (Limit: 2 pages per individual)

Attach a CV/resume for all team members. All standard funding agency (i.e. NSF, NIH, FSU CRC, etc) styles are acceptable, as long as there are clearly identifiable sections for education/qualifications, professional experience/preparation, and examples of prior work.
Appendix B: Example Conditions of Award

Collaborative Collision Seed Fund
Conditions of Award

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 Research Development (ORD), 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/ORD 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 ORD 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:

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NAME, PI

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NAME, Co-PI

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NAME, Co-PI

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NAME, Department Chair

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NAME, Department Chair