

Community Engaged Research Grant Application Package



Thank you for considering applying to the Community Engaged Research Grant program. This document contains everything you will need to apply.

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Links

InfoReady Faculty Opportunities page: <https://southalabama.infoready4.com/#facultyopps>

Access to Cayuse: <http://bit.ly/cayuseaccess>

Process Workshop registration: <http://bit.ly/processworkshops>

If you have never used Cayuse before, either for an external or internal proposal, you may want to sign up for this workshop, which will walk you through the application process.

**Department of Research Communications, Development & Learning
Proposal Development Tools: Internal Funding**



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**Office of Research & Economic Development
Internal Funding Program Applicant Checklist**

CHECKLIST		COMMENTS
<input type="checkbox"/>	Take the Internal Funding Process Workshop: http://bit.ly/processworkshops Required for new applicants to the Seed Grant to Support the Arts & Humanities and strongly recommended for first-time applicants to other programs.	New to South or applying for internal funding with us for the first time? Taking our internal funding process workshop will familiarize you with the online systems and application requirements.
<input type="checkbox"/>	Using InfoReady for the first time? Use SSO to login and then update your profile with your department information under “Primary Organization.”	Seed Grant applicants can enter their regular department and IGNORE the following category (Arts and Sciences - Seed Grant Program to Support the Arts and Humanities Applicants ONLY).
<input type="checkbox"/>	Application package uploaded to InfoReady.	Can be done in parallel, e.g. simultaneously, with Cayuse SP submission.
<input type="checkbox"/>	Using Cayuse SP for the first time? Request account creation using the Change Request form on the Sponsored Projects website.	ALLOW A MINIMUM OF 24 HOURS FOR ACCOUNT CREATION!
<input type="checkbox"/>	Proposal record created in Cayuse SP following instructions given in program guidelines appendix.	
<input type="checkbox"/>	In Cayuse SP, be sure you have entered BOTH a grant administrator AND proposal editor. In some units this will be the same person while in others they will be different.	Grant Administrator goes on the “General Information” tab. Proposal Editor goes on the “Investigators/Research Team” tab.

<input type="checkbox"/>	<p>Does your co-PI really need to be entered in Cayuse SP? (Ignore if you don't have a co-PI or your program disallows it.)</p>	<p>If your co-PI is providing time to the grant and is either funded or providing cost-share, AND/OR if their department is providing any resources for the project, then the answer is YES. If your "co-PI" is more of a consultant or advisor, then the answer may be NO. This applies to co-PIs internal to USA. See the Appendix for more info.</p>
<input type="checkbox"/>	<p>Detailed (NOT Summary) budget entered in Cayuse SP.</p>	<p>On the "Budget" tab.</p>
<input type="checkbox"/>	<p>In Cayuse SP, budget is ONLY for funds requested from ORED.</p>	<p>DO NOT enter full project budget if it is larger than the amount requested.</p>
<input type="checkbox"/>	<p>In Cayuse SP, Research Comm, Dvlp & Lrng is added as an approving unit, and is listed as the final approver in the routing order.</p>	<p>On the "Approving Units" tab, you will need to manually add RCDL AND manually change the number to be the last one in the routing order.</p>
<input type="checkbox"/>	<p>In Cayuse SP, proposal is submitted for routing AT LEAST one day in advance of the program deadline.</p>	<p>Department chairs and deans are often traveling and unable to promptly make approvals. Plan for this possibility and route your proposal well in advance of the deadline.</p>

Office of Research & Economic Development
Office of Community Engagement
Office of Development and Alumni Affairs
Office of Academic Affairs



Program Overview

The University of South Alabama (USA) is committed to performing research that addresses issues of importance to communities in our region. To that end, the Office of Research and Economic Development, the Office of Community Engagement, the Office of Development and Alumni Affairs, and the Academic Affairs Office co-sponsor an internal funding program to support community engaged faculty research.

