

Committee on Research
Faculty Research Grant Application Guidelines

Submission Guidelines for the New Research Initiatives, Collaborative Interdisciplinary and Ongoing Project Research Grants.

NEW APPLICATION PROCEDURES:

- 1) Login to the Academic Senate Information System (ASIS) at <https://asis.ucdavis.edu>.
- 2) Click the *Proceed* button and login with your Kerberos login and passphrase. Once logged in, click on the *Research Grants* tab at the top of the screen.
- 3) Click on *Apply Now* under New Research Initiatives and Collaborative Interdisciplinary Research.
- 4) The following information will be pre-populated on the application form: Name, Academic Title, Department, and Email. Please make sure that the information is correct.
- 5) To submit your application, click the "*Browse*" button to locate your PDF file on your computer.
- 6) Click the "*Upload Application*" button to submit your proposal.
- 7) You will receive a confirmation email once your proposal is successfully submitted.
- 8) Feedback on grant proposals will not be provided.

GUIDELINES FOR CREATING PDF ATTACHMENT TO UPLOAD IN ASIS:

Please use a common system font (i.e., Times, Times New Roman, etc.) of 12 point. The right, left, top and bottom margins must be no smaller than 1". Please number the pages consecutively beginning with the Cover Sheet.

A complete document must contain the items below and in the order given. The file can be continuous, i.e., a new page is not needed for each item. Be sure that each new section is clearly labeled.

- 1) Cover Sheet with Abstract (summary of research proposal - 350 words maximum)
- 2) Research Description (3 page maximum)
- 3) Literature Cited (1 page maximum)
- 4) Human, vertebrate animal use, etc.
- 5) Proposal Budget and Budget Justification (**Please note: costs for hiring any personnel on the grant must include base pay, benefits, and where necessary tuition and fees**)
- 6) Discussion of plans for extra-mural funding applications or opportunities including current and pending support (350 words maximum)
- 7) C.V. with a list of publications during the last 3 years for each faculty member participating in the grant application (2 pages maximum for each)
- 8) A list of extra-mural grants and funding amounts secured in the last 5 years by each grant applicant. If there are none please indicate this. Indicate which, if any, are duplicative of the funding requested in this proposal.
- 9) If you have received this grant or a Small Grant in Aid of Research from the Committee on Research previously, please indicate the year you received that grant and describe research or creative outputs that were gained and any further grants that were obtained with the help of the Committee on Research grant.

The Cover Sheet, including a short abstract, must be completed.

The Research Description cannot exceed three single-spaced pages (12 point font). Give references to the literature as appropriate. The list of references is not included in the three page limit, but can be no longer than 1 page. The research description should at least contain the following in three separate sections:

(1) The significance of the project relative to research in its general field, stated in language that can be understood by the educated non-expert. For example, has a similar question been addressed previously? How is the proposed work an improvement?

(2) The specific goals (problems, questions, hypotheses). Indicate the expected time when these goals will be achieved.

(3) A clear description of the work to be carried out. If the work is expected to extend over several years, describe what part will be completed with the funds requested for 2015-2016. Excellent proposals include clear documentation that the work is feasible, with justification of sample size, proof (e.g. by letters from collaborators) that critically needed material will be available, and contingencies where results are not as expected or problems arise during the research. While it is understood that some of this research will be very risky, pilot work, investigators should still clarify how the results that they do obtain will further the overall research goals of the program.

The Proposal Budget sheet must be completed and a Budget Justification must be provided. The budget justification should briefly address all of the items listed on the budget. Vague or missing justifications may lead to denial of a grant or to an award with a reduced budget. If funds for personnel such as RAs are requested, be specific as to what the person will be doing. If the budget includes funds to hire a consultant, include the hourly rate and justify the need. All items, including computer hardware and software, must be justified in terms of the proposed research. Please refer to the Policy & Procedure Manual, Section 200 (<http://manuals.ucdavis.edu/PPM/contents.htm>), for specifics regarding allowable expenses.

C.V., Publications and Funding: Include degrees and dates awarded, a list of positions held, a list of recent publications by year for the last 3 years (no more than 2 pages), and research funding for past 5 years

Protocol Approval: The special authorizations listed below, if required, should be indicated by including the protocol number and/or authorization number on the coversheet. If the protocol is pending, please so indicate.

Item Reference Manual:

Human Subject: <http://research.ucdavis.edu/policiescompliance/coi/human-subjects/>

Living Vertebrate Animals: <http://manuals.ucdavis.edu/PPM/290/290-25.pdf>

Recombinant DNA Use: http://safetyservices.ucdavis.edu/ps/bis/f_p/bua

Radioisotope Use: <http://safetyservices.ucdavis.edu/article/radiation-safety-forms-manuals-plans-attachments>

NIH/NSF Modular Biosketch and Human/Animal Use guidelines:

<http://grants.nih.gov/grants/funding/phs398/phs398.html>