

James H. Zumberge Faculty Research & Innovation Fund 2008-2009 Guidelines for INTERDISCIPLINARY Research Grants



Interdisciplinary Research Grants:

Zumberge Interdisciplinary Research Grants provide seed funding for broad, collaborative research activities that are interdisciplinary and involve groups of faculty from multiple schools. An interdisciplinary award can be used to initiate a multiple-school Organized Research Unit (ORU) or develop a proposal for an externally-funded interdisciplinary center-type grant, training grant, or program project award. It might also be used to organize a team of researchers to begin or expand a collaborative investigation of a topical research question, where the project aims to lead to a major grant.

To be considered for this award, applications must provide a realistic plan for sustained funding or support beyond the end of the award, and must also demonstrate that a Zumberge award will make a difference in attracting further research support. Targets for funding must be specific to the proposed topic.

Applicants are strongly encouraged to consult the Office of the Vice Provost for Research Advancement prior to preparing a proposal to ensure that the topic fits the program.

Each application must designate a team that includes one Principal Investigator (PI) and at least one co-Principal Investigator, who may be faculty of any rank or type (excluding visiting faculty). At least two schools must be represented in the primary appointments of the PI and co-PI. Applications should also specifically describe the involvement of other faculty (beyond the PI and co-PI) who have been consulted and have agreed to participate in the project.

Application Deadlines:

Large Grant Deadlines: **February 15, 2008** for projects beginning during the 2008-09 Academic Year.

Small Grant Deadlines: Open.

Large Grant applicants will be notified of award decisions by May 1, 2008, and funds will be available to awardees in July, 2008. Small Grants will be reviewed on a rolling basis. Applicants will be notified of award decisions within several weeks of submission, and funds will be available to awardees soon thereafter.

Types of Assistance:

Two types of grants are available:

Large Research Grants provide up to \$50,000 in funding and are intended to support activities that take place over a one year period.

Small Research Grants provide awards up to \$10,000 and are intended to support projects that typically last no more than three months.

Neither type of grant provides financial support from the Office of the Provost beyond the duration of the award, and neither carries the opportunity for renewal. Rather, applicants should use these grants as a step toward securing external funding or other forms of support for a sustained collaborative research program. However, faculty may apply for a large research grant to support an activity that was previously supported by a small research grant.

Acceptable uses of funds include:

- Organization of workshops or conferences.
- Creation of a website or other electronic resource.
- Travel to meet with potential research sponsors, or to attract collaborators or visitors to USC (but not for the conduct of research).
- For large grants only, summer or academic salaries up to \$10,000 total for the PI and co-PIs, and no more than \$5,000 for any individual (plus fringe benefits).
- Salary support for students providing research assistance.
- Staff salaries associated with organizing events or preparing major proposals.
- Costs of pilot research projects, designed to produce data that can lead to future external funding, may be considered in areas where exploratory research grants are unavailable from external sources.

Equipment and computer purchases, PhD student tuition, sub-contracts, and indirect costs are not permitted under this program.

Cost Share for Large Grants

For large grants, participating schools or organized research units are encouraged to provide cost-share support through relief of normal academic duties (e.g., course-load reduction) or financial contributions in support of the effort. Cost-share is encouraged from the home schools of each PI and co-PI, and will be a factor in the selection process, but cost-share is not a requirement.

Grant Conditions:

- Awardees have discretion in the budgeting and re-budgeting of funds to meet their research needs within the guidelines of the fund and the terms of the proposal. However, funds may not be transferred to another project.
- Awards will include fringe benefits but are not assessed indirect costs.
- Awards are not transferable to other institutions.
- PI's and co-PI's who received a Zumberge Interdisciplinary Award in FY 2006-07 or later are not eligible to apply for another award in the same category (small research grant or large research grant).

