

THE UNIVERSITY
OF ALABAMA

RESEARCH GRANTS COMMITTEE
INSTRUCTIONAL MANUAL
JANUARY 2015 CALL

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General Information about the Research Grants Committee (RGC)

History

A Research Fund Committee was established in 1938 by President Richard Clarke Foster. It continued until 1943 when the University Research Committee was organized after the State Legislature set up a fund for "Research" and "Extension" programs. In the fall of 1969, the name was changed to the Research Grants Committee. It became the Research Advisory Committee (RAC) in 1996 but in 2006, the Research Grants Committee (RGC) became a committee separate from the RAC standing committee.

Purpose

RGC funds are intended to support scholarly activities for tenured, tenure track, clinical and clinical track faculty. Depending on the award level, it is expected that the funding will produce a scholarly or creative product to heighten visibility and prominence of that program and/or lead to enhanced competitiveness for extramural funding.

Research Grants Committee Members

The Research Grants Committee is composed of faculty members, each appointed to a three-year term on a rotating basis from the ranks of professor or associate professor and, in special circumstances, assistant professor. Membership also includes an appointed Faculty Senate Representative and liaison members from University administration. See <http://www.committees.ua.edu/research-grants-committee.html> for the list of current RGC members. The RGC is divided into three separate discipline Areas: **Area A**, Physical and Biological Sciences, Mathematics, and Engineering, **Area B**, Social and Behavioral Sciences, and **Area C**, Arts and Humanities. The Office of the Vice President for Research and Economic Development (OVPRED) in consultation with the Provost appoints a chairperson for each discipline area.

Research Grants Committee Office

The OVPRED administers the RGC program through the Office for Sponsored Programs (OSP). Questions about the RGC program should be addressed to the RGC Coordinator (Angie Shotts, ashotts@research.ua.edu) or the Senior Associate Director of OSP, (Lauren Wilson, lawilson@research.ua.edu).

Disclaimer for 2015 Submission Cycle

As this program has undergone significant revision, additional changes, authorized by the VPRED, may be necessary and will be communicated as quickly as possible on the RGC website.

The RGC Application Process

Deadline for Filing Applications

The deadline for filing applications is **4:30 p.m., January 15** of each calendar year. If the deadline falls on a weekend, the application/proposal will be due by 4:30 p.m. on the following Monday.

An RGC Application Form must be completed and submitted electronically. The Electronic application is available on http://osp.ua.edu/rgc_grants.html. Applications must indicate the RGC Area for review and the Level of funding being requested. Information about the RGC Areas and funding Levels is provided in this manual and should be reviewed carefully prior to beginning the application process.

Specific proposal requirements are also included in this manual and should be followed carefully.

RGC Areas

The Area selected should be determined by the proposed research or project, which may be different than the faculty member's appointment. If you are unsure about which Area should receive your application package, please work with your [Associate Dean for Research](#) or the RGC Coordinator. The type of research proposed may fit within a traditional discipline or may be interdisciplinary. Each applicant should identify the Area most appropriate to evaluate the proposal. For disciplines such as history and linguistics in which the research methodology may be oriented either toward the humanities or toward social science, we ask that the applicant identify the Area most appropriate to evaluate the proposal. The following is a list of **some** of the disciplines and types of research within each of the three Areas.

Area A- *Physical and Biological Sciences, Mathematics, and Engineering:*

biology, chemistry, computer science, education, engineering, environmental science, geography, geology, human environmental sciences, marine science, nursing, physics, psychology, exercise science, human performance.

Area B- *Social and Behavioral Sciences:* advertising, American studies, anthropology, communicative disorders, communication, criminal justice, economics, education, finance, geography, history, human environmental sciences, information systems, international studies, journalism, law, management, marketing, nursing, philosophy, political science, public relations, psychology, social work, telecommunications/film.

Area C- *Arts and Humanities:* American studies, art, communication, dance, education, English, modern languages and classics, history, international studies, journalism, law, music, philosophy, political science, public relations, religious studies, telecommunications/film, theatre.

