MEMORANDUM

TO: UAH faculty members and research staff

FROM: Rayford B. Vaughn
Vice President for Research

DATE: September 4, 2014

SUBJECT: 2014/2015 UAH Research Infrastructure Fund Program Request for Proposals

The Office of Research is pleased to announce an allocation of $500,000 in grant support for enhancing research infrastructure. All individuals eligible for Principal Investigator status as defined in the Principal Investigator Handbook (http://osp.uah.edu/2012-04-18-19-26-34/uah-principal-investigator-handbook) may apply.

Proposals will be reviewed by an internal committee comprised of faculty members and research staff. The funds will be awarded competitively on the basis of the project’s potential for increasing institutional research capacity.

The maximum award from the Office of Research will be $150,000. These funds may be used for equipment purchases, minor facilities remodeling, software, or other appropriate research infrastructure improvements. They may not be used for salaries or travel. A one-page final report is required at the completion of the award period.

Cost sharing for the RIF Program is voluntary; however, with the intent of maximizing the number of RIF proposals that the Office of Research can support across the entire university, and as a demonstration of support from the Colleges and Centers for the proposed effort, voluntary cost share will be considered in the overall RIF proposal evaluation process. Please note that the budgeted salary associated with course release time for faculty is an acceptable form of cost share. Such course release time must be dedicated to the installation, activation, and/or use of the proposed research infrastructure.

More details can be found in the attached 2014/2015 Research Infrastructure Fund guidelines.

Final proposals should be received by the Office of Sponsored Programs by 5:00pm on Monday, October 20, 2014. It is intended that awards will be announced prior to the end of the fall semester.

c: Dr. Robert Altenkirch
OVERVIEW

The UAH Office of Research announces the availability of $500,000 in grant support for the Research Infrastructure Fund (RIF) Program. This internal grant program is intended to be used for equipment purchases, minor facilities remodeling, software, and other appropriate infrastructure improvements. The RIF Program is not intended for support of work which is part of an ongoing sponsored research project, a scheduled course, development of course curriculum, purchase of equipment for non-research purposes, or student tuition. Cost-sharing is welcomed, but not required.

ELIGIBILITY

All individuals eligible for Principal Investigator status as defined in the Principal Investigator Handbook (http://osp.uah.edu/2012-04-18-19-26-34/uah-principal-investigator-handbook) may apply. Only one proposal from an individual will be allowed.

AWARDS

The RIF Review Committee will meet within one month of the closing date to review proposals. A total of $500,000 is available, and there are no limits on the number of awards that can be made. Proposals of all funding levels are encouraged, up to a maximum funding request of $150,000. Based on the recommendation of the Review Committee, the selected proposers will be notified as soon as possible thereafter.
The 2014/2015 RIF awards must be expended within one year of the award date (any no-cost extensions must be requested from the Office of Sponsored Programs). A one-page final report is required by January 2, 2016. Failure to submit this report will result in ineligibility for future RIF awards.

**REVIEW OF PROPOSALS**

Awards are made by the Vice President for Research, based on recommendations by the RIF Review Committee. The Review Committee consists of an Associate Vice President for Research, one senior faculty member appointed by the Dean of the Colleges of Business Administration, Engineering, Liberal Arts, Nursing, Science, and Graduate Studies; two Research Center Directors appointed by the Vice President for Research; and one member of Faculty Senate. An Associate Vice President for Research serves as the Chair of the Review Committee.

Please note that the Review Committee consists of faculty members and research staff from various fields of study. Therefore, the PI should endeavor to write her/his proposal such that it is understandable by a colleague who is not a specialist in a directly-relevant discipline. Technical terminology should be clearly explained, and variables should be well-defined.

**PROPOSAL FORMAT**

The proposal should provide a clear and complete narrative of the proposed research infrastructure to be obtained. Be sure to describe the research activities that will be enabled with this award. Include a description of the requested instrumentation, software, or facility modification, and clearly explain why it is needed. Describe how this award would make a substantial improvement in the PI’s capabilities to conduct leading-edge research. Describe the facility in which any instrument will be placed, and specify how any requested instrumentation would be operated and maintained.

