Creative Scholarship Grant Application Checklist

**Submit the proposal electronically**: Download the MS Word application to your computer, fill it out, print it, obtain all signatures, scan the document and allowable supporting documents as a PDF file, and email it to [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@usf.edu) by the deadline.

**SUBMISSION DEADLINE FOR RECEIPT,** Monday, February 1, 2021 at 5:00 PM

(Awards Announced, Friday, April 9, 2021)

Documents sent after 5:00 PM **WILL NOT BE ACCEPTED**

Listed below are the components of a complete application package, in the order they appear in the application. Use this checklist to ensure that your application is complete and in compliance with the application requirements.

Include the checklist with your proposal application.

|  |  |
| --- | --- |
| **CHECK oFF** | **Required documents** |
| Description: http://www.surveymonkey.com/i/t.gif | 1. **Cover page, Form # 1,** the electronic PDF application must include all required signatures. Valid electronic signatures are acceptable.   **NOTE:**  Non-tenure track faculty must submit a letter from their department head or dean confirming that the applicant is employed in a regularly renewable position, is paid as a USF faculty member, is required to conduct independent research, and it is anticipated that the applicant will be regularly renewed upon satisfactory performance in terms of independent research accomplishment and other contractual obligations. |
| Description: http://www.surveymonkey.com/i/t.gif | 1. **Proposal Revision (resubmission) – Form # 2, Limit 1 page, 12-point font, single space**   There must be substantial changes in the application and the changes must be summarized including the responses to the criticisms and issues raised in the original application. Changes in the research plan and/or budget must be clearly marked. |
| Description: http://www.surveymonkey.com/i/t.gif | 1. **Project Summary/Abstract - Form # 3, Limit 200 words, double space**   Write with detail that can be understood by an “intelligent non-expert.” Reviewer may be faculty outside your immediate discipline. |
|  | 1. **Expected Outcomes of Project – Form # 4, No word limit, single-space.**   Publication/Presentation Plan |
| Description: http://www.surveymonkey.com/i/t.gif | 1. **Proposed Budget - Form # 5**   Graduate student tuition is not an allowable cost. |
| Description: http://www.surveymonkey.com/i/t.gif | 1. **Budget Justification - Form # 6**   **Answer the 2 mandatory questions or the proposal will not be reviewed**. Insert a “Blank Page” if additional space is needed. No word limit. Single-spaced outline format is permitted. |
| Description: http://www.surveymonkey.com/i/t.gif | 1. **Project Description - Form # 7**   Limit to 5 **double-spaced** pages inclusive of tables, figures, and explanatory footnotes. Page limit does not apply to literature cited. |
| Description: http://www.surveymonkey.com/i/t.gif | 1. **Abbreviated Curriculum Vita - Form # 8,** the P.I. and all key personnel must include an abbreviated CV.   Standard biographical sketch, no more than 4 pages, is required. A NEH, NIH or NSF format is recommended but not required. |
| Description: http://www.surveymonkey.com/i/t.gif | 1. **History of Internal Grants and Support - Form # 9**   Describe all Internal Funding received from department and college and that is still pending a decision. |
|  |  |

**CSG Application for Academic Year 2020 – 2021 (FORM # 1)**

**Submission Deadline, Monday, February 1, 2021 by 5:00 PM (Awards Announced Friday, April 9, 2021)**

|  |  |
| --- | --- |
| NAME: | GEMS NUMBER: |
| DEPARTMENT NAME: | DEPARTMENT ID NUMBER: |
| COLLEGE/SCHOOL: | **CAMPUS:**   |  |  |  |  | | --- | --- | --- | --- | | Description: http://www.surveymonkey.com/i/t.gif   TPA | STP | Description: http://www.surveymonkey.com/i/t.gifSAR | Description: http://www.surveymonkey.com/i/t.gif | |
| CAMPUS MAIL STOP: | EMAIL ADDRESS: |
| TELEPHONE NUMBER: | **Tenure Status:**   |  |  | | --- | --- | | Description: http://www.surveymonkey.com/i/t.gifTenured  Description: http://www.surveymonkey.com/i/t.gifTenure Earning | Description: http://www.surveymonkey.com/i/t.gifNon Tenure (include letter from chair) | |
| RANK/TITLE: | MO/YR APPOINTED TO THIS RANK: |
| CREDENTIALS, e.g., Ph.D., M.D., etc: | **TYPE OF CONTRACT:**   |  |  | | --- | --- | | Description: http://www.surveymonkey.com/i/t.gif9-month | Description: http://www.surveymonkey.com/i/t.gif12-month | |
| TITLE OF PROPOSAL (descriptive and concise): | |
| |  |  | | --- | --- | | Description: http://www.surveymonkey.com/i/t.gifNEW | Description: http://www.surveymonkey.com/i/t.gifRESUBMISSION |   TYPE OF SUBMISSION: | |
| Key words describing the project: | |
| Total Funds Requested: $  **MAXIMUM** $10,000 | |

