****

**PRESIDENT’S RESEARCH FUND (PRF)**

**APPLICATION GUIDELINES**

to be submitted through [eRS](https://ers.slu.edu/ers/) using the Fall 2016 PRF Application

**Deadline: 5pm, October 15, 2016**

*The President’s Research Fund (PRF) supports promising projects that have strong potential to attract external funding. These funds have been made available since 2009 to support research and scholarly activity. PRF awards are aimed at supporting the collection of data or other pilot activities that the awardee will use as the basis for extramural grant or contract applications.*

**Table of Contents**

|  |  |
| --- | --- |
| [*Award Amount*](#Amount) | *2* |
| [*Award Term/Project Period*](#Period) | *2* |
| [*Application Deadlines*](#Deadlines) | *2* |
| [*Eligibility*](#Eligibility) | *2* |
| [*Allowable Expenses*](#AllowableExp) | *3* |
| [*Unallowable Expenses*](#UnallowedExp) | *3* |
| [*Preparing an Application*](#PrepApp) | *4-5* |
| [*Submitting an Application*](#SubmitApp) | *5* |
| [*Review Process*](#ReviewProcess) | *5* |
| [*Post-award Terms and Conditions*](#Terms) | *5-6* |
| [*Frequently Asked Questions (FAQs)*](#FAQs) | *6* |

**AWARD AMOUNT**

* Requests for funding up to $50,000 will be considered for [cross-disciplinary collaborative projects](#CrossSchool).
* Requests for funding up to $25,000 will be considered for all other projects

**AWARD TERM/PROJECT PERIOD**

The maximum term of support for a PRF award is 12 months. For the October 2016 competition, the start date is March 1, 2017.

**APPLICATION DEADLINES**

The application deadline is October 15, 2016.

**Due to volume, late applications cannot be considered. To be considered on-time, applications must be:**

1. **submitted by the Principal Investigator (PI) in SLU’s Electronic Research Services** [**(eRS) system**](https://ers.slu.edu/) **using the Internal Proposals function, *and***
2. **electronically signed in eRS by the PI’s department-appointed approver by 5pm CST.**

**ELIGIBILITY**

**Principal Investigators (PIs) and Co-Principal Investigators (Co-PIs)**

* All full-time faculty members (tenure and non-tenure track) appointed in any school, college, or degree-granting center at Saint Louis University are eligible to be a PI or Co-PI on an application to the President’s Research Fund, provided they are appointed by the PRF application deadline.
* PIs and Co-PIs may submit only one application per application cycle.

**Cross-School/College Collaborations - $50,000 Award Ceiling**

* For the October 2016 competition, the PRF will continue to seek multidisciplinary collaborations across the Saint Louis University campus. Several projects that are cross-disciplinary in nature will be selected for funding, at $50,000 each. Eligible projects are those that cross traditional boundaries between academic disciplines.
* At least one [Co-Principal Investigator (Co-PI)](#PIsCoPIs) must be primarily appointed in a school, college, or center other than that of the PI. For purposes of eligibility to apply for a PRF award, degree-granting centers and the University Library are considered to be independent of a school or college.
* Applications that cross very distinct disciplines within the same school/college may be considered,
* Successful applications will effectively convey how *each particular discipline* contributes to the value of the collaborative approach. While a PI/Co-PI approach is required, the PI will retain administrative responsibilities including communication with the Division of Research Administration.
* Only one application from a PI *or* Co-PI per PRF submission period is allowed.
* **All PIs and Co-PIs must include a 2-page Biosketch.**
* **For Cross-School/College Collaborations in this category, a Letter of Support from each Co-PI’s Dean or major division head must be included in the application.**

**ALLOWABLE EXPENSES**

All purchases made by the President’s Research Fund must utilize the lowest academic discounted price from a University-approved vendor. This includes minor equipment, supplies, software, databases, and all other items normally discounted for academic use and as required by [Business and Finance](http://www.slu.edu/busfin/departments/business-services) and the [Office of Sponsored Programs Administration](http://www.slu.edu/division-of-research-administration-home/office-of-sponsored-programs-administration-%28ospa%29).

**Research Expenses**

Expenses that are essential to the proposed project are allowed. Materials, supplies, and other expenses requested from the President’s Research Fund must directly relate to the proposed project and be justified in that context. Budget items will be reviewed, and may be questioned or removed.

**Salary and Fringe Benefits for SLU Faculty and Staff**

* Salary is allowed only for non-key personnel, with the following exception: Summer salary is allowed for senior/key personnel on 9-month contracts.1
* Fringe benefits applied to summer salary should be calculated at the rate of **15.4%.**

**Student Labor**

* A student (undergraduate or graduate) is eligible to work on a PRF-sponsored project only if ALL of the following criteria are met:
	+ - enrolled full-time for the duration of his/her work on the project
		- in good academic standing
		- does not hold any another paid position at the University at the time he/she works on a President’s Research Fund project (staff, adjunct faculty, etc.).

**Payees outside the University -** **Subcontractors, Service Providers, and Consultants**

* Applicants must itemize all proposed Subcontractors, Service Providers, and Consultants as separate line items in the budget, and provide a convincing justification for their inclusion on the project, explaining clearly and thoroughly why the proposed work cannot be done at SLU.