USA is committed to research that enhances the campus community and the broader communities we serve. This internal funding opportunity is part of USA's broader community engagement efforts that include but are not limited to student scholarships, community service, outreach, and engagement.

Research should generally address issues affecting one or more communities in the region, and investigators should engage with organizations, communities, or populations in the local area. Ideally, projects should result in evidence-based, actionable recommendations for specific change, clear community benefit, or small-scale pilot implementation. Proposals should address, in a realistic way, the expected near-term and longer-term project impacts.

These awards should be considered seed funding to facilitate pilot data collection or other activities that will position the applicant for a competitive application for external funding. Staff in Research Development can assist with developing proposals for external funding.

Eligibility

ELIGIBLE: Full-time faculty in continuous appointments in any department, regardless of tenure track or rank, are eligible to apply. Both single investigator and collaborative proposals will be considered. Principal investigators may submit one application to the program.

PROGRAM DETAILS

Award amount: \$10,000

Number of awards: 3

Application deadline:
3/17/2025 at 5pm

Target for announcement of
awardees: 4/04/2025

Award term: one year
beginning 8/15/2025

PROGRAM CONTACTS

Angela Jordan
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Development
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INELIGIBLE: The following are not eligible to apply: faculty known to be in their last year of employment; faculty working solely in visiting or adjunct titles; and faculty who are on leave without pay or on sabbatical *at an institution other than South* are not eligible to receive awards during the leave or sabbatical period.

LIMITATIONS ON FREQUENCY OF FUNDING: Faculty may hold only one internal funding award from the Office of Research and Economic Development at a time. Thus, faculty who have active internal awards from the Office of Research and Economic Development are not eligible to apply as a principal investigator.

Contact Angela Jordan with any questions about eligibility (see p1 for contact information).

Constructing the Application

A complete application will contain the following sections, all of which are required unless indicated otherwise. Requirements for each section are described in more detail below.

- a. Project Description
- b. Literature Cited
- c. Proposal Budget and Budget Justification
- d. Biosketch
- e. Current, Pending, and Completed Support
- f. Appendix Describing Community Partnership

FORMATTING: The proposal should be formatted with 1” margins and a font size no smaller than 11 point; line spacing must be 1.0 or greater. ***Page limits for all sections should be observed.***

a. Project Description (two page maximum)

- Use language that can be understood by an educated non-expert; avoid jargon and technical details that would only be accessible to an expert in the field. The review panel is typically composed of faculty, staff, and community members.
- Clearly identify the community engaged elements of the project, including the identified issue, the affected community, the type of partner (e.g. organization, community, or population), and the nature of the engagement.
- Provide a clear description of the research to be conducted, including background, significance and innovation, and overall research design (including the demonstration of the need for data collection and human subjects protocol, where appropriate).
- Define the goals of the project, how they will be achieved, and the project timeline.
- Discuss the theoretical, methodological and/or applied benefits that will be realized from the project.
- Describe the ways the project will impact the community at the focus of the research.
- Briefly describe the expertise and qualifications of the personnel involved in the project and any resources that are available.

- Describe the expected products or outcomes that will result from the project.
- **Applicants must include a discussion of at least one external funding opportunity (include a brief description of the type of opportunity, sponsor, and due date) that may be pursued to sustain, expand the scope of, or disseminate the project/results obtained.**

b. Literature Cited (one page maximum)

- Standard citation format for the applicant's academic field can be used.

c. Proposal Budget and Budget Justification (two page maximum)

NOTE: Any university restrictions on research activities and travel are applicable to projects funded under this program, and subject to change.

