

# Faculty Development Council Track 1: Grant Program Application Package



Thank you for considering applying to the Faculty Development Council 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: Contact Angela Jordan at [ajordan@southalabama.edu](mailto:ajordan@southalabama.edu) to be added to the Canvas course.

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



**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: <a href="http://bit.ly/processworkshops">http://bit.ly/processworkshops</a> 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"/>	<b>Using Cayuse SP for the first time? Request account creation using the <a href="#">Change Request form</a> on the Sponsored Projects website.</b>	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. <b>See the Appendix for more info.</b></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, <b>Research Comm, Dvlp &amp; Lrng</b> 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 Internal Funding Program



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## Overview

**The primary purpose of the USA Faculty Development Council Grant Program (FDCGP) is to facilitate research, scholarly, and creative productivity to increase awardee competitiveness for extramural grant funding. \$35,000 has been allocated for this program in fiscal year 2025. Individual awards are limited to \$5000.**

**Deadline: 5pm on Monday, February 17, 2025.**

Faculty who are in the initial stages of conducting a research, scholarly and/or creative project; expanding the scope/aims of an existing project; and/or conducting additional experiments or other activities that will address reviewer/editor comments before resubmission to an external funding agency or publisher are strongly encouraged to apply. Applicants are expected to propose and meet discipline-appropriate benchmarks that may include publications, presentations, or performances, and to pursue extramural funding/awards to support the sustainability, expansion and/or dissemination of the project. See the sidebar for a non-exclusive list of examples of fundable activities.

**Because this program is open to faculty from across the university, with a review panel consisting of a representative selection of senior faculty from each of USA’s colleges and schools, applications must be written using language accessible to an educated non-expert.**

## Eligibility

**ELIGIBLE:** Full-time faculty in continuous appointments, regardless of tenure track or rank, are eligible to apply.

### EXAMPLES OF ACTIVITIES FUNDED BY THE FDCGP

Travel (including foreign travel) to conduct research, scholarly and creative activities (**see Section d for travel information**);

Projects that involve undergraduate and graduate students working in support of faculty research, scholarly and creative activities;

Equipment and supplies (see p3 for restrictions);

USA Service Center service fees;

Participant support costs;

Outside consulting service fees.

### EXAMPLES OF ACTIVITIES \*NOT\* FUNDED BY THE FDCGP

Faculty salary, including summer salary;

Course buy-out expenses;

Travel to professional meetings/conferences;

Projects previously funded by the FDCGP;

Expenses related to the pursuit of an advanced degree for the Principal Investigator.

**INELIGIBLE:** The following are not eligible to apply: faculty known to be in their last year of employment; faculty in temporary positions; and faculty who are on leave without pay or on sabbatical at an institution other than USA are not eligible to receive awards during the leave or sabbatical period.

**LIMITATIONS ON FREQUENCY OF FUNDING:** Faculty may receive **up to two Faculty Development Council awards (only one of which may be a Track 2 Fellows award) within a five-year period.**

Faculty may hold only one internal award from the Office of Research and Economic Development (ORED) at a time, so researchers with active awards from other ORED programs are ineligible to apply (e.g. current Research and Scholarly Development Grant awardees).

## 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. Please consider the evaluation criteria (provided on p5) when developing your application.

- a. Abstract
- b. Project Description
- c. References Cited
- d. Budget and Budget Justification
- e. Biosketch
- f. Current, Pending, and Completed Support
- g. Facilities and Resources
- h. Departmental Letter of Support
- i. Optional: Letters of Collaboration

**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. Abstract (150 words maximum)**

- On the first page of the application, include a 150-word abstract of the proposed project.

### **b. Project Description (two page maximum)**

**Your project should be written in language that can be understood by an educated nonexpert; avoid jargon and technical details that would only be accessible to an expert in the field.** The interdisciplinary review panel is made up of faculty from across the university.

#### ***1. Introduction***

- **Objectives:** State the objectives (specific aims) of the proposed work. If the project has been developed in response to reviewer/editor comments, please supply a copy of the comments as an application appendix.

- **Background:** Review the scholarly work in the field/discipline; relate this information directly to the proposed study.
- **Preliminary Work:** Describe any prior work and how the proposed project relates to, and extends this work.
- **Significance:** State the importance of the proposed work to the field of study.
- **Prior FDCGP Awardees:** *Prior awardees must describe how the proposed project differs from a previously funded FDCGP project.*

## 2. Methodology

- **Approach/Methodology:** Describe the approach and/or methodology to be used to conduct the project. The use of animal or human subjects must be clearly described, if appropriate. Animal or human subject use protocols must be approved before beginning the project. Additional information may be found at [USA's Compliance website](#).
- **Data Collection and Analysis:** Describe how data will be collected and analyzed. (Copies of data collection forms, e.g. survey forms, may be submitted as an appendix.)
- **Timeline:** Describe the project activities, project activity durations, and milestones that will occur over the one-year term of the project (a Gantt chart may be included to address this).

