The Interdisciplinary Research Center (IRC) grant program was established to enhance faculty and departmental efforts for professional growth and development through funded research projects. These grants will support faculty initiatives in all academic disciplines, with a priority given to pilot studies in interdisciplinary projects.

**GENERAL GUIDELINES**

**Eligibility:**
- All tenure-track or tenured faculty members are eligible to apply.
- Proposals must include one or more additional faculty (other than the PI/PD) in one or more additional disciplines (different than the PI/PD) as Co-PI/PDs.
- Proposals must describe pilot projects designed to collect preliminary results for an external grant-seeking proposal.

**Application Process:**
- Each proposal must contain all elements specified in the following “Format Required for All Proposals” (see page 3).
- The application must include signatures of the appropriate department chair and dean on the proposal “Cover Page”.
- Signed proposals must be provided to the Office of Sponsored Programs and University Initiatives (OSPUI) in ADMN 207 by the due date in PDF format. Applications can be sent directly to ospui@atu.edu.

**Deadlines:**
The completed grant proposal must be submitted to the Office of Sponsored Programs & University Initiatives (OSPUI) in Admin 207 no later than Friday, **April 10, 2020, by 5:00 PM**. This deadline applies only to the 2020 - 2021 budget cycle. Late proposals will not be accepted.

**Review Process:**
The IRC Committee will review the proposals and recommend fundable proposals to the Dean of the Graduate College and Research, who will present the successful proposals to the Vice President for Academic Affairs for final approval.

**Review Criteria:**
- Performance on previous IRC funding, if applicable.
- Soundness of experimental design and approach to the problem being addressed.
- Feasibility for external funding and specificity of the plans to obtain external funding.
- Nature and degree of interdisciplinarity inherent to the proposed project.

**Responsible Conduct of Research:**
Protocols for research with human subjects, vertebrate animals, and recombinant DNA must be approved by the appropriate compliance committee before IRC-funded projects may begin. If the proposed protocol has been approved, please attach a copy of the approval. Otherwise, indicate on the application when the protocol will be submitted for review.
Award Information:
• Awards will be announced by May 8, 2020.
• Funding will be available July 1, 2020. Awarded funds will be transferred to the PI’s College research funds for budget management.
• Except for unusual circumstances, all non-salary funds should be spent by May 15, 2021. Non-salary funds not spent by May 15 require prior approval from the OSPUI before expenditures can be made. All funds must be spent and goods received by June 30, 2021 (end of fiscal year).
• Copies of the final written report must be submitted to the OSPUI no later than August 3 following the end of the project period. Electronic submission is required in order for the research reports to be posted on the IRC website. The IRC Committee is responsible for reviewing and approving the reports. Grant recipients will not be eligible for future grants until the final report is received and acknowledged. The final report must follow the indicated format:
  A. Title Page
  B. Statement of problem researched or creative activity
  C. Brief review of the research procedure utilized
  D. Summary of findings
  E. Conclusions and plans to apply for external funding
• Copies of manuscripts or abstracts based on the research published or submitted for publication should be submitted with the final report.
• All grant recipients must be willing to comply with requests from MARCOMM regarding project information, including coordinating and participating in any request for interviews of the Primary Investigator (PI) or students.
• All publications (including programs for creative projects) must acknowledge funding support from ATU.

Budget Guidelines:
• Maximum budget is $10,000
• Plan budget carefully. Budget revisions beyond 5% total change require approval of the OSPUI.
• Allowable costs fall into the general categories of PI/PD salary/benefits for 2020 Summer II and/or 2021 Summer I (provided the person is not on contract with ATU during the term of the research project), student research assistants, other student labor, benefits, supplies, computer software, equipment, copying/printing, publication page charges, postage, travel, and other services. Itemize and provide justification for expenditures in each category. Note that PI/PD salary/benefits will only be paid for work performed during Summer I or II and requests for other non-standard pay periods will not be allowed.
• Student labor: All student labor hours must abide by the following guidelines (please refer to Human Resource policies for additional details not specified here).
  o Non-ATU students may not be hired with IRC funds. Please note that students graduating in May are not eligible to work during Summer I.
  o Student labor for all projects must be well defined in the proposal. Each task should detail the approximate number of student labor hours required. Proposals without detailed student labor will be considered incomplete.
  o Students may be allowed to work more than 28 hours per week during Summer I or II in limited circumstances, but must receive prior approval from the ATU Payroll Office and the Vice President for Administration and Finance. Students will not be allowed to work more than 28 hours per week during the Fall or Spring semesters.
  o The maximum request amount allowed for student labor is $10.00. Any student labor request that is over minimum wage ($9.25) will require approval by the Vice President for Administration and Finance.
• Equipment: Applicants requesting equipment must provide a rationale and need for the equipment, including evidence that the equipment is not available on campus. Requests for office computers,
laptops, or computer upgrades will not be funded. All equipment and supplies purchased will remain departmental property unless specifically assigned elsewhere. Once equipment is received, the grantee shall ensure that it is properly entered in the university's equipment inventory list. Documentation of equipment cost, shipping, and taxes should be included in the budget outline. Evidence should also be included that several sources have been contacted and that the cost is competitive or the item is obtainable only from a single source.