- **Awards are limited to a maximum of \$10,000.**
- A line-item budget and budget justification must be provided.
- The budget justification should briefly address all of the items listed in the line-item budget.
- Investigators who request more than one month of summer salary must provide a strong justification for doing so.
- Allowable costs include: salary, student wages or stipends, materials, supplies, travel.
- **Fringe benefit rates should be included in the budget projection if PI or other personnel effort is projected.**
- Support for salary and fringe benefits for faculty on 12-month appointments is *not* allowable.
- No indirect costs (F&A) will be applied to the award expenditures.
- University policies apply.
- Other questions about budgets can be directed to Angela Jordan (see p1 for contact information).

d. Biosketch (page limit varies)

- Applicants are required to use the biosketch format from the major federal agency that funds projects in their field, e.g. NSF, NIH, etc. Indicate the format used within the page header, e.g. "Jean Doe biosketch, NSF format."

e. Current, Pending and Completed Support (page limit varies)

- Include *all* sources of internal and external current (active, including awards in NCE status), pending (submitted) and completed support (within the last three years). Use the format required by the same federal agency as in the biosketch, above.
- All funds available to PI within the past three years, internal or external, must be cited whether or not they relate to or will be leveraged for the work described in this proposal.

f. Appendix Describing Community Partnership (one page maximum)

- Applicants should submit an appendix of at least one-half page but no more than one page that includes the following:
 - Community partner name(s);
 - Point of contact for community partner(s);
 - Brief description of community partner(s);
 - Brief description of partnership, including whether the partnership is existing or planned. If it is an existing partnership, briefly describe the length and nature of the relationship.
 - Describe how the project can lead to a sustained relationship with the community partner(s), or in the case of an existing partnership, increase the likelihood that the partnership will be sustained beyond the project.
 - A letter or letters of support from the community partner(s) are allowable, but not required.

Submitting the Application

1. Submit Proposal Documents in InfoReady

- Items a-f (if appropriate) must be compiled into a single PDF and submitting using the application form in InfoReady.

2. Obtain Institutional Approval in Cayuse

- Proposals, including application documents listed above, must be routed for departmental and college approval through the Cayuse platform and received by the Office of Research Communications, Development and Learning by the proposal due date. Detailed instructions about how to route the proposal through Cayuse are included as an appendix to this document.

**Due: Friday,
March 17,
2025
5pm**

3. Deadline

- The submission deadline is 5:00pm on Friday, March 17, 2025.

Proposal Review Process

All applications will be reviewed by an interdisciplinary committee consisting of a faculty member, staff member, and a community partner. Their recommendations will be reviewed by an executive committee from the sponsoring departments, who will make final funding decisions.

Announcement of awards is tentatively planned by April 4, 2025.

Award Administration

Fund numbers are established by the Office of Grants and Contracts Accounting. Post-award administration of the award is the responsibility of the PI, Department, and College.

No-cost extensions of up to six months will be considered on a case-by-case basis. No-cost extension requests must be applied for at least 60 days prior to the end of the award at the [ORED Faculty Development Program Post-Award Administration page](#) on InfoReady. Unexpended funding remaining at the end of the term of the award, including the no-cost extension period, will revert to the Office of Research and Economic Development.

A final progress report must be submitted via InfoReady in the spring semester following the completion of the award. We now collect progress reports for all our programs once annually. Failure to submit a timely progress report will jeopardize future submission eligibility to ORED internal funding programs.

The Office of Research Development and Learning may contact awardees for additional, ad hoc progress updates.

Appendix: Cayuse SP Routing Guidelines for ORED Internal Funding Program Proposals

Institutional approval of ORED-sponsored internal funding program proposals is handled through Cayuse SP. (Internal funding submissions do NOT use Cayuse 424.) This applies to the following ORED-sponsored internal funding programs:

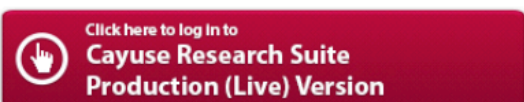
- Faculty Development Council Grant
- Research and Scholarly Development Grant
- Seed Grant to Support the Arts and Humanities
- Community Engaged Research Grant

Proposals can be created in Cayuse SP as soon as a submission is planned. Users can save the proposal without routing it and return later to enter more information and upload attachments. **It is best practice to start the process well in advance of the due date.** Users should also be aware that routing for institutional approvals can take time depending upon faculty and administrator availability, and should plan accordingly.