**Peer reviewers are asked to give their opinion of costs as proposed in the application. PIs are therefore advised to provide sufficient detail in their budget justification such that this determination can be made.**

**UNALLOWABLE EXPENSES**

The following are ineligible for support from the PRF and should not be included in proposals to the Fund:

* Facilities & Administrative Costs (indirect costs/F&A)
* Salary for principal investigator or other senior/key personnel not on 9 month contracts
* Pre-award costs, i.e., any expenses incurred prior to the official start date of the PRF award

**PREPARING AN APPLICATION**

Download the Application. **Only applications submitted using the September 2016 version of the Application Package will be accepted for review.**

Applicants must use the pre-formatted Application Package, which allows a single-spaced, 11-point Arial font with ½ inch margins. Captions for figures/graphs may use a reduced font, but must remain legible when scanned at 200 dots per inch (dpi).

The Application Package consists of the following sections:

* **Lay Abstract (350 word limit, written for a general audience)**
* **Budget and Budget Justification** – Include total funds requested in each budget category provided in the Application Package. Itemize individual expenses for each category and include the appropriate Banner Account Code for each. Provide a clear, narrative description of how funds in each category were calculated **(1-page limit)**.

* **Research Proposal** - Please use sub-headings to delineate sections **(3-page limit)**.
* Specific Aims
* Research Plan
* Significance and Impact of Research
* Up to 5 graphs/figures, included in 3-page limit
* **Reference Citations List - (no page limit)**
* **External Funding Plan** - Detail plans for external funding, and how the requested PRF funding will enhance the likelihood of external funding **(1-page limit).** The plan should be specific, including both potential funding sources and anticipated time frames external submissions. **The External Funding Plan should not be used to circumvent the 3-page Research Proposal. Applicants are strongly cautioned that applications exceeding page limits prescribed in the PRF guidelines will be returned without review.**
* **List of Suggested Peer Reviewers** - Provide the names of at least three (3) individuals who have the expertise to provide a quality peer review of the proposal. To avoid conflicts of interest, please do not include anyone who is/has been/will be…
* the PI or Co-PIs’ department chair
* served as a collaborator on the PI or Co-PI’s current or pending research
* participated in the preparation of the PRF application
* other substantive conflicts

If you have questions regarding how conflicts of interest will be determined, please contact Vicki Moreland in the Office of Research Development & Services.

1. **Biographical Information** – Biographical information is required for all Key Personnel2 as follows:

|  |  |  |
| --- | --- | --- |
| **Role** | **Biosketch** | **Letter of Support** |
| **Principal Investigator (PI)** | **required**,2-page maximum | not required |
| **Co-Principal Investigator (Co-PI)** | **required**,2-page maximum | **required** **ONLY IF submitting a cross-school application**, from Dean,1-page maximum |
| **Co-Investigator (Co-I) or any other Key Role** | not required, | **required**1-page maximum |

* **Biosketches** should provide information on positions and honors, research support for the past three years, and a list of no more than 15 publications relevant to the proposed research project.
* **Letters of Support** should explain the person’s role on the application and document commitment to the project.

**SUBMITTING AN APPLICATION**

***Applications not submitted in the following format may be returned without review.***

1. Assemble the completed Application Package into a single PDF file, with required 2-page Biosketch(es), Letter(s) of Support.
2. Name the PDF file as follows:
3. PI\_LastName\_PIFirstName\_mmmyyyy (*EXAMPLE: Siler\_William\_July2015)*
4. Log into [eRS](https://ers.slu.edu/ers/) and Create a New Internal Proposal. Upload the completed Application Package to the Internal Proposal Transmittal Form.
5. Sign and submit for approval by department head.
6. **Confirm Department approval in eRS.**

If multiple versions of an application are uploaded, the most recent version will be reviewed.

**REVIEW PROCESS**

Applications undergo Peer Review through the Division of Research Administration. Applications are scored for the project’s overall impact.

* The PRF Peer Review Process uses a 9-point rating for the Overall Impact/Priority score, with 1 = Exceptional and 9 = Poor.
* The priority/impact scores and peer reviews are considered by the Funding Council in determining which applications will be funded.
* The Council appointed by the VP for Research makes final recommendations for funding to the Office of the President.

**FREQUENTLY ASKED QUESTIONS**

***1. I currently am PI or Co-PI on an ongoing President’s Research Fund award. Can I apply for a second PRF award before the current project is completed?***

No. Except in very rare circumstances and with prior approval from the Director of Research, you can apply for a second award only after the project has been completed and a progress report on the completed project has been submitted and accepted.

***2. If I am PI/Co-PI on an application, can I submit more than one application as a PI/Co-PI?***

No. You may submit only one application as a PI or Co-PI per submission period.

***3. If I am a co-investigator on another PRF application. May I also submit an application as PI?***

Yes, but it must be for a completely different project, i.e., with different aims, goals, and objectives.

***4. I am looking for funding for a student’s dissertation research. Is the PRF an appropriate source?***

No. The PRF is intended to stimulate faculty research in innovative areas that are difficult to fund but will lead to external funding.