

# James H. Zumberge Faculty Research & Innovation Fund 2012 Multi-School INTERDISCIPLINARY Research Grant Application

**Application Deadlines:**  
**Large Grants: Letter of Intent (mandatory) due January 18, 2012**  
**Small Grants: Open Deadline**



## Zumberge Interdisciplinary Research Grants

Zumberge Multi-School Interdisciplinary Research Grants provide seed funding for broad, collaborative research activities that are interdisciplinary and involve groups of faculty from multiple schools across USC. Successful proposals are typically led by faculty with strong records of previous research accomplishments. The priority for interdisciplinary awards is for teams of such faculty who are preparing a proposal for an externally-funded multi-investigator grant on the scale of an interdisciplinary center, training grant, or program project award.

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, and must be external to the university.

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 separate schools within USC must be represented between 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 agreed to participate in the project.

Research teams can apply for Large Grants of up to \$50,000, or Small Grants of up to \$10,000.

**Applicants are strongly encouraged to take the workshop “Preparing a Large Interdisciplinary Center Proposal,” offered through the USC Center for Excellence in Research on November 9, 2011 from 12-2 PM in CUB 329. For more information and to RSVP see: <http://research.usc.edu/for-investigators/training/interdisciplinary/>. This competition will be discussed during the workshop.**

## Application Deadlines for Intent to Apply and for Full Proposals

*Applicants are required to consult the Office of Research prior to preparing a proposal to ensure that their project fits the program.*

### **Large Grants:**

Letter of Intent to Apply must be submitted by **January 18, 2012**. Letters of Intent (up to one page) should include a summary or abstract of the proposed project and identify plans for sustainment. The PIs

and key collaborators should be listed. The Office of Research will review Letters of Intent within a week of receipt, and respond to the PIs as to whether the proposed project fits the aims of the Zumberge Interdisciplinary program.

The deadline for full proposals is **February 22, 2012** for projects beginning during the 2012-13 Academic Year. Please see application guidelines (pp. 5-6) for a description of what the proposal should contain. **Faculty who fail to submit a letter of intent by January 18, 2012, are not allowed to submit a full proposal.**

#### **Small Grants:**

Applicants should contact the Office of Research (see contact information, p. 4) via email or telephone prior to preparing a proposal to receive confirmation that the proposed project is consistent with the aims of the Zumberge Interdisciplinary program.

The application deadline for Small Grants is **Open**. Grants will be reviewed on a rolling basis.

### **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 funding 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.

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.
- Costs of grant writers to support proposal development.

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.
- PIs and co-PIs who received a Zumberge Interdisciplinary Award in FY 2009-010 or later are not eligible to apply for another award in the same category (small research grant or large research grant). However, faculty may apply for a large research grant to support an activity that was previously supported by a small research grant.

## **Research Proposal Evaluations**

Letters of Intent are only required for large proposals. These will be evaluated by the Vice President of Research, who will assess the fit of the proposal to the program, and provide a non-binding recommendation as to whether a full proposal should be submitted.

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. In reviewing research grant requests, the referees will consider:

- a) Likelihood that the research will receive significant external funding;
- b) Intrinsic significance and originality of the proposed research;
- c) Interdisciplinary nature of the research;
- d) Extent of sustained collaborative activity that is fostered by the award;
- e) Prior record of principal investigators in leading collaborative interdisciplinary research projects.

The second evaluation step will consist of an oral presentation to the Office of Research 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. The criteria are the same as for a large grant proposal, but the expectation is that the activity will be in a formative stage.

## **Notification and Terms of Award**

In the event of a favorable panel recommendation, and approval by the Vice President of Research, faculty members will be notified of the amount and conditions of the award. For Small Grant awards, applicants will be notified of award decisions within several weeks of submission, and funds will be available to awardees soon thereafter. For Large Grant awards, applicants will be notified by the end of

May, 2012; funds will not be available until after the start of the 2012-13 fiscal year. Copies of the notification of the award will be sent to department chairs and deans.

### **Reporting and Acknowledgement of Support**

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.

*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 Research.*

### **Further Information and Program Contact Information**

These guidelines can be downloaded from the Zumberge Fund website, <http://research.usc.edu/zumberge>. A listing of previous awardees and their projects can also be found online.