|  |
| --- |
| Is applicant a current Research Council member? Description: http://www.surveymonkey.com/i/t.gifYES Description: http://www.surveymonkey.com/i/t.gifNO |

|  |
| --- |
| Research Integrity & Compliance |
| If project will include the use of human subjects, protected health information, live vertebrates, or biohazardous materials, you must receive approval from the relevant research compliance office prior to initiating the study. If this scope of work is already approved, attach copy of the approval letter or if pending, give application number. Check below all that apply and click the links for the Division of Research, Integrity and Compliance website. |
| |  |  |  |  | | --- | --- | --- | --- | | Description: http://www.surveymonkey.com/i/t.gifIRB ([humans](http://www.research.usf.edu/dric/hrpp/)) | Description: http://www.surveymonkey.com/i/t.gifHIPAA [(health information](http://www.research.usf.edu/dric/hipaa/hipaa.asp)) | IACUC ([live animals](http://www.research.usf.edu/dric/iacuc/)) | IBC [(biohazards](http://www.research.usf.edu/dric/biosafety/)) | |

**Waiver:** I, the Principal Investigator named above, with full knowledge of my right of access to any public record made or received in connection with official public business granted by the Florida Constitution (article I, section 24) and Florida Statutes (chapter 119), expressly waive all rights whatsoever that I have to request records containing the identity of the individuals who provide written feedback on this proposal. With my signature below, I voluntarily agree to this waiver of my right of access to these records because I believe it will help ensure a truly candid review of my proposal by my academic peers.

If awarded, any unallowable expenditure on the award will be subject to removal off the grant to an unrestricted account.

|  |
| --- |
| Department/College staff that will assist the PI with paperwork |
| Name: |
| Phone Number and E-Mail Address: |

|  |  |  |
| --- | --- | --- |
| Signatures (Print, Sign, and Date) | | |
| Principal Investigator | **Dept. or Center Head** | **Dean of College or School** |
|  |  |  |
| (Print name above) | **(Print name above)** | **(Print name above)** |
|  |  |  |
| (Sign name above) | **(Sign name above)** | **(Sign name above)** |
|  |  |  |
| (Print date above) | **(Print date above)** | **(Print date above)** |

|  |
| --- |
| **PROPOSAL REVISION FORM (Form # 2)** |
| Limit: 1 page, 12 point font, single-spaced  Summarize the changes, additions or deletions made to this revision of your previous proposal. Respond to the criticisms and issues raised in the reviews of the original proposal. Changes in the research plan or budget must be clearly marked by appropriate bracketing, indenting, or font changes (do not use color  or underlining) unless the changes are so extensive as to include most of the text. If the latter is the case, indicate below.  **This box may be removed to provide additional space.** |

|  |
| --- |
| **PROJECT SUMMARY/ABSTRACT (Form # 3)** |
| **Limit: 200 words, 12 point font, double space** |
| Provide an overview of project’s significance in your field and to your professional development. Include objectives/hypotheses, methodology, and anticipated results.  Proposals may be read by faculty outside your immediate discipline. Write in a clear and concise style with detail that can be understood by an “intelligent non-expert.” Use basic English, avoiding jargon or excessive language. Spell out all acronyms on first reference. |

Word Count:

**EXPECTED OUTCOMES OF PROJECT (Form # 4)**

No page limit. Single-spaced, 12 point font, outline format is permitted.

**Publication/Presentation Plan** – Briefly describe the tangible results of your project and how you plan to publish/disseminate the results of your project. Include name and Web address of potential journals/publishers or venues/media for exhibition/performance and the reasons for selecting them.

|  |
| --- |
| **PROPOSED BUDGET (Form # 5) Use Next Form, # 6, to justify items** List all expenses for the project in the left column and include amount requested in the right column. Request minimum funding to conduct the project. The scope of work should be independent from projects that already have funding, with assurances so to the absence of overlapping funding. |
| **Graduate student tuition is not an allowable expense on the Creative Scholarship Grant** |

**SALARIES & WAGES**

It is the responsibility of the P.I. to include the current fringe benefit rates for each type of personnel. For assistance see *Fringe Benefits Rates* in the Sponsored Research (SR) Fact Sheet: <http://www.usf.edu/research-innovation/sr/documents/sr-fact-sheet.pdf>

Graduate students must be appointed for at least .25 FTE (10 hours per week) to be eligible for tuition payment. Consult the Graduate School website for additional information: <http://www.grad.usf.edu/Tuition-Waiver-Forms-Information.php>

|  |  |
| --- | --- |
| **Graduate Students** (List each individual/position with percentage of effort as FTE & length of employment.  You must also include fringe benefits and health insurance.) **Tuition is not an allowable expense.** | *Amt Req* |
|  |  |

|  |  |
| --- | --- |
| **All other Personnel** (List each individual/position separately, include length of employment on grant) |  |
|  |  |
| **SUBTOTAL OF “SALARIES & WAGES”** | **$** |