- **Travel**: All domestic, international, and local travel costs are eligible budget items but must be clearly justified as necessary to achieve preliminary results for proposals to external funding agencies. International travel requires the approval of the Vice President of Academic Affairs. Student travel money may be requested if students are an integral part of the research project and their research activities are adequately supervised by the primary investigator. Approval of travel funds by the IRC Committee does not imply approval by the University. **Travel expenses may not exceed 25% of the requested funds.**

### FORMAT REQUIRED FOR ALL PROPOSALS

The required elements of the proposal are described below. Items B-F may not exceed 4 pages, double-spaced, using Times New Roman font, 12-point type, and 1-inch margins. Attachments may be added as needed, to a maximum total of 10 pages for the complete application. All pages must be numbered.

**Successful proposals avoid jargon and are written in language that is clear and understandable to university colleagues from a wide range of disciplines.**

#### A. COVER PAGE

The required cover page, which must be fully completed, can be downloaded as a Word document at [https://www.atu.edu/ospui/irc-directors.php](https://www.atu.edu/ospui/irc-directors.php). The potential external funding agency must be clearly marked on the cover page.

#### B. ABSTRACT

Provide a succinct and accurate overview of the entire project (approximately 250 words) that assists reviewers in understanding the goals and importance of the proposed project. The inherent nature of the project’s interdisciplinarity should be evident.

#### C. PURPOSE / OBJECTIVES

Begin the text with a concise statement of the general purpose and major objectives of the proposed project (the research question/focus, hypothesis, and/or the problem or work to be investigated).

#### D. PROCESS FOR ATTAINMENT OF OBJECTIVES / GOALS

This section is a precise description of the process you plan to use to accomplish your specific project objective(s). It must contain a specific timeline for completing project activities. If applicable, include a methods/design section with details specific to your discipline (materials, texts, archival sources, equipment, protocols, etc.). If the research includes human subjects, animal subjects or recombinant DNA, give the date of approval by the appropriate compliance committee (and attach a copy of that letter as an appendix) or the date the protocol will be submitted for approval. Protocols must be approved before work can begin and before funds awarded will be released. Clarify the role of each faculty in the proposal and how his or her interdisciplinary expertise contributes to the success of the project.
E. DISSEMINATION OF RESULTS

This section should demonstrate how you plan to disseminate or publicize results of the research (specify venues for exhibition opportunities, name of the journal(s) selected to submit article(s) for publication, specific conference(s) for paper presentations, etc.).

F. RESULTS FROM PREVIOUS IRC FUNDING

If you previously received IRC funding, describe the results of that project, including how the funding advanced the project towards external funding. Proposals deemed significantly similar to previous submittals by the committee will be considered low priority.

G. PLANS FOR EXTERNAL FUNDING

Describe your plans for seeking external funding, including the specific agency and program. The description should explain how the results of the pilot project will increase the competitiveness of your proposal to the external agency.

H. BUDGET

Itemize the expenses required to complete your project using the following broad categories of allowable expenditures: PI/PD salary/benefits (provided the person is not on contract with ATU during the term of the research project), supplies, equipment, copying/printing, postage, travel, graduate assistants, student labor, benefits, and other services.

Unallowable budget items are salary, stipend, or tuition for the PI/PD (if on contract with ATU during the research project); office computers or office computer upgrades; nor the costs of establishing intellectual property rights that might result from a project. “Miscellaneous” is not an allowable item or category. Refer to the Budget Guidelines in Section 7 for more information. Indicate the amount of time the PI/PD will devote to the project. If outside funding is required, indicate how it will be secured.

Please use the budget outline included with the cover page. If there are budget items you wish to include, feel free to attach additional pages to your application.

I. BIBLIOGRAPHY: Provide standard citations for material referenced.

J. CURRICULUM VITA: Please adhere to a limit of two pages, which must include:

- PI’s name, job title, professional address, telephone, and e-mail or webpage.
- Professional Preparation section to include undergraduate and graduate education, as well as postdoctoral training.
- Appointments section to include academic/professional appointments in chronological order
- Products or Publications sections to include up to three products most closely related to the proposed project and up to three other significant products, whether or not related to the proposed project, all with full citation information.
- Synergistic Activities section to include up to five examples that demonstrate the broader impact of the PI’s professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.