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1. Who is eligible to apply for RGC funding?

All full-time, tenured, tenure track and clinical faculty of the University of Alabama campus, working individually or jointly, may apply. The highest priority will be given to proposals from non-tenured tenure-track faculty who are currently unfunded with external (non-UA) awards. The second highest priority is for non-tenured faculty with significant research funding unrelated to the research proposed in the RGC application. The third priority will be 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.

Only one proposal will be considered for funding per investigator during any proposal submission period. An individual may have support for only one RGC project at a time (whether it is a single or joint application). Applicants are allowed to receive only one RGC award during the 24 month funding cycle. Example: If the applicant received a RGC award in May 2012, they would not be eligible to submit to the RGC until January 2014. To be eligible to submit an application in January 2014, the application must have completed the 2012 award and submitted a final report.

Applicants who received RGC funding in the past must have submitted a final report detailing the results of their previous RGC project to the Office for Sponsored Programs prior to submitting a new RGC proposal.

Applications will not be accepted from visiting, acting, temporary, or emeritus faculty.

Awards may not be used to support applicant thesis or dissertation research.

2. Can I submit more than one application?

No. Only one proposal will be considered for funding per investigator during any proposal submission period. An individual can only have support for one RGC project at a time (whether it is a single or joint application).

3. What kind of “research” can be funded?

“Research” is broadly interpreted by the RGC to include any creative endeavor that contributes to the corpus of the discipline or art as well as to the growth of the investigator; it is not limited to traditional academic qualitative and quantitative methodologies (e.g. basic, applied, experimental or theoretical). The project should, however, have a concrete product that will be disseminated in a forum appropriate for the discipline. This product may be a manuscript, show, performance, or physical
It is also expected that a recipient of RGC funding will seek additional funding from sources external to the university to continue their scholarly activities.

4. How much money is available?

Faculty may request up to $6000 in RGC funding. One of the criteria for evaluation of the proposal is the appropriateness of the budget to the work proposed. Therefore, a detailed budget and budget justification is required to be submitted with each application.

5. What if I received an RGC Grant in the past, can I get another one?

An individual may have support for only one RGC project at a time (whether it is a single or joint application). RGC grants are for a two-year (24 month) funding cycle. Applicants are allowed to receive only one RGC award during the two year cycle. (If the applicant received an award in 2012, the applicant is not eligible to apply for another grant until 2014). Applicants who received RGC funding in the past must have submitted a final report detailing the results of their previous RGC project to the Office for Sponsored Programs prior to submitting a new RGC proposal.

6. If I have other funding can I still be funded by the RGC?

It is the belief of the RGC that Researchers who already have support for a particular project from within the University or elsewhere do not need RGC help, and therefore, the RGC will extend the aid to other projects. RGC grants are not “supplemental” funds to existing sources of money.

7. I have applied for a grant during the same period I applied for RGC funds. Will this affect my chances?

RGC funds shall not be used for projects that are funded from other sources. If you have not received funding for the project, it should not affect the evaluation process. However, the grant application should be listed on your Current and Pending within the RGC proposal. If the external proposal is awarded, please contact the Office for Sponsored Programs or the Vice President for Research.

8. Can RGC funds be used for summer salary and/or travel?

Yes, summer salary support is available for recipients who wish to devote time to research during the summer. Summer salary is compensation; therefore tax and other payroll withholdings will be applied to any payments. If requesting funding for salary, a related amount must also be budgeted for fringe benefits. For current fringe rates go to http://osp.ua.edu/fringe.html. For examples of proposal budgets, please go to: http://osp.ua.edu/RGCExampleBudgets.pdf. Personal withholdings are not reflected
when calculating the fringe rate for personnel; therefore, the amount of salary proposed may not be the equal the amount reflected on the PI’s paycheck. For an example of how personal withholding may affect final salary received, please go to http://osp.ua.edu/RGCPaycheckExample.pdf.

Travel may be included in the budget if it is necessary to carry out the scholarly activity. RGC funding is not intended to support travel to professional meetings to present the results of scholarly activities. Include any travel funds in the budget submitted with the proposal, along with a justification for the travel. Costs for travel are based on the most economical means of travel for one person. If foreign travel is requested, the justification must clearly articulate how the foreign travel benefits the research project.

9. Can RGC funds be used to fund students?

Yes, RGC funds may be used to fund the salaries of both undergraduate and graduate students. Include the funds requested in the budget submitted with the proposal. Students included in the budget must be currently enrolled at the University of Alabama.

10. Can I purchase equipment with RGC funds?

RGC funds cannot be used to acquire equipment that would normally be purchased by the applicant’s Department or College.

Equipment purchased by the grantee may be kept in her/his custody or for use in the department or unit as long as they are members of the University faculty or staff. All equipment must be inventoried through University procedures. Equipment purchased with RGC funds will be kept in the custody of the department. The department will determine if others may have access to the equipment during and after the award period. Upon leaving the University, the grantee must leave equipment purchased with RGC funds with his/her department.