For additional information or inquiries about the Zumberge Award program, please contact:

Christine Lavoie  
Director of Research Administration  
Office of Research  
CUB-325  
Mail Code: 0706  
Email: [clavoie@usc.edu](mailto:clavoie@usc.edu)  
Phone: 213-740-6709

# James H. Zumberge Faculty Research & Innovation Fund 2012 Multi-School INTERDISCIPLINARY Research Grant Application GUIDELINES



## PROPOSAL GUIDELINES:

*Before preparing a proposal, applicants should read closely the program guidelines on the previous pages, including the sections on eligibility and evaluation criteria.*

**All proposals must be submitted using our online application (see p. 7). Proposals may only be submitted only after receiving confirmation from the Office of Research that the proposed project fits the aims of the Zumberge Interdisciplinary program.**

Uploaded elements should be in a standard font (e.g., Times New Roman, 12 point), single-spaced, with one inch margins. The following elements are required unless otherwise noted.

1. Abstract (One-half page or less.)

Describe the primary objective of the proposed research, the key components of the research design or scholarly activity, and its significance in general terms.

2. Project Proposal (Up to 5 pages, single-spaced. **May not exceed 5 pages.**)

A. *Research Description*

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

- What is the goal of the research in terms of benefits to society, and what is the goal in terms 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. *Project Design*

Describe what activities will be undertaken during the project to accomplish the project goals, and the research methodologies involved. Activities may include pilot data collection and analysis, workshops or seminar series that involve groups of researchers, or other relevant activities. Identify key collaborators, and describe their roles and participation in the project. Describe preliminary planning or research activities that the team of investigators has already carried out for this project.

C. *Sustainment*

Describe the plan for sustaining the research beyond the award period. Specify the future targets for research funding to support the project, identifying the grant program, solicitation, or RFP.

Describe the actions that are needed for the team of investigators to be competitive for that funding.

D. *Expected Results*

Describe the expected outcomes or deliverables from your research.

E. *Timeline*

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

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

3. *Bibliography* (One-half page or less.)

A bibliography is neither required nor encouraged; however, if the applicant views it as necessary, it should be limited to less than one-half page.

4. *Budget Form* (Online form, plus one explanatory page.)

Fill in appropriate fields on the online budget form as completely as possible. Separately, upload a budget explanation not longer than one 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.)

5. *Vita* (**Not to exceed 5 pages.**)

Summary vitas should be provided, no longer than 5 pages per PI. Applicants may use any standardized c.v. format, or institutional ones such as those for submissions to NIH, NEA, etc.

6. *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.

7. *Letter of Support* (**Large Grants only.**)

A letter of support, signed by the deans of the participating schools, must be provided for Large Grant 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.

8. *Signatures*

By submitting the proposal in Step 4 of the online application process, applicants indicate their agreement to comply with the terms and conditions of the Zumberge program as well as all other applicable USC policies. After submission of the proposal, the applicant's dean will review the application to ensure that the applicant's school can support the use of resources and facilities listed in the proposal. If it does, then dean will approve the proposal, entering it into the pool of Zumberge applications. Dean's approval indicates acknowledgement that any overdrafts on the researcher's account will be the responsibility of the dean.

If review committees' approval is required for the applicant's project, approval must be received prior to funding.

## **APPLICATION SUBMISSIONS:**

All proposals must be submitted using our online application. To start your application you will need to log in using your USC NetID (or “username”) and password:

<http://web-app.usc.edu/web/research/>

Letters of Intent (Large Grants only) are to be emailed to [vpres@usc.edu](mailto:vpres@usc.edu) by **January 18, 2012 at 5:00 PM.**

Large Grant proposals are due by **February 22, 2012 at 5:00 PM.** Small Grant proposal deadline is **Open.**

***Important:*** You may experience problems with the online application if using the browser Internet Explorer. If you experience problems, it is advisable to access the application system through a different browser, such as Mozilla Firefox or Google Chrome.

For questions regarding the proposal submission process, please contact Alisa Gonzales in the Office of Research ([alisagon@usc.edu](mailto:alisagon@usc.edu) or 213-740-6709).