Research Proposal Evaluations:

Large Grant Proposals will be evaluated in two steps: first by referees with expertise in the area of research, and second by the Office of Research Advancement. In reviewing research grant requests, the referees will consider:

- (a) intrinsic significance and originality of the proposed research;
- (b) interdisciplinary nature of the research;
- (c) likelihood that the research might subsequently be externally funded;
- (d) extent of sustained collaborative activity that is fostered by the award; and
- (e) impact of funding on team's ability to initiate research.

The second evaluation step will consist of an oral presentation to the Office of Research Advancement combined with a question and answer period. The purpose of this step will be to assess whether the applicants will work as an integrated team and determine whether the applicants have a realistic plan for sustaining the proposed activity.

Small Grant Proposals will be evaluated only by the Office of Research Advancement. The criteria are the same as for a large grant proposal, but the expectation is that the activity will be in a formative stage.

Reporting and Acknowledgement of Support:
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Awardees are asked to submit a brief report (including an accounting of expenditures and any external support received) within 30 days of termination of the grant year. These reports will be reviewed and portions of the report may be reprinted to build support for the fund among the university community.

Any publication or creative endeavor arising from work supported by the fund should acknowledge the James H. Zumberge Faculty Research and Innovation Fund at the University of Southern California. Copies of publications should be submitted to the Office of the Vice Provost for Research Advancement.

James H. Zumberge Faculty Research & Innovation Fund
2008-2009 Application Checklist for Interdisciplinary Research Grants

Application Submissions:

A single hardcopy of the original application form with all appropriate signatures should be submitted to The Office of the Vice Provost for Research Advancement, CUB-325, 3720 S. Flower Street (Mail Code: 0706).

All materials must also be submitted *electronically* in a single document in PDF format to zrif@usc.edu.

Deadlines: Large Grants, February 15, 2008 at 5 P.M.; Small Grants, Rolling.

The PI and co-PI must obtain the signatures of their dean (or authorized dean's representative). These signatures indicate that: the applicants satisfy the requirements for submission; necessary facilities and space are available to perform the research; and any overdrafts on the researchers' account will be the responsibility of the respective schools.

In order to be considered all proposals must include the following, and must not exceed page limits:

1. Application Form

This form can be obtained from the Zumberge Fund website (www.usc.edu/zumberge), and must be filled out and signed by the appropriate deans. All proposals should be in a standard font (e.g., Times Roman 12 point) and use standard margins.

2. Abstract (one half page or less)

Describe the primary objective of the proposed research and its significance in general terms.

3. Project Proposal (no more than 5 pages, single-spaced for large grant; no more than 2 pages for small grant)

Applicants should include the following sections in their proposal:

A. *Research Description*

Describe the area of research, to be supported from the following perspectives:

- What is the goal of the research from the perspective of benefits to society, and what is the goal from the perspective of advancing fundamental knowledge? In general, what is the importance of the project to USC, the research community, and society?
- What is the state of the research activity at USC and elsewhere, and what are the important research questions for the topic? Who at USC is engaged in the area of research, and how would their research be integrated through the proposed project?

B. *Activities*

Describe what activities will be undertaken during the project to accomplish the project goals. (Activities may include workshops or seminar series that involve groups of researchers.) Who will participate in the project and in what manner? For any pilot research activity, the proposal should specifically describe research methodologies.

C. *Sustainment*

Describe the plan for sustaining the research upon project completion. Specify the future targets for research funding, and state how the proposed work make USC more competitive in securing this funding.

D. Expected Results

Describe the expected outcomes and/or deliverables from your research.

E. Timeline

A timeline for the completion of the work should be included in the application.

4. Bibliography (no more than one page)

5. Budget Form (one-page form plus one explanatory page)

Fill out the application budget form, and provide a budget explanation on a separate page. No specific format is required so long as the budget contains the relevant information. Describe the role of any individual for whom salary support is requested. (Total budget for a large grant may not exceed \$50,000; for a small grant, no more than \$10,000.)

6. Vitas

Summary vitas should be provided for the PI and co-PI. Each vita should be no longer than 5 pages (applicants may use any standardized C.V. format, including institutional ones such as those used for submissions to the National Institutes of Health, National Science Foundation, etc.). A link to a web posted CV is an acceptable alternative, which can be of any length.