11. What components are required to be in the proposal?

a. Proposal Narrative and Referenced Cited: Written in clear, non-technical language, the narrative is limited to five (5) pages of narrative with one (1) page for references cited for a total of six (6) pages if applicable. The narrative must include an abstract and be double spaced using 12 point font with one (1) inch margins. Adherence to font, margin and page limit requirements is necessary for several reasons. Page six (6) of the Proposal Narrative may only include cited references and may be single or double spaced. If references are not cited in your proposal, the attachment may only be five (5) pages.

1. Abstract: one-fourth to one-half page overview of the project. The Abstract, also written in layman’s terms, should briefly address the significance and purpose of the proposal for the reviewers.
2. **Purpose/Objectives:** rationale for the proposed research.
3. **Significance of the Project:** both as the project applies to the applicant’s particular field of study/inquiry and to the applicant’s career. Tenured faculty should explain within the text of the proposal why the project represents a new direction within the overall theme of their research area and how they envision future development of this new direction or why funding is needed to continue research for a previously funded area.
4. **Research methods/design/plan of work.**
5. **Outcomes:** anticipated outcome(s), products, and dissemination. If applicable, plans to use the outcomes of your RGC award to apply for external funding should be fully explained.
6. **Timeline:** a realistic timeline or incremental plan indicating when each portion of the research will be completed.
7. **References Cited:** When references are cited within the proposal narrative, this attachment may have six (6) pages to list the references on the last page. The reference page may be single or double spaced. The proposal narrative may not exceed five (5) pages.

**b. Budget:** Itemized along with a budget justification. The budget justification may be single or double spaced with 12 point font and 1 inch margins.

**c. 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.

**d. Current and Pending Grant Support:** A Current and Pending document is required and may be single or double spaced with 12 point font and 1 inch margins. There is not a page limit for this attachment. If there are not any current and pending awards to report, an attachment indicating “N/A” is required.

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 in your Current and Pending. However, departmental start-up funds should not be listed. The Current and Pending document should reflect all research projects, including those not related to the proposed RGC project, **from the past three (3) years.** You may indicate awards that have ended during this time period. The Current and Pending should contain the following details:

1. Funding agency.
2. Title of award.
3. PI and Co-PI as listed in the proposal.
4. Total period of award.
5. Total amount of the award.
6. Amount of the award for the current award year if it is a multi-year award.
7. Status of the proposal: awarded or pending.

It is required that all other funding sources be disclosed. Failure to disclose all current and pending funding may result in the committee rejecting the application. Start-up funds are not considered grant support and should not be included on the list of current and pending support. Previous RGC awards are considered internal grant support and should be listed. There is not a page limit for the Current and Pending information.

e. RGC Electronic Application filled out entirely.

12. Are there page limitations to the proposal?

Yes. The proposal narrative is limited to five (5) pages for the narrative and one (1) page for references cited, double-spaced using 12- point font with one (1) inch margins. Proposals that exceed the six-page limit will not be considered for funding. Proposals with program narrative on page 6 will not be considered for funding. There are additional attachments that must be uploaded to complete the application; the additional attachments are not included in the six (6) page proposal narrative limit.

13. How should the proposal be written?

The proposal should be in clear, non-technical language. The reviewers come from varied backgrounds and disciplines and may not be familiar with technically specialized language or terminology. There is no “formal” requirement on how to write the proposal, just be sure to include all the required elements. Make sure you do a spelling and grammar check on your proposal.

14. How do I create a budget?

Page three of the electronic application has a budget form that you may use as a template. For further information on the budget and how to prepare it, please see the RGC Manual. A budget narrative/justification will also be required as part of the electronic application. For assistance in preparing your proposal budget, please consult the RGC Manual or contact Angie Shotts at ashotts@fa.ua.edu.

15. Does my Department Chair have to sign my proposal application?

No, this is not a requirement. You should, however, inform your Department Chair that you intend to submit a proposal, and send an email to your chair upon your submission. Prior review of the proposals and application packages are not required. However, to improve overall quality of RGC applications, the RGC committee strongly recommends and encourages applicants to have their complete application package reviewed by a faculty mentor or department chairperson.
16. Who evaluates the proposals?

Proposals are evaluated by one of three Area Committees within the Research Grants Committee. The Area Committees are made up of tenured faculty members from disciplines throughout the university who are appointed to a three (3) year term on a rotating basis. There is an appointed Faculty Senate Representative and four RGC liaison members. To view the committee members, please go to: http://www.committees.ua.edu/research-grants-committee.html.