Funding Level Information

The applicant will indicate the Level of funding requested and the appropriate RGC Area for submission review. There are three (3) Levels of funding available. Each Level has specific requirements:

Level 1 – Standard RGC Project

- Initial or Seed Research/Scholarship/Creative Scholarship Grant.
- Projects that are a new research program, scholarly initiative or creative scholarship.
- The award period is for a maximum of two (2) years.
- Awards up to \$6,000. A maximum of \$6,000 may be requested from the OVPRED with a recommended 1:1 match from the applicant's college/school for a total budget of no more than \$6,000.
- The review process and awards will be divided between non-tenured, tenure-track faculty and tenured faculty. Proposals from tenured faculty, who are currently unfunded and are proposing to restart their funding or moving into a new area of research, will be awarded from funds specified for tenured faculty.

Level 1 Expectations and Deliverables

- The award is considered initial or seed funding.
- The applicant must describe how the award will result in either:
 - Furthering the research/scholarship mission of The University of Alabama and the faculty member, and/or
 - Result in additional extramural support.

Level 1 Final Report

A brief report describing the outcome of the research conducted or scholarly or creative product using these funds is due to the RGC Coordinator for review by the VPRED no later than 90 days following the end of the grant period (August 12). Failure to submit this report could jeopardize future RGC funding. Final report instructions are available on http://osp.ua.edu/rgc_grants.html.

Level 2 – RGC Collaborative Project

- Inter-College and Interdisciplinary Collaboration Grant Level 2 funding is intended to promote interdisciplinary research/projects at the university-wide level. Level 2 applications must have faculty from at least two colleges/schools (note, two departments within one college will not be eligible; i.e., Physics and Music are both within the College of A&S and therefore ineligible) working on a new research program or scholarly initiative.
- Ideally, junior faculty members will be included on research teams.
- The award period is for a maximum of three (3) years.
- Awards ranging between \$50,000 and \$150,000. Between \$25,000 and \$75,000 may be requested from the OVPRED with a recommended 1:1 match (or greater) from the colleges/schools involved for a total budget at or in excess of \$50,000.
- Funds must be expended within the three (3) year period of the award.
- To comply with UA policy, a minimum of 1% of the PI's salary (and related fringe) must be included in the budget for Level 2 proposals. The Minimum Allowable PI Effort policy is located on http://osp.ua.edu/policy_procedures.html.

- Funding for no more than one month summer salary per UA faculty member per year will be allowed. Unless necessary to meet the required 1% minimum referenced above, faculty salary for the academic year or for 12 month salary is not allowed.
- If applicable, an Equipment Sharing Plan should be included in the proposal narrative.

Level 2 Expectations and Deliverables

Expectations: It should be clear how the project is related to principles in the applicants' fields, what hypothesis/hypotheses is/are being tested, how the resulting data will be analyzed and how the project will further the research/scholarship mission of UA and form a definitive foundation for extramural support prior to or during the final year of support.

Deliverables:

- Applicants must submit an acceptable plan for the submission of an extramural proposal in the second year of funding and describe how the proposed funding will support the research objectives of the project.
- Applicants must submit at least one research/scholarly abstract to an appropriate journal/library each year for the duration of confirmed funding.
- An initial peer-reviewed publication that is directly related and associated with the funded project must be prepared and submitted for publication within two years of the receipt of funds.
- Poster or oral presentation at an OVPRED sponsored event each year of funding.
- Submission of an annual report that addresses the deliverables listed above by August 12 each year of the award period.

Level 2 Final Report

The final report should directly address the above referenced deliverables for a Level 2 – RGC Collaborative Project. A brief report describing the outcome of the research conducted using these funds is due to the RGC Coordinator for review by the VPRED no later than 90 days following the end of the grant period (August 12). Failure to submit this report could jeopardize future RGC funding. Final report instructions are available on http://osp.ua.edu/rgc_grants.html.

Level 3 – RGC Equipment Grant

- Inter-College and Interdisciplinary Collaboration Equipment Grant.
- Level 3 funding is intended to promote interdisciplinary research/projects at the university-wide level. Level 3 applications must have faculty from at least two schools/colleges (note, two departments within one school will not be eligible; i.e., Physics and Music are both within the College of A&S and therefore ineligible) that demonstrate the need for the requested equipment.
- Ideally, junior faculty members will be represented among participating faculty on applications.
- Awards at or above \$50,000. Between \$25,000 and \$100,000 may be requested from the OVPRED for a Level 3 application with a recommended 1:1 match from the applicants' departments/schools/colleges for overall budgets at or above \$50,000.
- The award period is one (1) year.
- Faculty salary for Level 3 applications is **not** allowed.
- An Equipment Sharing Plan must be included in the proposal narrative.

