



## **Pott College Interdisciplinary Research Grant**

### **Overview**

The Interdisciplinary Research Grant encourages collaborative work among faculty members from multiple disciplines within the Pott College of Science, Engineering, and Education. The goal of this award is to bring together teams of investigators to apply complementary approaches to work on important areas of collaborative scholarship. The maximum amount that may be requested for each grant is \$5,000. Recipients are selected by Pott College Grants Committee.

### **Purpose**

The Interdisciplinary Research Grant is made available to the Pott College of Science, Engineering, and Education by the USI Foundation to support cross-disciplinary faculty research. The grant encourages collaborative work amongst Pott College faculty members from multiple disciplines. The goal of this funding program is to bring together teams of interdependent investigators to apply complementary approaches to work on important areas of scholarship. Research proposals should be challenging, innovative, and ambitious such that objectives might not be achieved by individual investigators. The following will serve as policy guidelines for faculty members seeking one of these interdisciplinary research awards.

### **Deadline**

Deadline for submission is 4:30 pm on Feb 9, 2024 through Cayuse. Submissions must be approved by the Chairs of the faculty members involved from their respective Department. Late proposals will not be considered.

### **Policy and Guidelines**

The following will serve as policy guideline for Pott College faculty seeking funding through the Interdisciplinary Research Grant.

### **Timeline**

Projects will officially start at the beginning of the next academic year and research space will be awarded for up to three years.

### **Award Amount**

The Pott College Interdisciplinary Research Grant will fund up to two research projects for up to \$5,000. Recipient teams will also be provided office space and research laboratory space on the third floor of the Health Professions building. The interdisciplinary teams may have the office space for up to three years depending on the timeline of the proposal. Expenses that may be covered by the Pott College Interdisciplinary Research Grant may include equipment, supplies and materials, student workers, travel, technical services, publication cost/page charges, copy charges, telephone, postage, and other needs or expenditures as explained on the budget worksheet. Salaries and wages will not be funded.

### **Eligibility**

Full-time faculty members in the Pott College are eligible to apply. Proposals to initiate new research or continue research in progress are eligible for funding. An interdisciplinary research team should consist of faculty from at least two disciplines from within the Pott College. However, faculty from departments outside the college may be asked to be a part of the research team, as long as a faculty member in the Pott College is the principal investigator. NOTE: Faculty may not receive a second Pott College Interdisciplinary Research

Grant unless there is a final report submitted and evidence of scholarly dissemination of results with peer review following the first Interdisciplinary Grant awarded.

### **Review of Proposals**

The Pott College Grants Committee will evaluate proposals submitted to the Interdisciplinary Research Grant program and select recipients, with the Assistant or Associate Dean of the Pott College serving as *ex-officio*. The Pott College Grants Committee consists of a representative from each Department selected in a manner determined by their respective Chair. Each representative will serve a two-year term on this committee, and membership will be staggered across Departments to maintain long term consistency. Members of the Pott College Grants Committee are not eligible to submit proposals for consideration to this program.

The Pott College Grants Committee will evaluate proposals to ensure alignment with guidelines and addressing required components outlined in the solicitation. Merit of the proposed project, as well as the investigator's past record of publication, presentations, or other tangible results from their prior research endeavors (or, in the case of early career faculty, potential for producing publishable/presentable/tangible results), will be the primary factors considered in funding proposals. The Grants Committee will carefully evaluate the project budget and justification. Awards may fully or partially fund a proposal. The decision of the Grants Committee will be delivered to the applicant from the Assistant or Associate Dean serving in *ex officio* from the Dean's office. The recipient of Interdisciplinary Research Grant funding will work with the staff in the Dean's office to make purchases once an account is created by the Business Office at USI. The Dean, Associate or Assistant Dean, and respective Department Chair will act as fiscal agent for Interdisciplinary Research Grant accounts.

