UNIVERSITY of SOUTH FLORIDA
Research & Innovation

NEW RESEARCH GRANT (NRG)
Guidelines 2024-2025

PURPOSE and OVERVIEW

The New Research Grants are designed for faculty to develop new research projects who do not have established funding sources (external or college/departmental) – this program is for early career faculty who are new to USF. The program's goal is to enable faculty to launch productive research, scholarship, or artistic expression/performance activities that will ultimately result in grant funding from external agencies or foundations. This grant will fund pilot, draft, or preliminary studies/projects. It is expected that these results will provide the basis for external grant proposals, as well as publication or exhibition of the results. Prior recipients who fail to obtain funding for an earlier New Research Grant will no longer be eligible to apply for this internal award.

The grant program may fund pilot, draft or preliminary studies/projects and it is expected that an award will result in research scholarship, creation of new work, exhibition or performance that will enhance the profile and prestige of USF, and possibly result in securing external funding. Consequently, researchers who are serving in a temporary or post- doctoral capacity with short-term goals for employment at USF are not eligible for this grant.

The applicant should include a detailed proposal plan (including names and web addresses of funding source, type of grant and submission deadlines, when appropriate) as part of the application for the New Research Grant. **GRANT AMOUNT**:
Maximum $20,000 for a 12-month grant period

GRANT PERIOD:

The grant start date will be April 8, 2025. Any remaining balance on the grant will be relinquished at the end of the grant period unless a one-time "no-cost extension" is granted. Extension requests must be requested through the Internal Awards Coordinator **Tina Lucas, email, rsch-internal-awards-program@usf.edu** prior to the grant end date. Detailed award set-up instructions will be provided at the time of award notification. Including requirements of the final report (due three months following the grant end date).

ALL FUNDING DECISIONS ARE FINAL.

ELIGIBILITY CRITERIA: To be eligible, **applicants** must:

- Be current USF faculty who are pursuing research and is minimally supported by the Federal government and other outside sources.
- Be tenure earning, or in regularly renewable positions that contractually require independent research or scholarship.
- Be an early career faculty member and have not reached the fourth anniversary of their appointment to an "assistant professor" level position before the submission deadline.
- Identify why the funds are needed and how these funds are doing something that start-up funds are not supported. State all funds that are currently available.
- Identify how these funds will contribute to submitting an external grant proposal and name the opportunity or RFP you will be applying for.
- Have not received a New Research grant within the last Academic Year.
- Not have an active New Research grant (prior accounts must be closed).
- Have submitted final reports for all previous USF Internal Awards.
- Be employed by USF in their current capacity during the entire term of the Internal Award.
- Have not applied for more than one New Research grant in the current funding cycle.
- Not submit the same scope of work for any other Internal Award in the current cycle.

Notes:

1) 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 scholarly accomplishment and other contractual obligations.
2) Faculty who leave the University or accept a position elsewhere during the term of the grant will forfeit the unspent portion of their grants.

Eligible projects are those that:

- Do not have overlapping funding for the scope of work described in this proposal from any other source before or during the term of the grant.
- All other grants and pending proposals, and other funding sources for this project must be listed on the History of Grants and Support (Form #9).
- If funding is obtained for another pending proposal for this scope of work, the applicant must notify the Internal Awards Coordinator to discuss a management plan.
- Provide the basis for publications, exhibitions, performances or external grant proposals. The Internal Awards Program will not fund: the delivery or evaluation of services or courses as ends in themselves; training; or the development/preparation of curricula, courses, textbooks or course materials.

EVALUATION CRITERIA (as communicated to reviewers)

- Potential to contribute to the stature and prestige of the applicant's academic unit and USF
- Potential importance of the results to the applicant's discipline
- Potential to contribute to the applicant's professional development
- Project that is original and innovative in concept and/or approach
- Clarity and soundness of objectives/hypotheses, methods, budget justification
- Significant publications, exhibitions, performances, writings, especially resulting from prior Internal Awards • Adherence to the application guidelines
- Limited availability of alternative funding for this project

The Research Council may take into consideration the number of grants received by an applicant in the recent past or the current cycle when determining if a project will get funding.

The Research Council relies on faculty each year to assist in the review of grant proposals and recipients of the NRG agree to participate in this important endeavor.

Writing Recommendations

Please limit the introduction/background section of your project description to no more than one page to allow more space for a fuller discussion of the core of the project.

- What are you trying to accomplish?
- How is it done now, and what are the limitations?
- What is truly new in your approach that will remove those limitations?
- If successful, what difference will it make?
- Are your data collection and data analysis methods appropriate and will they lead to publishable and fundable results?

Additional Writing Recommendations for Composers/Artists/Writers

The results of your project should add to the body of art/literature in a way that specifically documents its dissemination into the field and justifies its impact on the field.

Your project description should be clear about:

- What you wish to accomplish through this project
- In what ways is it original, innovative and "cutting edge"
- How and where the results of your project will be disseminated (Identify venue, contract with recording label, agreement with publisher, performances, etc.)
- What specific impact the completed project will have on your field
- What effects will this have on your reputation and future creative research

ALLOWABLE COSTS

- Funds must be used during the 12-month grant period. Any remaining balance on the grant will not be available to the recipient unless a "no-cost extension" is granted.
- Equipment and supplies required for the project that are unavailable to the applicant. Software & equipment that is significantly more powerful than needed for the project will not be fully funded.
- Travel for the applicant, only if necessary to conduct the project (justification and documentation are required).
- Operating expenses related specifically to the project.
- Student stipends to work on the applicant's project (must include fringe benefits. Insurance is also required for graduate students).
- Salaries/release time for PIs typically has lower funding priority than other research expenses. Requests for such must include fringe benefits and have a full and compelling justification.

UNALLOWABLE COSTS:

- Training & consultation for equipment and software are not allowable costs.
- Travel to attend conferences or to present the results of the work WILL NOT be funded under this grant.
- Graduate Tuition is not allowed.
- Funding from this grant cannot be used to supplement regular salary over 100%.
- Extra compensation is not allowed.

Performance Requirements and Reporting.

For all funded projects, the PI and/or Co-PI and/or CO-Investigators should plan to work with the Research Development Institute in developing a strategy for seeking funding or other scholarly targets. A report is required at the end of the 12 months of funding. This should report on the progress of the project relative to the originally proposed timeline. This report must describe any new research achievements and successes enabled by the internal grant and explain how the internal funding enabled these successes.

Submit the application electronically: https://usf.infoready4.com/#internalawards

Questions should be directed to Tina Lucas, Internal Awards Coordinator, rsch-internal-awards-program@usf.edu