Level 3 Expectations and Deliverables

Expectations:

- The applicants must demonstrate a need for the proposed equipment.
- The equipment and the research it supports should form a definitive foundation for future collaboration and seeking of extramural support within, at a minimum, the three-year period following equipment installation.
- Equipment is expected to be shared or made available to the University community on an equitable basis to be defined by the applicants.

Deliverables:

- Applicants must submit an acceptable plan for the submission of an extramural proposal in the second year of equipment installation and describe how the equipment will support the research objectives in the extramural proposal.
- Applicants must submit two or more scientific abstracts identifying the use of the purchased equipment to an appropriate conference/journal/library within one year of the grant award.
- A minimum of two peer-reviewed publications identifying the use of the funded equipment should be prepared and submitted for publication within two years of the grant award.
- Poster or oral presentation at a UA OVPRED sponsored event at end of award.
- Submission of annual report due August 12 that addresses the deliverables listed above.

Level 3 Final Report

The final report should directly address the above referenced deliverables for a Level 3 – RGC Equipment Grant. A brief report describing the outcome of the research conducted using these funds is due to the RGC Coordinator for review by the VPRED no later than 90 days following the end of the grant period (August 12). Failure to submit this report could jeopardize future RGC funding. Final report instructions are available on http://osp.ua.edu/rgc_grants.html.

Expectations for all Levels of Funding

Compliance Approvals (IRB, IACUC, Hazardous Materials, etc.)

All research proposals involving human subjects, animals, controlled substances, radioactive materials, or recombinant DNA must have approval by the appropriate University Committee in order to ensure compliance with existing regulations.

Grantees must obtain approval before RGC funds are released. To ensure timely processing and establishment of awards, grantees should ensure the title of the RGC project and the project title submitted to the Office for Research Compliance are exactly the same. UA RGC should also be listed as a potential source of funding in the submitted protocol/paperwork. Please see the Office for Research Compliance website for further information: http://osp.ua.edu/Research_compliance.html

Technology Transfer

All award recipients must abide by the requirements concerning any patentable invention, process, design, or improvement set forth in the University Patent Policy,

please see the Technology Transfer Office website for further information:
<http://ott.ua.edu>.

Priorities and Eligibility

All full-time tenured, tenure track, clinical and clinical track faculty of the University campus, working individually or jointly may apply for RGC funding.

As research funds are limited, the RGC has found it necessary and desirable to separate tenure/clinical track and tenured faculty in the review and award process for Level 1 proposals.

In a spirit of support and collegiality, the RGC will give highest priority to Level 1 proposals with PIs from tenure track or clinical track faculty who are not currently funded by external (non-UA) awards and will award funding to those proposals deemed meritorious.

The second highest priority for Level 1 awards (and the highest for Level 2) is for tenure track or clinical track faculty with significant research funding unrelated to the research proposed in the RGC application.

The third priority for Level 1 awards is for tenured/clinical faculty with established records of productivity, ***who are currently unfunded and proposing to restart their funding or exploring a new direction for their research***. Faculty should explain within the text of the proposal why the project for which they are requesting funds is needed to continue research in a previously funded area or how the proposal represents a new direction within the overall theme of their research area and how they envision future development of this new direction.

The highest priority for Level 3 proposals will be the demonstrated need for the requested instrumentation and the proven track records of the faculty applicants.

Only one proposal, as PI or co-PI, will be considered for funding per investigator during any proposal submission period. An individual can have support for only one RGC project at a time (whether it is a single or joint application).

Former grant recipients are ineligible (as either PI or co-PI) for the same or lower Level award for three (3) years following the expiration of either a Level 1, Level 2, or Level 3 award. RGC grants awarded prior to 2015 (i.e., 2014 and before) are the equivalent of a Level 1 (Standard RGC Project) award.

All faculty previously funded by the RGC must have completed a final report and met the deliverables required for the Level and year awarded. **The final report must have been submitted to the RGC Coordinator prior to the submission of a new RGC application.**

Ineligible Applicants/Conditions

a) Applications that do not follow all of the guidelines described in the RGC Manual will not be reviewed or considered for funding.

- b) Applicants who do not properly disclose other funding sources, both current and pending, will have their RGC Award revoked if it is determined there is duplicate funding for the same project. If a submission that is essentially the same project as the proposed RGC project is “pending” at the time of the RGC submission and the RGC application is awarded, the faculty member(s) should contact the RGC Coordinator immediately upon notification of the receipt of external funding for the same project.
- c) RGC funds may not be used for expenses incurred prior to the notification of the RGC award.