**OTHER BUDGET ITEMS**

|  |  |
| --- | --- |
| **Equipment** (list each item separately) | *Amt. Requested* |
|  |  |
| **Supplies** | *Amt. Requested* |
|  |  |
| **Travel** (Must be necessary to conduct the study; may not include travel to attend conferences) | *Amt. Requested* |
|  |  |
| **Operating Expenses** | *Amt. Requested* |
|  |  |
| **Other** | *Amt. Requested* |
|  |  |
| **SUBTOTAL OF “OTHER BUDGET ITEMS” REQUESTED** | $ |

|  |  |
| --- | --- |
| **TOTAL AMOUNT REQUESTED** | **$** |

|  |
| --- |
| **BUDGET JUSTIFICATION (Form # 6)**  No word limit. 12 point font, Single space outline format is permitted. Insert “Blank Page” if an additional page is needed.  **~**Answer the 2 Mandatory Questions.  ~Clearly explain the relevance of each budget item to the outcomes of the project.  ~Include all expenses required for the project indicating how those not funded by this grant will be covered. Please be aware that due to limited availability of funds, some grants may receive only partial funding.  ~For large expenditures, the proposal will be strengthened by demonstrating that competitive quotes have been obtained. Software and equipment significantly more powerful than needed, for the project, will not be fully funded.  **This box may be removed to provide additional space** |

|  |
| --- |
| These Are 2 Mandatory Questions. If each question is not answered, the application will not be reviewed. |
| Discuss any other support (internal or external) awarded or pending (grant, department or college funding) for these  items and this scope of work. Include amount, source, funding period and expected notification date (if pending) and  show that funding from various sources will not overlap. Please be specific. |
| If unrestricted funds are available to you (e.g., start-up or RIA) discuss why this funding is not being used for this  project. Please be specific. |

**BUDGET JUSTIFICATION NARRATIVE**

**BUDGET JUSTIFICATION NARRATIVE, Form # 6, Continued**

|  |
| --- |
| **PROJECT DESCRIPTION (Form # 7)**  Limit: 5 double-space pages inclusive of tables, figures, and explanatory footnotes. Use 12 point font; maximum 26 lines/page. Page limit does not apply to literature references at the end of the project description, but does include explanatory footnotes within the text.   * Description should include a brief literature review discussing the state of the art, how this study will build on it, and the significance of the project to the discipline. * Describe your broad objectives, specific aims, a research plan (including data analysis), and a timeline for implementation. * Address the significance of this project to your professional development and identify future research projects or scholarly activities that might stem from these results. * Do not include supporting addenda, surveys, slides, audio-visual materials, appendices, general letters of recommendation, manuscript submissions, reprints, etc.   **This box may be removed to provide additional space** |

|  |
| --- |
| **ABBREVIATED CURRICULUM VITA (Form # 8)** |
| Limit: 4 pages per person, 12 point font, single-space outline format is permitted. For the P.I. and all key personnel include an abbreviated CV. Include publications, projects, and presentations related to this topic. Standard biographical sketch, no more than 4 pages, is required. A NEH, NIH or NSF format is recommended but not required.  **This box may be removed to provide additional space**. |

**HISTORY OF INTERNAL GRANTS AND SUPPORT (Form # 9)**

# **Internal Funding Received**

Describe all of your internally **funded** USF grants, startup funds, supported leaves, research initiative account (RIA) funds, etc. received from the Internal Awards program, your department, or other USF source during the last three years,

* Including those on which you provided a percentage of effort but were not the Principal Investigator.
* Indicate the type of grant, title of project, your role in the project (e.g., PI, co-PI) and your stated percentage of effort.
* Also include the amount of the grant (or amount allocated for your part of the project, if you were not the PI), the current balance on the grant (or your allocation), the project start and end dates, and the semester and year it was funded.
* In addition**, for each grant list the works published, grant proposals submitted and/or awarded, presentations or other recognition received as a result of the project.**

# **Pending Internal Funding**

Describe all of your active proposals/requests for internal USF grants, startup funds, supported leaves, research initiative account (RIA) funds, etc. (from the Internal Award program, your department or other USF source) that **are pending a decision**, including those on which you are offering a percentage of effort but are not the Principal Investigator.

* Indicate the type of grant, title of project, your role in the project (e.g., PI, co-PI) and your stated percentage of effort.
* Also include the amount of funding requested (or amount requested for your part of the project, if you are not the PI),
* The expected notification date, and the proposed start and end dates of the project.
* Briefly discuss the extent to which there is overlap in the goals of these pending projects and the current application and how you will eliminate it.