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, tenure track and clinical 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, tenured or clinical 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. The RGC will give highest priority to proposals from non-tenured, tenure-track faculty who are currently unfunded with external (non-UA) awards and will award funding to those proposals deemed meritorious.

2. The second highest priority is for non-tenured faculty with significant research funding unrelated to the research proposed in the RGC application.

3. Tenured faculty with established records of productivity, who are currently unfunded and proposing to restart their funding or exploring a new direction in their research area. Tenured 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. A portion of the total funds allocated for RGC awards will be designated for tenured faculty.
Evaluation Criteria:

• **Objectives and merits**: Includes the quality of the proposal: how clearly the conceptual framework, design, methods, and analyses are developed, well reasoned and appropriate to the aims of the project. (Proposal Narrative should be written in layman’s terms and easily understood by reviewers who are from different fields.)

• **Outcomes**: Will the project result in a publication, exhibit, artistic performance, or grant application? If applicable, plans to use the RGC funds to apply for external funding should be fully explained.

• **Budget**: Is the budget reasonable for the objectives, has a clear budget justification that explains how the expenses correlate proportionally to the project been submitted?

• **Priorities**: non-tenured/tenure track, etc.

• **Have the guidelines been followed**: page limits, spelling and grammar checked, etc. It is not required, but is encouraged to have the complete application 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.
RGC Committee Areas:
The Area selected should be determined by the proposed research or project, which may be different than the faculty member’s appointment.

- **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

- **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, law, management, marketing, nursing, philosophy, political science, public relations, psychology, social work, telecommunications/film

- **Area C- Arts and Humanities**: art, dance, English, foreign languages and literature, history, international studies, music, philosophy, religious studies, telecommunications/film, theatre
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](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](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.

• Example budgets are included in the RGC Manual.
Budget Justification:

• Limited to one page, this is not part of the narrative, it is a separate attachment.
• The Budget Justification is part of the review process and should be carefully explained.
• The Budget Justification can be the determining factor for funding when proposals are closely ranked. Ensure that your proposed expenses correlate with the proposed project.
• 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 will be returned.
What can the funds be used for?

**Faculty 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.
What can the funds be used for?

Students

• RGC funds may be used for both undergraduate and graduate students.

• If funding is requested for students, the students must be currently enrolled at The University of Alabama.

• Funds requested for a student may be for during the summer and/or the academic year.
What can the funds be used for?

Operating Expenses

- RGC funds may be used to purchase supplies necessary for the project.

- Supplies include expendable items with a useful life of less than one year or a unit cost under $5,000.

- Office supplies requested should not be items that are generally provided by the home department. Exceptions to this guideline are when the number of items requested is higher than what is customarily provided by the department.
  - Example: 200 postage stamps to mail surveys.
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 the accounts payable website: http://accountspayable.ua.edu/.
• 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?

**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. The department will determine if others may have access to the equipment during and after the award period.

- 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. Curriculum Vitae (CV)
4. Current and Pending
5. RGC Electronic Application
Proposal Narrative:

• Limited to 5 pages with the Abstract, **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.

• Should be written in layman’s terms.

• 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.
Curriculum Vitae (CV)

A current CV for the PI and the Co-PI if applicable. There is a five (5) page limit to the CV, which may be single or double spaced with 12 point font and 1 inch margins.

The NSF Biosketch format is acceptable, but not required.
Current and Pending Support:

List all current and pending award support from the past three years. You 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. Departmental start-up funds should not be listed.

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 or pending
Application:
The electronic application is online at the RGC home page on http://osp.ua.edu/rgc_grants.html.
There are seven sections that must be filled out completely:

1. Personal Data – contact information, past RGC submissions, etc.
2. Application – title of project, submission to Area A, B or C, etc.
3. Curriculum Vitae
4. Proposal Narrative including cited references
5. Current and Pending support
6. Budget Justification
7. Detailed Budget

Once all documents are uploaded, click the “Submit” button. You will then have a chance to review your information and then click Submit again. A “Thank You” page will appear. You will also receive a confirmation email from which you may print your proposal.
Deadlines & Questions:

• Application Deadline: January 31, (every year). If this date falls on a weekend, the deadline will be the following Monday.

• Angie and Lauren will be available to assist you until close of business on January 31. Electronic submissions will be accepted until 11:59pm.

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