17. What evaluation criteria are used to determine who receives an award?

a. The scholarly objectives and merits of the proposal, including the quality of the proposal presentation; how clearly the conceptual framework, design, methods and analyses are developed well reasoned and appropriate to the aims of the project.

b. The identified outcomes: will the project result in a publication, exhibit, artistic performance, and/or grant application? The expected outcomes from the RGC funds should be detailed in the application. If applicable, plans to use the results from the RGC funds to apply for external funding should be explained fully and will strongly considered when making funding decisions between closely ranked proposals.

c. Budget: RGC funds are limited. The appropriateness of the budget to the work proposed will be a basis of evaluation for funding, as well as the justification attached to the Budget. The RGC Committee may propose funding at a level less than that requested. Any budget submitted that is over $6000.00 will not be considered for an award.

d. In a spirit of support and collegiality, 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. The second highest priority is for non-tenured faculty with significant research funding unrelated to the research proposed in the RGC application. The third priority is 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.

18. What is the deadline for submitting the proposal?

Proposals will be accepted until January 31 at 11:59 p.m. If this date falls on a weekend, the date is extended to the following Monday at 11:59 p.m. Staff from the Office for Research will be available to answer questions or help with submissions until
19. My published research is in a language other than English; how should I list these in my data sheet and the proposal?

Since the RGC area committees are comprised of individuals from disciplines that may or may not be familiar with the foreign language, it would be prudent to list the items along with an English translation for thorough evaluation.

20. Which committee should receive my proposal?

The Area selected should be determined by the proposed research or project, which may be different than the faculty member’s appointment. If you are unsure about which area should receive your application package, please contact Angie Shotts at ashotts@fa.ua.edu or Lauren Wilson at lawilson@fa.ua.edu. The type of research you propose may fit within a traditional discipline or may be interdisciplinary. For disciplines such as history and linguistics, in which the research methodology may be oriented either toward the humanities or toward social science, please choose an area accordingly. We ask that each applicant identify the area they feel most appropriate to evaluate their proposal. The following is a listing of some of the disciplines and types of research within each of the three areas.

**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

21. How do I submit my proposal?

All proposals must be submitted electronically. Please see the RGC Manual/Application instructions. The RGC website [http://osp.ua.edu/rgc_grants.html](http://osp.ua.edu/rgc_grants.html) has a link to the electronic Application Form.

22. What if I can’t submit my form and attachments?

If you have problems submitting, or uploading the required attachments, contact
23. How can I be sure the committee received my proposal?

After clicking “Submit”, a Thank You page will appear. This ensures your submission has been delivered to the appropriate committee. You have the ability to print your form. Please be sure to keep this for your records. You will also receive an email confirming your submission that will allow you to access and print your entire application. **At this time, you may forward this email to your Department Head and/or your Associate Dean for Research informing them of your submission.**

24. What date will the notice of awards be announced?

Award and denial notifications are sent the first week of April.

25. How will I be notified if I receive an award?

All faculty who submitted proposals to the RGC will be informed by memo regarding the status of their application via campus mail.

26. What do I have to do if I receive an award?

Submit the RGC Award Recipient Conditions with appropriate signatures to The Office for Sponsored Programs, Rose Administration Rm 152 or intercampus mail box 870104. The form, included with your award notification letter, is also located on the RGC homepage [http://osp.ua.edu/rgc_grants.html](http://osp.ua.edu/rgc_grants.html). After receipt of the form and Compliance approvals if applicable, an account will be established. An email with RGC fund number will be sent to the PI and the PI’s departmental administrator. The RGC Award Recipient Conditions is due by **August 1** the year you receive notification that your proposal was awarded.

27. What if I received an award, but need an extension because I didn’t get my project finished in two years?

No-cost extensions for extraordinary circumstances and exceptional situations may be considered on a case-by case basis. Any request for a no-cost extension must be submitted to the Office for Sponsored Programs who will communicate the request with the Office of the Vice President for Research. The request must include a justification for the delay in the progress of the project and time period for completion of the project. Your request may be sent to Angie Shotts at ashotts@fa.ua.edu or Lauren Wilson at lawilson@fa.ua.edu.

28. What if I need to request a change in my awarded budget?

Generally, changes from one category to another (personnel, operating expenses,
travel, and equipment) will need approval. The exception to the required approval is when the changes are for minor amounts due to a surplus in a category.

Significant budget changes that might indicate a change in the Scope of Work for the project require prior approval. Please email an Office for Sponsored Programs RGC representative with your request and include in the email the reason for the change in the budget and an explanation as to how the new expenditures are related to your project. Emails requesting a budget change may be sent to Angie Shotts at ashotts@fa.ua.edu or Lauren Wilson at lawilson@fa.ua.edu.

29. What if I need to request a change in the design or focus of the proposed project?

Changes in the original design, scope of work, etc. require prior approval. Please email an Office for Sponsored Programs RGC representation with your request. The request should include a short summary describing the original project, the requested changes and the justification for the changes. The request should also detail any budget changes that will result from the proposed alternation in the project or indicate budget changes will not be necessary. Please email Angie Shotts at ashotts@fa.ua.edu or Lauren Wilson lawilson@fa.ua.edu if you have questions.