7. Participating faculty

Provide the names and departments of all faculty who will participate in the project, whether or not they are compensated. Provide a brief description of each faculty member's role in the project.

8. Letter of support (large proposals only)

A letter of support, signed by the deans of the participating schools, must be provided for large proposals. The letter should describe any financial support provided by their schools and should state why the proposed activity is important for their schools. The letter should also describe any commitments to sustain the activity upon project completion.

No other ancillary text, appendices, etc., will be accepted. All substantive description of the project must be contained within the proposal itself.

**James H. Zumberge Faculty Research & Innovation Fund
2008-2009 INTERDISCIPLINARY GRANT APPLICATION**

1. **Principal Investigator:**

A. Name: _____
Title/Rank: _____ Department/School: _____
University Address: _____
E-Mail: _____ Tel: _____ Mail Code : _____

Co-Principal Investigator(s):

B. Name: _____
Title/Rank: _____ Department/School: _____
University Address: _____
E-Mail: _____ Tel: _____ Mail Code : _____

C. Name: _____
Title/Rank: _____ Department/School: _____
University Address: _____
E-Mail: _____ Tel: _____ Mail Code : _____

D. Name: _____
Title/Rank: _____ Department/School: _____
University Address: _____
E-Mail: _____ Tel: _____ Mail Code : _____

2. **Title of Proposal:** _____

3. **Amount Requested:** \$ _____

4. **Necessary Reviews?**

- Human Subjects: *Institutional Review Board* Yes * No
UPC Contact: Kristin Allen – 213-821-5272
HSC Contact: Diane Shycoff – 323-223-2340
- Warm Blooded Animals: *Institutional Animal Care and Use Committee* Yes * No
Contact: Donald Casebolt – 323-442-1689
- Human Blood, Infectious Diseases, Recombinant DNA: Yes * No
Institutional Biosafety Committee
Contact: Kathryn Franssen – 323-442-2200
- Radioactive Material Use: *Radiation Safety Committee* Yes * No
Contact: Delia Aquino – 323-442-5428

* If yes, approval of the cognizant committee must be requested prior to submission, and received prior to final funding.

We agree to abide by the conditions and reporting requirement of the Zumberge Fund guidelines.

Applicants' Signatures: A: _____ Date: _____

B. _____ Date: _____

C. _____ Date: _____

D. _____ Date: _____

Academic Unit Endorsement: I fully endorse this proposal and affirm the availability of the necessary facilities and space to perform this research. If funding is awarded, I will assume responsibility for any overdrafts.

_____	_____
Print Chair's Name	Chair's Signature
_____	_____
Print Dean's Name	Dean's Signature
_____	_____
Print Chair's Name	Chair's Signature
_____	_____
Print Dean's Name	Dean's Signature
_____	_____
Print Chair's Name	Chair's Signature
_____	_____
Print Dean's Name	Dean's Signature

**James H. Zumberge Faculty Research & Innovation Fund
2008-2009 INTERDISCIPLINARY BUDGET FORM**



PI Name: _____
 Department: _____
 Co-PI Name: _____
 Department: _____

 Start Date: _____
 End Date: _____

BUDGET	
1. Salaries¹ a) Summer or other direct support for applicants on large grants (Max \$10,000 total for PI and co-PIs, and no more than \$5,000 for any individual) b) Non-exempt Staff c) Exempt Staff d) Research Assistants	
2. Current Fringe Benefits (add fringe benefits to 1. a-c, and 1.d. where appropriate)	
3. Student Wages (not subject to fringe)	
4. Materials and Supplies	
5. Travel	

TOTAL _____

¹ Specify time and effort to be devoted to the project.

- **Attach budget explanation/narrative to this budget form.**
- **Submit hard copy to CUB-325, 3720 S. Flower St., Mail Code 0706; and an electronic copy (in a *single* .pdf file) to zrif@usc.edu (signatures are not required on the electronic copy).**