Additional Information

- a) A faculty member may have an active RGC award during sabbatical.
- b) RGC funds may be used to supplement funds that are not Sponsored Programs, such as awards received directly by the faculty member.
- c) Support letters are not required for the RGC application but may be included in Level 3 proposals.

Project Completion/Termination or Project Design/PI Change

An RGC grant may be cancelled in whole or in part if the Grantee makes material changes such as changes in employment status, changes in project plans, location or time available for the project, or receipt of other grant support for the same project.

- a) Unused funds are automatically canceled upon termination of the project or resignation of the PI and must be returned to the OVPRED. Requests to change a co-PI to PI status must be submitted to the RGC Coordinator for approval from the VPRED.
- b) No-cost extensions for extraordinary circumstances will be considered on a case-by-case basis. Any request for a no-cost extension must be submitted to the RGC Coordinator for approval from the VPRED and must include a justification along with the time period for completion of the project, required deliverables and final report.
- c) If there is a change in the project such that the project differs materially from the objectives as stated in the original application, such change must be reported, in writing, to the RGC Coordinator for approval from the VPRED.
- d) Should a recipient abandon the project, the recipient must inform and send a summary report to the RGC Coordinator which includes an accounting of all funds expended and remaining for approval from the VPRED.

Resignation from the University

If the PI or a co-PI leaves the University before completing the project, the following must be filed with the OVPRED:

- a) Statement of resignation with its effective date.
- b) Contact information upon resignation from the University, including address, phone number and email address.
- c) Full and complete report of progress to date is required.
- d) A report of the condition and location of any equipment purchased with RGC funds.
- e) If a faculty member receives an award and then leaves The University of Alabama (UA) before the award’s start date, s/he will not receive the funds. If the recipient leaves UA after expending a portion of the funds, any unspent funds must be

returned to the OVPRED. Funds spent after that date, including funds spent for expenses that will occur after the last day of UA employment, will not be paid by the grant.

- f) Projects with co-PIs may submit a request to have the co-PI designated as the PI for the project. Requests to have a co-PI made the PI of the award should be submitted to the RGC Coordinator for approval from the VPRED.

Proposal Requirements

The total package to be submitted for review includes the following required attachments. All components must be combined into a single pdf: (1) The RGC Internal Coordination Sheet (ICS), (2) Proposal Narrative and References Cited, (3) Budget (4) Budget Justification document, (5) Cost Sharing Authorization Form if applicable (6) Curriculum Vitae (CV) for the PI and co-PIs if applicable, (7) Current and Pending for the PI and co-PIs if applicable.

The single pdf for all documents should be titled "PIlastname-PIfirstname-RGCyear-Levelx" (Example: **Smith-Robert-RGC2015-Level3**).

While you are not required to submit a Data Management Plan, if applicable you may want to include a brief description of your plan within the Proposal Narrative. For more information and assistance in development of data management plans, please go to <http://www.lib.ua.edu/e-sci>.

RGC Internal Coordination Sheet

The completed RGC ICS is required and should be the first document in your combined pdf for the RGC application. The RGC ICS is located on the RGC website (http://osp.ua.edu/rgc_grants.html).

Proposal Narrative and References Cited

The proposal narrative should be the second document in your combined pdf for the RGC application.

Level 1 proposals: The proposal narrative must be no more than five (5), double-spaced pages in a 12-point font. Additional pages are allowed to list references cited.

Level 2 and 3 proposals: The proposal narrative must be no more than ten (10), double-spaced pages in a 12-point font. Additional pages are allowed to list references cited.

The Proposal Narrative should:

- Be written in clear, non-technical language that may be understood by a layperson. The reviewers come from varied backgrounds and disciplines and may not be familiar with technical language or terminology specific to your discipline.
- Include an abstract, which is a one-fourth to one-half page overview of the project
- Be double spaced using 12 point font with one (1) inch margins. Adherence to font, margin and page limit requirements is essential.

