The University of Alabama
RESEARCH GRANTS COMMITTEE

http://osp.ua.edu/rgc_grants.html

Office for Sponsored Programs
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Purpose:

• To support scholarly activities for tenured and tenure track faculty.
• Funding should produce a scholarly product.
• The results of the project should allow the researcher to seek additional funds from outside sources.
• RGC funds are not “supplemental” funds to existing sources or money.
Eligibility to Apply:

- Full-time tenure track or tenured faculty may apply individually or jointly.
- Faculty may have support for only one RGC grant at a time (whether it is a single or joint application).
- Applicants can only receive one RGC award for the funding cycle (2 year period).
- Applicants who have received awards in the past must have submitted a final report to be eligible to submit a new proposal.
- Applicants may only submit one (1) proposal per funding cycle.
Priority of Awards:

1. Highest priority to proposals from non-tenured/tenure-track faculty.
2. Second priority to non-tenured faculty with significant research funding unrelated to the research proposed.

Non-tenured faculty will comprise 66% of the RGC awards each year.

3. Third highest to more experienced faculty with established records of productivity, who are currently unfunded and exploring a new direction in their research area or restarting their funding.

Tenured faculty, who are currently unfunded, will comprise 33% of the RGC awards each year.
Evaluation Criteria:

- **Objectives and merits**: includes: quality-- how clearly the conceptual framework, design, methods, and analyses are developed, well reasoned and appropriate to the aims of the project
- **Outcomes**: will the project result in a publication, exhibit, artistic performance, or grant application
- **Budget**: is the budget reasonable for the objectives, has a clear budget justification been submitted
- **Priorities**: non-tenured/tenure track, etc.
- **Have the guidelines been followed**: page limits, spelling and grammar, it is not required, but encouraged to have the complete application package reviewed by a faculty mentor or department chair person
Research Funded:

● "Research" is interpreted broadly and is not limited to traditional academic qualitative and quantitative methodologies.

● Any creative endeavor that contributes to the corpus of the discipline or art as well as to the growth of the investigator.

● The project should have a concrete product that will be disseminated in a forum appropriate for the discipline.

● Can include a manuscript, show, performance or physical item.

● It is expected that a recipient will seek additional funding from external sources to continue their scholarly activities.
Compliance with UA Policies:

• All proposals involving human subjects, animals, controlled substances, radioactive materials or recombinant DNA must have approval by the appropriate University Committee to ensure compliance with existing regulations.
• Approval from the appropriate committee must be obtained before any RGC funds will be released.
• See the Research Compliance website for further information: http://osp.ua.edu/Research_compliance.html
• All recipients must abide by the regulations concerning patentable invention, process, design or improvement in the University Patent Policy. See the Technology Transfer Office for more information: http://ott.ua.edu
Detailed Budget Information

Budgeted items must be directly related to the Research proposed. Line items will vary based on the nature of the project.

For examples of proposal budgets, go to: http://osp.ua.edu/RGCEExampleBudgets.pdf
Budget Justification:

• Limited to one page, this is not part of the narrative, it is an attachment.
• Budget justification is part of the review process and should be carefully explained.
• After Committee review, budgets can be reduced, you will be notified if this happens.
• Funds that are not spent within the 2 year grant period must be returned.
• If you leave the University before the project is finished, the funds must be returned.
What can the funds be used for?

**Summer Salary**

- Funds can be used for both summer sessions, fractions of each summer session, or one summer session.

- Summer salary is compensation; therefore tax and other payroll withholdings will be applied to any payments.

- If requesting summer salary, a related amount must also be budgeted for fringe benefits.

- See the following links for examples:
  - [http://osp.ua.edu/RGC_Summer_Salary_Example.pdf](http://osp.ua.edu/RGC_Summer_Salary_Example.pdf)
  - [http://osp.ua.edu/fringe.html](http://osp.ua.edu/fringe.html)
What can the funds be used for?

**Travel**

- The travel must be necessary to carry on the scholarly activity.
- Can not be used to support travel to professional meetings to present the results of scholarly activities.
- Must include a justification for travel.
- Costs are based on the most economical means of travel for one person and must fall within the University’s guidelines for travel, which can be found on [http://accountspayable.ua.edu/pages/travel-policies.html](http://accountspayable.ua.edu/pages/travel-policies.html).
- If foreign travel is requested, the justification must clearly articulate how the foreign travel benefits the research project.
What can the funds be used for?

- **Students**: RGC funds may be used for both undergraduate and graduate students salary.
  - If funding is requested for students, the students must be currently enrolled at The University of Alabama.

- **Equipment**: funds can not be used to acquire equipment that would normally be purchased by the applicant’s Department or College.
  - Equipment purchased will be “owned” by the department and may be used by other University faculty or staff.
  - Equipment purchased must be inventoried through UA procedures.
Proposal Package Components:

1. Proposal Narrative with Abstract and References Cited
2. Budget and Budget Justification
3. Selected list of the PI’s Publications and Exhibits
4. External grant support, both current and pending, from the past three years, including past RGC awards and the current year
5. RGC Electronic Application
Proposal Narrative:

• Limited to 5 pages, **double spaced using 12 point font with 1 inch margins**.
• Written in clear, non-technical language.
• References cited in the proposal narrative may be listed on a 6th page, if applicable.
• Narratives that are over 5 pages **will not** be considered.
• Type-o’s and grammatical errors will hurt you, run spell and grammar check, have a faculty mentor or department chair review.
Proposal Narrative Elements:

1. Abstract: ¼ to ½ page overview of the project
2. Purpose/Objectives: rationale for the proposed research
3. Significance of the Project: both as the project applies to the field of study, and career
4. Research methods/design/plan of work
5. Outcomes: anticipated outcomes, products, dissemination; relationship to subsequent efforts to obtain external funding
6. Timeline: realistic timeline or plan indicating when each portion of the research will be completed.
Selected Publications/Exhibits:

• Limited to one (1) page per PI and Co-PI, if applicable, as an attachment, it does not count in the 5 page narrative.
• Includes a list of the applicant’s selected publications and/or exhibits.
• If the citations are in a language other than English, please list the items along with an English translation.
Current and Pending Support:

List of external grant support (including pending) and previous RGC submissions within the past three years with the following:

- a. Funding Agency
- b. Title of Award
- c. PI and Co-PI as listed in proposal
- d. Total period of the award
- e. Total amount of the award
- f. Amount of the award for the current year if a multi-year award
- g. Status – awarded, pending or denied
Application:

• The electronic application is online at: http://www.extremeform.com/survey/393641/24de/
• There are seven sections that must be filled out completely
  1. Personal information, addresses & numbers
  2. Area of application- A, B or C
  3. List of selected Publications and/or Exhibits
  4. Proposal Narrative including cited references
  5. Current and Pending support
  6. Budget form
  7. Budget Justification

Once all documents are attached, click the “Submit” button. A “Thank You” Page will appear. You will also receive a confirmation email.
The application and budget forms are located at:
http://www.extremeform.com/survey/393641/24de/
Deadlines & Questions:

- Application Deadline: January 31, (every year), if that date falls on a weekend, the following Monday is the deadline.
- OSP staff will be available to help you until close of business on January 31. Electronic submission will be accepted until 11:59pm.
- OSP staff can help you with your budget or any budget questions see the following link to determine which staff member is assigned to your area: http://osp.ua.edu/site/osp_staff_listings.html

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