New Cayuse SP users will need to request account creation, which will take at least 24 hours. This can be done by going to the Sponsored Projects Administration website and using the green “Cayuse Research Suite Change Request” button. For the field that says “Please provide details of your change request” simply put “Requesting Cayuse account creation.” You do NOT need to get authorization from your department chair.

At USA, Cayuse Research Suite has two modules: Cayuse SP and Cayuse 424.

- Cayuse SP is the proposal and award administration module that replaced paper Transmittal Sheets. SP electronically routes proposals for necessary University approvals, monitors proposal status, and interfaces with post-award activity. All proposals at the University of South Alabama will begin in SP whether submitted electronically or by an alternate method. It is not, however, a submission module.
- Cayuse 424 is the module through which most federal grant proposals can be created, reviewed for sponsor requirements, and electronically submitted by SPA. The 424 module is connected directly with Grants.gov. Proposals are checked throughout proposal development for compliance and when submitted, travel quickly to the directed Federal sponsor.



>>> [Cayuse uses the JagNet authentication system. Click here for more information, including special 'JagNet for USA Health' instructions for Health System employees.](#) <<<



The following information will assist in completing information in Cayuse SP to obtain institutional approval. All fields within Cayuse SP designated with an asterisk (*) must be completed in each “page” to advance to routing the information.

The information presented below pertains only to the specific field information required for routing ORED-sponsored internal funding proposals and does NOT detail every field that needs completion.

[Cayuse SP Page] Start New Proposal

Sponsor Information

- Sponsor: when the keyword search box pops up, select the “No Sponsors” button
- Sponsor Program Name: Community Engaged Research Grant

General Proposal Information

- Admin Unit: select the applicant’s department
- Grant Administrator: select your college’s grant administrator; you can find a list here” (include the link)
- Project Start/End Dates: 8/15/2025 – 8/14/2026
- Activity Code: Internal Competition
- Proposal Type: Internal Competition
- Instrument Type: Grant
- How will this proposal be submitted? Other
- Sponsor Deadline: 3/17/2025

When this page is saved, a green check mark will appear in the left-hand menu by “General Information,” and the full list of sections will be displayed.

[Cayuse SP Page] Investigators/Research Team

- Add the applicant with a role of Lead Principal Investigator. Unless the applicant is requesting time on the grant, the Person Months and Sponsored Effort % and will be 0.
- **Add the same grant administrator as above in a proposal editor role (Person Months and Sponsored Effort % will be 0).**

[Cayuse SP Page] Budget

Overview

- **Budget Form: Detailed**
- # of Budget Periods: 1

- Current Period: dates will be the same as the Entire Project
- F&A Rates: 0%
- **NOTE: You need only enter a budget for the amount of funding you are requesting from ORED.** If you are getting the remainder of the project funding from elsewhere, that should not be listed in the budget within Cayuse SP.

[Cayuse SP Pages] Conflict of Interest, Regulatory Compliance, Subcontractors, Export Control, and Intellectual Property

- Must be completed accordingly.

[Cayuse SP Page] Proposal Abstract

- It is not necessary to make this abstract publicly available.
- Upload your 150-word project summary.

[Cayuse SP Page] Proposal Attachments

- Attach a copy of the application package (compiled PDF submitted via InfoReady).

[Cayuse SP Page] Approving Units

Add Approving Unit

- Unit: Research Comm, Dvlp & Lrng
- ***Important – Research Comm, Dvlp & Lrng must be designated as the final approver in the routing order before authorizing the unit listing.** E.g. 1. is department level, 2. is unit level, and 3. is Research Comm, Dvlp & Lrng.

If all of the items on the left-hand menu list show a green checkmark, the proposal is ready to Submit for Routing.