Proposal Narrative Elements:

- a) Abstract: one-fourth to one-half page overview of the project. The Abstract, also written in layperson's terms, should briefly address the significance and purpose of the proposal for the reviewers.
- b) Purpose/Objectives: rationale for the proposed research.
- c) Significance of the Project: both as the project applies to the applicant's particular field of study/inquiry and to the applicant's career. Tenured faculty should explain within the text of the proposal why the project represents a new direction within the overall theme of their research area and how they envision future development of this new direction or why funding is needed to continue research for a previously funded area.
- d) Research methods/design/plan of work or creative production.
- e) Outcomes: anticipated outcome(s), products, and dissemination that include a direct reference to the required deliverables for the requested Level of funding. If applicable, plans to use the outcomes of your RGC award to apply for external funding should be included.
- f) Timeline: a realistic timeline or incremental plan indicating when each portion of the research will be completed.
- g) Equipment sharing plan: required for all Level 3 (RGC Equipment Grant) proposals and for Level 2 (RGC Collaborative Project) proposals when applicable.
- h) References Cited: The reference pages may be single or double spaced.
- i) Resubmissions: Proposals that are resubmissions of previously reviewed RGC proposals may also include a one (1) page response to address reviewer comments from the previous submission. The page should be formatted similar to the Proposal Narrative and may be included after References Cited.

Budget, Budget Justification and Cost Sharing Authorization

The RGC Budget is the third document, the budget justification is the fourth document and the Cost Sharing Authorization form (if applicable) is the fifth document in the combined pdf for the application.

The **RGC Budget** is created by the applicant. The budget should reflect (by line item and year) the funds being requested from the OVPRED and the total match that is being provided by the applicable Colleges/Schools. Example budgets are available on the RGC website (http://osp.ua.edu/rgc_grants.html). The **Cost Sharing Authorization Form** (located on <http://osp.ua.edu/internalforms.html>) will indicate the individual Colleges/Schools contributions to the match.

The **budget justification** document (limited to one (1) page) is part of the review criteria and should be carefully articulated. The budget justification may be single or double spaced with a 12-point font and 1-inch margins.

The budget justification should reflect the funds being requested from the OVPRED and the matching funds. Clear delineation between the different school/college matching funds is required in this document.

Budget Information

- a) For Level 2 (RGC Collaborative Project) proposals, a minimum of 1% of the PI's salary is required for all RGC applications. See the Minimum Allowable PI Effort policy on http://osp.ua.edu/policy_procedures.html for details.
- b) For Level 2 (RGC Collaborative Project) proposals, funding for no more than one month summer salary per UA faculty member per year will be allowed. However, this support must be well justified and the need for faculty summer salary must be clearly explained for the review committee. Faculty salary requests may not be for salary during the academic year or for 12 month salary.
- c) Level 3 (RGC Equipment Grant) proposals may not include requests for faculty salary.
- d) **Supplemental Pay:** RGC funds may not be used for supplemental pay. To view the supplemental pay policy, please go to: http://osp.ua.edu/policy_procedures.html.
- e) **Summer salary** is compensation; therefore tax and other payroll withholdings will be applied to any payments. Salary requested cannot be higher than the current monthly salary rate of the faculty member. Requests for years 2 and 3 of an award may reflect a cost of living increase estimate. See Budget Procedures for Grants and Contract on http://osp.ua.edu/policy_procedures.html.
- f) **Staff Salary:** RGC funds may not be used to add to or increase the salary of 12-month employees.
- g) **Travel Allowance:** If using RGC funding for travel, the University's policies for in-state, out-of-state or foreign travel must be used. For more information go to the following link: <http://accountspayable.ua.edu/pages/policies.html>.
- h) **Transportation costs** are based on the most economical means of travel for one person. If foreign travel is requested, a justification must be included that clearly describes how the foreign travel will benefit the research project. RGC funding is not intended to support travel to professional meetings to present the results of scholarly activities.
- i) **Research Assistants:** The RGC budget may include salary, in-state tuition and the appropriate fringe/health insurance (if applicable) for undergraduate, graduate and post-doc students. GRA funding should reflect the appropriate expenses for the time the student is involved in the project: in-state tuition, health insurance and salary. The cost difference between in-state and out of state tuition will be the responsibility of the school or college and may not be reflected in the required match in the RGC budget. Current GRA rates for in-state tuition, minimum salary, etc. are available on <http://osp.ua.edu/proposal-preparation.html>. Hourly student workers, both undergraduate and graduate, are also allowable line items in the RGC budget.
- j) **Equipment:** Any item having a unit cost of \$5,000 or more and a useful life of one year or more is considered Equipment. See the Budget Procedures for Grants and Contracts on http://osp.ua.edu/policy_procedures.html for additional information. RGC funds should not be used to purchase equipment that would normally be purchased by the applicant's Department, School, or College. Equipment purchased for Level 1 (Standard RGC Project) and Level 2 (RGC Collaborative Project) RGC awards may be kept in the department or unit as long as the PI/co-PI is a member of the University faculty. All equipment must be inventoried through University Property and Inventory Management policy and procedures (<http://fawp.ua.edu/surplus/surplus-property-2/>). Proposals that include the purchase of equipment should include an Equipment Sharing Plan as a component of the proposal narrative.