### **Reporting**

**Final Reports.** One month after the close of the funding period, an award recipient will submit a report describing the results of the project. New proposals from a past recipient will not be considered if a report has not been submitted or is delinquent. In unusual circumstances a recipient may apply for a funding period extension by submitting a status report to the Assistant or Associate Dean; in these instances, it may also be necessary to consult with the Pott College Grants Committee. When available, copies of any publications, abstracts, and/or reports generated by the project should be submitted to the Dean's Office and the Pott College Grants Committee.

**Interim Status Reports.** Faculty who have not completed a previously awarded Interdisciplinary Research Grant or whose final report is delinquent when the next funding cycle begins, must submit an interim status report to be eligible for another Interdisciplinary Research Grant.

**Publicity and Acknowledgements.** The Dean of the Pott College of Science, Engineering, and Education and the USI Foundation may publicize awards and results of projects. The recipient will acknowledge the Interdisciplinary Research Grant and the USI Foundation when a funded proposal leads to presentation or publication of a paper, or other tangible outlet for results.

### **Other Considerations**

**Financial Gains.** If a recipient received financial benefit as a direct result of the award, then the recipient may be required to reimburse the Interdisciplinary Research Grant fund the amount of the award. In addition, recipients must comply with university policy regarding intellectual property management.

**Other Funding Sources.** Applicants are encouraged to seek additional/multiple funding sources for projects. Interdisciplinary Research Grant awards can be used in conjunction with other awards (external and/or internal). The Interdisciplinary Research Grant committee may advise the applicant to seek alternate or additional funding.

### **Submission Instructions**

Proposals for the Interdisciplinary Research Grant must be submitted to the Dean's Office of the Pott College of Science, Engineering, and Education, no later than 4:30 PM on Friday, Feb 9, 2024. Proposal will be evaluated and selected by the Pott College Grants Committee. Proposals will be submitted using USI's online proposal management software, Cayuse. Use the following steps to submit your proposal:

1. Navigate to the following web page: <https://www.usi.edu/sponsored-projects/internal-awards-and-grants>
2. . Complete the "Intent to Apply Form" electronically using the link button on this web page. **Submit this form at least one week prior to the grant or award deadline.**
3. Once the Office of Sponsored Projects and Research Administration has received your completed intent to apply, your proposal will be created in Cayuse. You will be notified by email that you have been added as a user to a proposal and may begin completing the application.
4. You will access Cayuse through **myUSI**. Use your USI credentials to log-in to **myUSI** and click on the Cayuse icon under "Eagle Apps".
5. Complete the Research and Related (RR) budget in Cayuse detailing how the funding will be used for the project. If you need help with your budget, please see the Cayuse budget instructions on this web page: <https://www.usi.edu/sponsored-projects/cayuse-424>. The Cayuse budget needs to be consistent with your budget worksheet in your proposal.
6. Attach your Budget Justification to support the line-item budget in your proposal. Save your budget Justification as a .pdf file and attach it to page three of the RR budget in Cayuse, section K. An example may be found on this web page: <https://www.usi.edu/sponsored-projects/cayuse-424>.
7. Attach your proposal as a .pdf file under Proposal Summary in Cayuse. Your proposal must include a title page, narrative, budget and justification, literature cited, and relevant appendices. Submit your proposal for routing through Cayuse no later than 4:30 p.m. on Friday, Feb 9, 2024.

***Note: To submit your proposal, you will need to approve the proposal in Cayuse by checking the box next to your name in the routing and approval section. The Cayuse routing feature allows your department chair and dean to approve the proposal electronically following your submission.***

## Interdisciplinary Research Grant Outline

Use the following outline to format your proposal for an Interdisciplinary Research Grant. Proposals will consist of a title page and project summary, project description, budget worksheet and justification, literature cited, and faculty curriculum vitae. Please include page numbers and embed any figures or illustrations in the text of the proposal.

