

Mansfield Campus Junior Faculty Quick Start Grant Description and Guidelines

Mansfield Campus Junior Faculty Quick Start Grants are intended to assist new Assistant Professors initiating their research careers. The grants provide financial support to encourage new initiatives in research and other scholarly activities by Ohio State University at Mansfield faculty. The term “research” is meant to encompass all areas of scholarly and creative endeavor appropriate to the university.

Proposals submitted to this program may request up to \$15,000 plus graduate research associate tuition and fees for a period of approximately 12 months. The deadline for submitting to the Professional Development Committee is March 1.

An important objective of Quick Start Grants is to support preliminary work that will contribute to the strength, competitiveness, and success of proposals seeking extramural funding. We also seek to provide critical support for research in areas for which extramural funding is not available.

GUIDELINES FOR JUNIOR FACULTY QUICK START GRANT PROPOSALS

ELIGIBILITY

Only full-time, regular tenure-track faculty at the assistant professor rank are eligible as principal investigators for Junior Faculty Quick Start Grant projects.

Not eligible as principal investigators are:

- Persons holding part-time, term or other temporary appointments;
- Clinical or associated faculty, research associates, post-doctoral appointees, or graduate students;

The use of undergraduate and graduate students in proposed projects is encouraged, if appropriate.

REVIEW PROCESS

- Proposals will be reviewed by the Professional Development Committee and, if needed, by a representative from the department or college level. The Professional Development Committee will make recommendations to the Dean. Final funding decisions and notification of Seed Grant awards will be made by the Dean/Director of the Campus.

BUDGET

The following categories may be included in the budget:

- Personnel:** Graduate research associates (include salary, benefits, tuition and fees, and computing fees where applicable); Undergraduate student assistants; technicians, clerical, or other personnel (include salary and benefits).
- Materials and Supplies**
- Research Travel**
- Equipment**

Supplemental salary for the principal investigator is not allowable. The Junior Faculty Quick Start Grant request must not exceed \$15,000 plus tuition and fees. Recipients of Junior Faculty Quick Start Grants will have some discretion to reallocate funds. Requests for budget revisions and/or extensions of end dates will be reviewed and approved by the Campus Dean/Director.

APPROVALS – OFFICE OF RESEARCH RISKS

University regulations require that most research using human subjects, recombinant DNA techniques or etiologic agents (Institutional Biosafety), or laboratory animals have the approval of the appropriate review committee prior to the start of the project. Call the numbers listed to obtain the university's guidelines and application forms for research with human subjects (688-8457), institutional biosafety (688-8457) and laboratory animals (292-4494). It is the responsibility of the Principal Investigator to comply with applicable regulations.

SUBMITTAL AND AWARDS

The deadline for submitting proposals to the Professional Development Committee is March 1.

Please submit **an electronic copy** to the chair of the Professional Development Committee. Funding decisions will be announced during the Spring Semester. These guidelines should not be included in the proposal.

This form was last revised on January 2020.

MANSFIELD CAMPUS JUNIOR FACULTY QUICK START GRANT

Please attach the following pages or a facsimile in order to the front of the main body of the proposal (see last page).

Date:

Title of Proposal:

Name of Principal Investigator (P.I.):

Academic Title of P.I.:

Department/College of P.I.:

Date of initial OSU Faculty appointment of P.I.:

Note: If there is more than one P.I., please use the space above for the individual who will act as the contact person for this grant application. Include on a separate sheet the information requested above, for all Co-Principal Investigators (Co-PI's). Co-PI's must meet the same eligibility requirements as PI's.

Does your proposal include Co-PI's: YES NO

TOTAL JUNIOR FACULTY QUICK START GRANT REQUEST: \$

APPROVALS – OFFICE OF RESEARCH RISKS

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Does your project involve the use of humans as research subjects? If yes, give protocol number and date of review by the University's Human Subjects Review committee, if available:

Does your project involve the use of laboratory animals? If yes, give protocol number and date of review by the Institutional Laboratory Animal Care and Use Committee, if available:

Does your project involve the use of recombinant DNA or etiologic agents requiring review by the Institutional Biosafety Committee? If yes, give the MUA or other status of review information, if available:

Do you believe that your project is exempt from approval by the Office of Research? If so, please explain:

*If any required approval is not available when the proposal is submitted, it should be obtained and reported to the Office of Research as soon as possible. Under no circumstances will funds be made available until a protocol number or committee determination of exemption is reported.

ABSTRACT (max. 200 words)

Please provide, on this page, a single-spaced abstract of the proposed project:

SIGNATURE PAGE

Proposal Title:

Principal Investigator:

Date:

Department Chair:

Date:

Include additional signature pages as necessary for any Co-Principal Investigators

PROJECT BUDGET

PERSONNEL

Student assistants

Salaries \$

Technicians, clerical, and other personnel \$

(Explanation of these should be included in the Budget Justification.
Include benefits where relevant.)

Faculty salary support \$

(Describe arrangement fully in Budget Justification. Include benefits).

Other (explain) \$

PERSONNEL SUBTOTAL \$

CONSUMABLE MATERIAL

(Itemize, and see guidelines for exclusions)

CONSUMABLE SUBTOTAL \$

TRAVEL

(Itemize with transportation and subsistence listed separately, and follow guidelines for exclusions.)

TRAVEL SUBTOTAL \$

EQUIPMENT AND OTHER COSTS (Itemized)

EQUIPMENT & OTHER COSTS SUBTOTAL \$

***TOTAL PROJECT BUDGET** \$

*The Junior Faculty Quick Start Grant request must not exceed \$15,000 (excluding tuition and fees).

SUPPLEMENTARY FUNDS

If the project requires more funds than the maximum Junior Faculty Quick Start Grant award, please itemize approved department of collect cost-sharing or other sources of funds.

BUDGET JUSTIFICATION (Please use the space below to briefly justify your proposed project budget.)

EXTERNAL FUNDING

A major purpose of the Junior Faculty Quick Start Grant is to assist faculty with developing proposals for extramural funding. Please provide a detailed description of the efforts that you are making, or will make, to secure extramural funding for this project by providing the information listed below. If there is not an apparent source of external support, please outline a specific plan to locate and develop sources of support. You may contact the Research Foundation at (2-1582) in Columbus for assistance with the identification of potential sponsors.

- List of potential sponsors or specific efforts to identify sponsors
- Specific plans for submitting proposals, anticipate deadline dates, agencies
- Brief explanation of how the receipt of a Junior Faculty Quick Start Grant would assist in obtaining external funding

GRANT SUPPORT HISTORY

List all proposals that you have submitted within the past five years to external sponsors and internal University programs. Give dates and budget information for each project (or proposed project). Indicate which projects were funded and the amounts awarded.

BODY OF PROPOSAL

The body of the proposal should be approximately 4-10 pages in length and double-spaced (curriculum vitae and reference citations are not included in the page count). This page should not be included in the proposal.

Include the following information in the order listed:

- Statement of the problem;
- Objectives and expected significance of the work;
- Statement of the work plan, including general approach and study methods;
- Relation of the proposed work to present knowledge in the field and to comparable work in progress;
- Relation of the proposed work to previous and ongoing work by the investigator(s);
- Description of available facilities and major items of equipment to be used or adapt for the proposed work;
- Reference citations;
- Brief curriculum vitae for any Co-Principal Investigator(s); and Biographical sketches of other key personnel as appropriate.