- k) **Consultants:** If a consultant is not an employee of UA, consultant fees should be reflected in "Operating Expenses."
- l) **UA Faculty Serving as Consultants:** If requesting funding for a consultant who is a UA faculty member, the funds requested should be reflected in the "Salary" section of the budget. A related amount must also be budgeted for fringe benefits. For the current fringe benefit rate and how to calculate, go to: <http://osp.ua.edu/fringe.html>. The funds requested should be for summer activity and therefore summer salary.

Matching Funds

The RGC is an internally funded program. In order to ensure the best use of and highest impact from the University's resources, it is important for the recipient Colleges/Schools/Departments to be invested in the RGC supported projects. A match of at least 1:1 is recommended though not required for all RGC funding Levels and should be in the form of "cash" such as a new GRA's salary and in-state tuition, equipment and travel. Academic year or 12 month salary will not be accepted as match and may not be charged to the RGC grant funds. Faculty salary of up to one month total, per individual, per year may be charged to the project; to the grant fund and/or as match. Availability of matching funds will be taken into consideration during the review process.

Matching may be funded from departmental, gift or research overhead funds.

Matching funds may not come from:

- Existing internal or external grants
- Faculty permanently budgeted salary (9 mo. faculty academic year or 12 mo. salary)
- Staff permanently budgeted salary

For Level 2 projects, University policy is in place to comply with federal costing consistency rules requires a minimum of 1% effort of any faculty or other senior researcher be allocated in the accounting system as a salary charge to the project. If this requirement is not met through summer salary, the 1% will be accounted for as cost share but will not count toward the 1:1 match requirement.

Unlike externally funded projects, there is no internal funding mechanism to cover the difference between in-state and out-of-state tuition. Should an out-of-state resident GRA be included on the project, only the in-state tuition is allowable as a grant charge and/or match and the out-of-state portion must be funded from other School/College/Department resources.

Cost Sharing Authorization Form

A completed Cost Sharing Authorization Form is required for all RGC applications with cost-sharing and will be the fifth document in the single pdf for the electronic application if applicable. The form is located on <http://osp.ua.edu/internalforms.html> and must have all the appropriate signatures from all areas providing cost share match for the application. The "Sponsoring Agency" on the form may be listed as "UA RGC". The signature from the VPRED is **not** required for submission of the RGC proposal. The Banner FOAP# is not required for submission of the form, but the form should clearly indicate which funds (general area) are being committed, the school/college/department committing to meet the match and the person authorizing this commitment.

Page two (2) of the form is not required for the RGC submission. Different Cost Sharing Authorization forms may be used for different schools/colleges to reflect cost share matches for multidisciplinary proposals. However, the PI should ensure that a total match is accurate if multiple Cost Sharing Authorization forms are included in the RGC application.

Curriculum Vitae (CV)

The CV is the sixth document in the single pdf for the application. A current CV for the PI and the co-PIs if applicable is required. There is a five (5) page limit for each CV. The CV(s) may be single or double spaced in a 12-point font and 1-inch margins and uploaded to the application as a single document. The NSF Biosketch format is acceptable, but not required.

Current and Pending Support

The Current and Pending (C&P) document is the seventh document in the single pdf for the electronic application. A Current and Pending document for the PI and co-PIs is required. The C&Ps may be single or double spaced but must be in 12-point font with 1-inch margin. There is not a page limit for the C&Ps. If there are not any current and pending submissions or awards to report, a document with the heading "Current and Pending" that indicates "N/A" is required.