## 3. Anticipated Outcomes

- **Research, Scholarly and Creative Product(s):** List anticipated products that will result from the project, e.g. journal article, screenplay, music composition, book chapter, software code, etc. Include the name(s) of probable journals, publishers, editors, etc. to which the product(s) will be submitted. Describe dissemination plans for unique products.
- **External Support:** Describe plans for seeking external support to extend or sustain the project. Consult the Research Development website for information on how to access the PIVOT search tool to find funding opportunities at <http://bit.ly/usapivot>.

### c. References Cited (one page maximum)

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

### d. 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 \$5,000.**
- Allowable budget items include:
  - ❖ Supplies and consumables. However, computers, software, and printers are not allowable unless specifically justified and *essential* for the conduct of the project.

- ❖ Travel for research purposes (lodging, per diem and airfare/mileage; consult the USA Travel Office policy for reimbursement limits and regulations, especially for foreign travel);
  - ❖ Service center service fees;
  - ❖ Consulting fees. A signed letter documenting consultancy activities/scope, estimated number of hours to be committed to the project and hourly rate must be included if consulting fee expenditures are projected.
  - ❖ Student hourly wages. Undergraduate and graduate student workers may be compensated for part-time work (< 20 hrs/wk) that directly supports the proposed project. Check the university's Student Employee Policy for the current allowable hourly wages. Include the projected number of undergraduate and graduate student hours to be committed to the project.
  - ❖ Participant Support Costs;
  - ❖ Equipment. If equipment is requested, it must be clear to the Faculty Development Council that the equipment is necessary to achieve the objectives/specific aims of the project; it must be specifically allocable to the project.
- The budget justification should be in narrative form and briefly address all of the items listed in the budget.
  - No indirect cost rate is applied to this program.

#### **e. Biosketch (page limit varies)**

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

#### **f. 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 two years). Use the format required by the same federal agency as in the biosketch, above.

#### **g. Facilities and Resources (one page maximum)**

- Describe the facilities available, departmental contributions (e.g. shared equipment) and other support for the project.

#### **h. Departmental Letter of Support (one page maximum)**

- Include a letter of support from the department chair (or equivalent) evaluating the merit of the project and alignment of the proposed project with the research, scholarly, or creative mission of the department.

#### **i. Optional: Letters of Collaboration (if appropriate)**

- Include letters from external collaborators and/or cooperating agencies.



## Submitting the Application

### 1. Submit Proposal Documents in InfoReady

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

### 2. Obtain Institutional Approvals in Cayuse

- The proposal document cited above must be routed for departmental and school/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.

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**Deadline:**  
**Monday,**  
**February 17, 2025**  
**5pm**

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### 3. Deadline

- The submission deadline is 5pm on Monday, February 17, 2025.

## Evaluation Criteria

**INTELLECTUAL MERIT:** What is the potential for the proposed activity to advance knowledge within the field? To what extent do the proposed activities enable original and potentially transformative work and/or otherwise represent significant research, scholarly or creative work in the field of expertise (assessed relative to the background information and pilot data presented)?

**APPROACH/METHODOLOGY:** Is the approach/methodology clear? Are data collection and analysis plans presented? Is a project timeline with milestones presented?

**OUTCOMES:** Are demonstrable outcomes, including plans for publications, presentations, and/or performances, and an example of (and plans for) seeking external funding clearly defined?

**QUALITY OF PROPOSAL DOCUMENT:** Is the scope of work and methodology well-reasoned and well-organized? Is the proposal well-written and convincing? Is the budget appropriate for the proposed activities? Are the budget items sufficiently justified?

## Proposal Review Process

Proposals will be reviewed by the Faculty Development Council, and we hope to notify applicants by around March 15th of the funding status of their application.

## Award Administration

The term of the award is one year and will run from May 15, 2025 – May 14, 2026.

Fund numbers will be established by the Office of Grants and Contract Accounting. Post-award administration of the award is the responsibility of the PI, department, and school/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 progress report on time will jeopardize submission eligibility for ORED-managed internal funding programs.

*The Office of Research Communications, 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
- Social Justice Research Initiative

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.

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*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.*

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## [Cayuse SP Page] Start New Proposal

### Sponsor Information

- Sponsor: when the keyword search box pops up, select the “No Sponsors” button
- Sponsor Program Name: Faculty Development Council 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](#)
- Project Start/End Dates: 5/15/2025 – 5/14/2026
- Activity Code: Internal Competition
- Proposal Type: Internal Competition
- Instrument Type: Grant
- How will this proposal be submitted? Other
- Sponsor Deadline: 2/17/2025

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. Designate the Person Months as 0 and the Sponsored Effort as 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 should be the same as 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 the text of your 150-word abstract.

## [Cayuse SP Page] Proposal Attachments

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

## [Cayuse SP Page] Approving Units

### Add Approving Unit

- Unit: Research Comm, Dvlp, & Lrng
- \*Important – **Research Comm, Dvlp, & Lrng** must be designated with the highest number in the routing order before authorizing the unit listing.

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