The proposal length should not exceed eight double-spaced pages, excluding the cover sheet, the budget pages, citation list, and the curriculum vitae. The proposal should maintain one-inch margins and use Times New Roman in 12-point font. In the interest of fairness to all faculty members, any proposal exceeding the page limit or not conforming to the margin and font requirements will be returned without review.

All proposals must follow the format given below:

- Cover Page
- Proposal Title
- Summary
- Background
- Technical Objectives and Approach
- Plan for seeking sources of external funding
- Budget/Justification
- List of Citations
Curriculum vitae of PI

EVALUATION CRITERIA

Specific proposal-related evaluation criteria are:

1. Overall scholarly quality and significance of the proposal. (50 points)
2. The Principal Investigator’s capability to perform and complete the research. (20 points)
3. The potential of developing a more detailed research proposal for submission to federal and state agencies or other sponsoring organizations. (30 points)

CONDITIONS

Upon award of the RIF, an account will be established within the awardees’ department and funds will be transferred from the Office of Research to this account. It is then the responsibility of the awardee and her/his department chair or center director to assure that the funds are spent in accordance with the proposal. Since a RIF Award is made for the activities as proposed, any significant changes in scope or budget must be cleared through the Office of Research. It is expected that the proposed research infrastructure will be in place and operating by the end of the one year award period.

The Office of Sponsored Programs is prepared to answer any questions regarding the expenditure of funds. Submission of a proposal warrants that all over-runs on any RIF account are the responsibility of the grantee and his/her Department/College/Center.

SUBMISSION INSTRUCTIONS

FY 2015 RIF proposals must be submitted through the Office of Sponsored Programs in accordance with established OSP proposal procedures. This includes participation in a How-to-Submit-a-Proposal workshop in the Office of Sponsored Programs.

A single PDF file of your final proposal should be received via e-mail from your respective college or center’s contract administrator in the Office of Sponsored Programs by the close-of-business (5:00 P.M. CST) on Monday, October 20, 2014. Those proposals received by 5:00 P.M. will be considered on-time, and those proposals received after 5:00 P.M. (according to the e-mail submission) will be considered late and, to ensure fairness to all applicants, will not be reviewed. There will be no exceptions to this time deadline.
BUDGET

The budget must be appropriate for the project. The budget will be prepared by OSP, and include a justification with appropriate level of detail to allow for an informed evaluation of your proposed budget. This justification should not exceed one page. Please work with the Office of Sponsored Programs in developing your budget. To be helpful, some guidelines for constructing the budget are given below.

1. Salaries, wages and fringe benefits (not allowed)

2. Research-related Equipment/Instrumentation

Any equipment/instrumentation acquired under the grant is owned by the University. Normally, at the end of the project, any equipment purchased will become property of the Department or Center to which the grantee is assigned. All purchases for equipment must be supported in the proposal relative to need for accomplishment of the proposed research effort. Requests for purchase of equipment not justified and required for accomplishment of the specific research objective and proposed plan will not receive approval.

3. Research-related Operating Expenses

Please break out the total operating expenses necessary to complete the proposed activities into the three categories below.

Supplies
Duplication/Reproduction (not allowed)
Software

4. Travel (not allowed)

5. Books, Periodicals, Microfilm, etc. (not allowed)

6. Matching Funds, if any.

CURRICULUM VITAE

A two-page maximum vitae of the principal investigator and any co-investigator should also be included with the proposal.
PROPOSAL COVER SHEET
2014/2015 RIF PROGRAM

Title:_________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

*Thrust Code (categories available on OSP web site):______________________________

Requested Budget:________________________________________________________________

Principal Investigator:________________________________________________________________

Principal Investigator’s Signature/Date:________________________________________________

PI Department/Center: ___________________________ Bldg./Room _________________

Phone:_________________________ Email:__________________________________________

Approvals

Chair/Center Director:_________________________ Signature/Date:_____________________

OSP: ________________________________ Signature/Date:___________________________

*Thrust Codes can be found at: http://www.osp.uah.edu/documents/ThrustAreas.pdf