The C&P must include both internal and external submissions and awards from the past three years. Pre-proposal submissions should also be included. Competitive internal (UA) awards, including department awards in which you submitted an application, should be included in the C&P. However, departmental start-up funds should not be listed. The Current and Pending document should reflect all research projects, including those not related to the proposed RGC project, **from the past three (3) years**. Awards that have ended during this time period may be included. The Current and Pending should contain the following details:

1. Funding agency.
2. Title of award.
3. PI and co-PI as listed in the proposal.
4. Total period of award.
5. Total amount of the award. (May reflect the individuals and/or total amount.)
6. Amount of the award for the current award year if it is a multi-year award.
7. Status of the proposal: awarded or pending.
8. For pending proposals, indicate if there is duplication of the project proposed to the RGC.

It is required that all other funding sources be disclosed. Failure to disclose all current and pending funding may result in the committee rejecting the application or a later withdrawal of the award by the VPRED. Start-up funds are not considered grant support and should not be included on the list of current and pending support. Previous RGC awards are considered internal grant support and should be listed.

Electronic Application Requirements

The Research Grants Committee (RGC) electronic application contains must be filled out completely. **Please do not use all caps to answer any fields in the electronic application.**

The link to the RGC Application Form, the RGC ICS and example budgets are available on the RGC website: http://osp.ua.edu/rgc_grants.html.

- a) Personal Data for all PIs and co-PIs: CWIDs, the UA campus box number, UA email address and phone number.
- b) Area of Application: Area A, Area B, or Area C.
- c) Level of Funding requested.
- d) Documents that must be uploaded as single pdf and titled in a format of "PIlastname-PIfirstname-RGCyear-Levelx" (example: **Smith-Robert-RGC2015-Level3**):
 - 1. RGC Internal Coordination Sheet (ICS)
 - 2. Proposal Narrative, References Cited, and response to previous RGC reviewer comments (if applicable)
 - 3. RGC Budget
 - 4. Budget Justification document
 - 5. Cost Sharing Authorization form(s) if applicable
 - 6. Curriculum Vitae document(s)
 - 7. Current and Pending document(s)

Instructions for Submitting the Application and Required Documents

Open the form and enter all the required information ensuring that all sections are completely filled out. This will include uploading the required attachment in the format described above. When the application is completed, click the "Submit" button. You will then be directed to a page that displays a summary of the information you entered into the application. **Please review your data and then click "Submit" for the second time.**

Once you have clicked "Submit" on the summary page, a Thank You page will appear. This ensures your submission has been delivered to the appropriate committee. You will also receive a confirmation email that has a link to the completed application and a copy of your attachments. Please keep this email for your records.

If you have any problems with any step of the RGC application process, please contact the RGC Coordinator, Angie Shotts at ashotts@research.ua.edu or Lauren Wilson at lawilson@research.ua.edu.

Please see the Review Criteria for each funding Level on the following page.

Review Criteria

For Level 1 Standard RGC Project:

1. Novelty and/or significance of the work and whether it outlines a mechanism for further development of applicant's research/scholarship/creative endeavor.
2. Adequacy of the outcome/deliverable measure.
3. Availability of school/college or other matching support.

For Level 2 RGC Collaborative Projects:

1. Novelty of the work and whether it outlines a mechanism for further development of applicants' research/scholarship.
2. Interdisciplinary component – The PI and co-PIs must represent two or more colleges/schools in the proposal. (Note: Engaging faculty from schools/departments within the same college is not sufficient for eligibility; the intent of the Level 2 and 3 grants is to provide funding across colleges where the support of two or more Deans is required.)
3. Availability of school/college or other matching support.
4. Is the project likely to foster a further interdisciplinary collaboration?
5. Adequacy of the experimental design.
6. Adequacy of description for generating extramural support (and is a specific support mechanism identified).
7. Appropriateness of the budget described.
8. Could the work continue without this funding?
9. (If applicable) is the equipment sharing plan adequate?

For Level 3 RGC Equipment Grant:

1. Demonstrated need for equipment and relationship to novelty of the work and whether it will facilitate interdisciplinary research.
2. Does the requested equipment enhance the capabilities and capacities of the University to conduct and support research?
3. Interdisciplinary component - The PI and co-PIs must represent two or more colleges/schools in the proposal (Note: Engaging faculty from schools/departments within the same college is not sufficient for eligibility; the intent of the Level 2 and 3 grants is to provide funding across colleges where the support of two or more Deans is required.)
4. Availability of school/college or other matching support.
5. Adequacy of description for generating extramural support (and is a specific support mechanism identified).
6. Appropriateness of the budget described.
7. Could the proposed work continue without this equipment?
8. Is the equipment sharing plan adequate?