1. Title Page -- Pott College Interdisciplinary Research Grant (1 page – use provided template)
2. Description of the proposed research (5 pages maximum):
  - a. Introduction -- Why is the proposed research important? What scientific literature provides a foundation for your proposed work? Describe the significance/value of the proposed research, including its relationship to your previous work and future goals, and its overall value to the discipline/appropriate community.
  - b. Goals/Objectives -- Provide the goals, interdisciplinary nature, anticipated outcomes, and the value of the research. What is your hypothesis?
  - c. Methodology or Procedures -- How will you test your hypothesis? What equipment, materials, supplies, or items do you need for your project? If students are involved, describe how and to what extent.
  - d. Discuss collaborations and the role each faculty member will have in the proposed project.
  - e. Timeline -- When does the project begin? What will be accomplished each semester of the project? When do you anticipate the project will conclude?
  - f. Evaluation/Dissemination -- Describe your plans for dissemination of your research results to the appropriate community. Where do you plan to publish or present your research and continuation of the research beyond the funding period?
3. Literature Cited (1 page)
4. Budget. Applicants must complete the Budget Worksheet form. Order of the items in the worksheet does not reflect budget priorities. (1 page – use provided worksheet template)
5. Budget Justification. Provide a justification for each budget item listed in the budget worksheet (section 4). (2 page maximum)
6. Current curriculum vitae (2 pages maximum) of faculty members participating in the research project.
7. Appendices
  - a. Letters documenting collaborators and/or letters of support from community partners.
  - b. List of previous Pott College Interdisciplinary Grant awards (years, titles, amounts, and outcomes).
  - c. Current and pending grant support.



### INTERDISCIPLINARY RESEARCH GRANT BUDGET WORKSHEET

**Instructions:** Fill in the table below with detailed information on materials needed, cost per item, quantities, and total amount requested. Additionally, you need to provide a Budget Justification that includes a narrative describing the need for each item included with your budget.

<b>Supplies and Materials</b>				
Item	Description	Unit Cost (\$)	Quantity	Total (\$)
<b>Research Travel*</b>				
Item	Description	Unit Cost (\$)	Quantity	Total (\$)
<b>Equipment and/or Instrumentation</b>				
Item	Description	Unit Cost (\$)	Quantity	Total (\$)
<b>Professional/Technical Services</b>				
Item	Description	Unit Cost (\$)	Quantity	Total (\$)
<b>Publication Costs</b>				
Item	Description	Unit Cost (\$)	Quantity	Total (\$)
<b>Wages (Student or Clerical)/Other Needs and Expenditures</b>				
Item	Description	Unit Cost (\$)	Quantity	Total (\$)
Total Estimated Cost (\$)				
Total Requested				

\*See appendix for instructions to calculate wage, salary, and travel expenses.

## APPENDIX

If applicable, use the following rates and equations to calculate wages, stipends, and travel costs. Enter each item on a separate line in the Interdisciplinary Research Grant Budget Worksheet. Include rates, hours, distances, etc in the description box.

### WAGES/STIPEND Calculations

- a. Undergraduate/Graduate Student

\$ \_\_\_\_\_ hourly rate X \_\_\_\_\_ hours/week X \_\_\_\_\_ weeks = \$ \_\_\_\_\_

If Stipend: Stipend Amount = \$ \_\_\_\_\_

\*\*In Budget Justification describe how was stipend amount determined.

- b. Secretarial/Clerical (Contact Human Resources for the appropriate hourly rates.)

\$ \_\_\_\_\_ hourly rate X \_\_\_\_\_ hours/week X \_\_\_\_\_ weeks = \$ \_\_\_\_\_

### TRAVEL

- a. Mileage: \$0.49/mile X \_\_\_\_\_ miles = \$ \_\_\_\_\_

[Mileage capped at best available airfare 30 days out.]

- b. Airfare: include destination and estimated cost for roundtrip ticket

- c. Room/Hotel:

\$ \_\_\_\_\_ room rate + tax (12%) X \_\_\_\_\_ days = \$ \_\_\_\_\_

- d. Board/Per diem

\$26 in Indiana (\$32 out-of-state) X \_\_\_\_\_ days = \$ \_\_\_\_\_

[International travel: estimate \$50/day; actual amount depends on destination-contact Travel Office]