

FAQs

Application and Eligibility

Who is eligible to apply?

Round three Letters of Intent have been submitted, and those invited to move forward with a full proposal have been notified.

How do I apply?

Principal Investigators who have been invited to submit a full proposal should follow instructions in their invitation email, sent July 23, 2020, and submit their proposal in electronic form by Monday, August 10, 2020, at 5:00pm Eastern Daylight Time (EDT).

Can my assistant submit my application?

A research assistant may prepare the proposal. However, the PI will not have access to the submission when it is prepared with the assistant's login information.

What are the Pandemic Response Research Network Hubs?

Round Three emphasizes the impact of the newly created hubs to shape the research projects. PIs who were invited to submit a full proposal should refer to their invitation email for Hub(s) working with them on their proposal. For additional Hub information, please refer to <https://pandemic-response-research.net/researchhubs/>.

PIs, Co-PIs, and Co-Is

May a proposal have more than one PI?

Yes, because Round Three proposals will expand transdisciplinary team approaches across USF departments, colleges, and campuses, multiple USF-PI-based projects are allowed. Please note that a biosketch with current and pending funding is required for each investigator on the project.

Must I have a Co-PI or Co-I? Who is eligible as a Co-PI or Co-I?

You need to have another PI, **or** at least one Co-PI or Co-I on the proposal. Full-time tenured/tenure-track and research faculty members at USF are eligible. Additionally, USF Instructors, postdoctoral fellows, and graduate students are encouraged to serve as Co-PI or Co-I on proposals.

May the Co-PI or Co-I be from another U.S. university or institution, or from another country?

A proposal may include a Co-PI or Co-I from another university or institution within the U.S. However, projects should remain focused on domestic collaborations rather than international for this Round Three rapid research funding. Because projects must be completed within 12 months, it would take valuable time to set up agreements with international universities/communities. Researchers can leverage the effect of this internal seed grant funding to seek larger federal and other domestic grants, as well as international grants on the same topic using the preliminary data generated.

How do I enter a Co-PI or Co-I who is not affiliated with USF?

Enter non-USF Co-PIs or Co-Is in the applicable section, and be sure to also include their biosketch and current and pending funding in the appropriate section.

Proposal Submissions

How do I save my proposal for later?

You are allowed to click on *Continue Later*, which will save your proposal for your return later, prior to the deadline. Do not click on the Certification box until your proposal is complete and you are ready to submit it.

I submitted my proposal but want to make a change. Am I allowed to go back in?

We will allow you to request your proposal to be unlocked for changes *prior* to the Monday, August 10, 5:00 p.m. deadline. To avoid this, however, please ensure that all your documents are uploaded and the proposal is complete *before* you submit it. When ready to resubmit, be sure to click on the Certification box and Submit your proposal. *No* proposal changes are allowed after the deadline. NOTE: if you ask for your proposal to be unlocked, it **MUST** be resubmitted. If you forget to resubmit, it will not be saved in the system. If you require support, please go through the following channels:

- **For general application questions, and all unlocking requests**, contact the USFRI Rapid Response Research email box at RSCH-RapidResponse@usf.edu.
- **For technical support**, contact Mario Lopez at mariol@usf.edu.

Abstract and Proposal Description

Requirements

The abstract and proposal description together should total three pages. Please use **Times New Roman** and **font size no smaller than 10-pt**. Present an abstract of approximately a half-page – one to two paragraphs maximum (limit to 250 words, single-spaced) – *followed by* a detailed description of your proposal no more than two (2) single-spaced pages in length, including how this proposal specifically aligns with COVID-19 research, potential for this research to improve public health, how the proposal demonstrates transdisciplinary collaboration, why this proposal is novel, innovative, and/or inventive, and which external grant programs are being targeted for the pilot research. Specifically state the sources of funding that will be pursued, including governmental agency, industry, and/or foundation grants. Also, please list any potential licensing opportunities or patents associated with this project. Human subjects IRB, animal subjects, biosafety levels, etc. must be explicitly indicated in the proposal.

Can I add references to the proposal description, making it more than two pages (or more than three pages with the abstract)?

If you have references to add, please note that references are available upon request, and we will ask for them, if needed.

Budget Template and Budget Justification

Budget

Create a one-page budget for the 12-month period of funding (e.g., equipment, salary, benefits, GA or Research Assistant tuition, etc.). Use the budget template (Summary page only) found at the link below and upload your budget as a PDF: <https://www.usf.edu/research-innovation/train/documents/budget-preparation-tool.xlsx>

Do I enter anything in the Indirect Costs section in the budget template?

There are no indirect costs on this grant. Please leave that section blank.

What information should the Budget Justification include?

Explain the need for each budget line item, and include the breakdown of calculations used to arrive at the amount of each line. If your proposal includes matching funds, cost share, or in-kind funds, please note that, and be specific.

May GA Research Assistants be paid through this grant?

Yes, Research Assistants are allowed to be paid, or tuition paid, through the USF COVID-19 Rapid Response Research Grant.

Biosketches for PI(s), Co-PI(s), and Co-I(s)

I already have a biosketch prepared from a prior grant submission, but it is more than 2 pages in length. Can I submit this current biosketch or do I need to reformat it for this submission?

We will accept a biosketch that is more than 2 pages in length. As a third (or last) page of the biosketch PDF document, add a one-page list of current and pending funding. For each PI, Co-PI, and Co-I, a biosketch with a list of current and pending funding is required.

Industry or Community Partner

Please provide a support Letter from an Industry or Community Partner, if applicable. Describe how the partner will support and collaborate with the PIs on the project. For assistance in identifying and engaging a corporate partner for your full proposal, please contact Carissa Davis at the USF Office of Corporate Partnerships, at cldavis8@usf.edu.

Support

Who can I contact for support?

Full support is offered 8am-5pm Monday through Friday, with limited support available after hours. Please go through the following channels to avoid confusion:

- **For general application questions, and all unlocking requests**, contact the USFRI Rapid Response Research email box at RSCH-RapidResponse@usf.edu.
- **For technical support**, contact Mario Lopez at mariol@usf.edu.
- Note: If your application will not proceed past the first page, try switching to the *Google Chrome* browser. Microsoft Internet Explorer is not a supported browser.