

## PROVOST'S RESEARCH AWARDS 2018

### **Award Timeline:**

Application Deadline to Schools:	October 20, 2017
Application Deadline for Office of the VPR:	December 4, 2017
Award Notification:	March 5, 2018
Funding Period:	June 1, 2018-May 31, 2019

### **Program Description:**

The Provost's Research Awards (PRAs) are designed to foster excellence in research, scholarship and creative activities at the University of Miami. The Provost's goal is to continue to build and maintain a world-class research university featuring a community of scholars, scientists and artists with robust externally funded programs. The PRAs provide seed funding that is designed to contribute significantly to the growth of the university's research portfolio.

### **Mechanism:**

The Provost's Research Awards provide salary support and direct research costs to assist both individual faculty and research teams in developing research programs and scholarly and creative activities.

### **Eligibility:**

- Regular faculty and full-time research faculty members with nine-month appointments are eligible to apply for both faculty salary and direct research costs.
- Faculty in these categories with twelve-month appointments may apply for direct research costs only (See Faculty Manual).
- Faculty in Practice, Adjunct, Visiting or Affiliated Faculty, Lecturers, and Instructors are NOT eligible. Miller School of Medicine faculty members are NOT eligible.
- A faculty member who receives a PRA with salary support for two consecutive years may NOT apply for salary support the following year. All eligible faculty members may seek funds for direct research costs on an annual basis.
- Faculty who have received PRA funding any time in the last three years MUST submit final reports for their previous projects. Applications from faculty with final reports in default will not be accepted. Reports for previous years' projects must be submitted before October 20, 2017.
- Faculty may submit only one proposal each year, whether as PI or as Co-PI. Team projects, particularly interdisciplinary projects, are highly encouraged.
- Research Council members are eligible to apply but may not review proposals in the group reviewing their proposals.
- A faculty member may teach during the summer months of the award year. However, any and all plans for summer teaching activities must be described at the time of application if salary support for the proposed project is to be awarded.

### **Evaluation Process:**

The evaluation of applications will be conducted in two phases. Applications will first be made to Schools, where they will be evaluated and ranked by a process developed by each School, to include input from the Dean and Research Dean. Schools will be permitted to forward up to 50% of the applications received, ranked according to the criteria listed below:

- Potential scholarly/creative impact of the proposed project
- Importance of the project for the applicant's career
- Ability to enhance the prospect for future external support
- Alignment of the project with the School's vision/goals

**Applicants who are selected to move forward to the University-wide competition will upload full applications through the InfoReady system.** (A link to the system will be forwarded after

October 20.) In the second round, members of the central review committee will review applications based on the following criteria:

- Prospect that the work will result in successful applications for external funding/support (where applicable), or other relevant peer-reviewed activity or juried evaluation
- Scholarly, scientific, and/or creative merit of the proposal
- Interdisciplinary and/or collaborative nature of the project
- Appropriateness of methodology and clarity of presentation
- Qualifications, experience, productivity, and promise of the applicant(s)

Each application will be scored on a 1-9 scale (with 1 being best). Feedback from reviewers will be summarized and made available upon conclusion of the review process. It is anticipated that a total of 25-30 awards will be made.

**Award Terms:**

- The award period is one year.
- Awardees must adhere to the award budget. Funds may be re-budgeted ONLY with prior approval from the Office of the Vice Provost for Research (VPR).
- Awardees must plan to stay at the University of Miami for the academic year following the award period.
- Awardees must commit to submittal of required reports to the Office of the VPR
- Awardees must commit to submit applications for external support, where such opportunities exist. The Offices of the VPR and University Advancement are available to assist awardees in identifying potential external funding sources from both the public and private sectors.

**Budget:**

The PRAs provide up to \$10,500 for faculty salary for each awardee. Up to \$6,500 for direct research costs will be awarded to single PI applications, and up to \$10,000 in direct costs for team project applications.

- Faculty salary
  - Faculty may request salary up to a maximum of \$10,500, which will be paid in equal amounts in June and July of the award year only. Salary support may be requested for each investigator, if working as part of a multi-investigator team. If teaching will be conducted over the summer months, a detailed plan for allocation of time to research and teaching must be included in the budget section.
  - Faculty with nine-month appointments who are paid over 12 months may choose to be paid in equal amounts during the award period.
- Direct research costs
  - The PRAs are intended to be flexible and can be used to fit a variety of needs including supplies or other miscellaneous items required to conduct the proposed work, and salaries for research support personnel, graduate students, etc. Budget requests should be realistic estimates of the cost of the proposed work.
  - Applicants should take care to justify each item in the budget. Justification of requests for research support personnel and supplies that are typically provided by the academic department (art supplies, computers, scanners, printers, etc.) should be specific and compelling. Any equipment purchased with Provost's Research Awards funds becomes University property and is to be housed in the grant recipient's department.
  - Funds may be requested for travel associated with execution of the proposed work. PRA funds MAY NOT be used for conference travel.
  - Requests for travel to work with archives must include evidence that these archives are not available via the internet. Travel funding will be disallowed if archived information is available via the internet.
  - Publication costs and membership fees will NOT be funded.

**Progress Reporting:**

Awardees are required to submit final progress reports within three months after the end of the award period, including:

- A detailed summary of all relevant activities (research/scholarly/creative/teaching) performed during the period of the award
- A list of all publications resulting from the award
- A financial summary including expenditures and any remaining balance
- A list of external funding applications or proposals submitted or planned

Awardees will also be required to submit follow up reports 18 months after the award period ends

## **Application and Submission Instructions**

### **Format and Submission Requirements:**

The application should contain only information pertinent to THIS project and application. Please keep in mind that reviewers may NOT be subject matter experts in your field; consider adjusting your writing for this audience. Where possible, try to avoid technical jargon and acronyms. Carefully describe the significance of this project for your field of expertise. The Research Plan is uploaded as a separate file.

- Font: use common font (Helvetica, Arial, or Times New Roman) at 11pt or larger, including figure legends, footnotes and captions.
- Margin: at least 0.5" each side
- Single-spaced or larger- **If these instructions on formatting are not followed, your application will not be considered.**

The Project Summary should be written in **layman's terms** and provide an overview of the problem, your objectives and approach, as well as outcome. The project summary may not exceed 200 words, and may be typed or pasted into a text box.

The Research Plan is uploaded as a separate file and should not contain more than 4 pages. A separate document of references or works cited may be uploaded.

The Research plan should address the following points:

- Objectives and Rationale: Succinctly describe the objectives of your research and the rationale.
- Significance: Describe how this project and its future direction will add to your field, and to your research trajectory.
- Innovation: Describe the novel and innovative aspects of your project.
- Background: Describe any preliminary data you have; concentrate on those directly related to the proposed project.
- Methodology: Describe how you will be testing your objectives.
- Milestones: Provide a timeline with anticipated results.
- What specific outcome(s) is/are expected from this award (including grant/fellowship proposals and timelines for submittal).
- If previous PRA funding has been obtained, describe outcomes of that funding.

Applicants to the Arts category may submit supplementary data as an attachment. Supplementary material may only include images, videos, audio or other forms of illustrations that are directly related to the project.

### **Post-Award Requirements:**

- A final report must be submitted no later than 3 months after conclusion of the funding period. A reminder will be sent with instructions. A no cost extension and extension of the report deadline may be requested, with a written justification, by contacting Karen Lamper (klamper@med.miami.edu)
- All peer-reviewed activities that are direct results of this award, even if received past the end of funding, are required to be documented in the InfoReady application system.