

2015 RESEARCH OPPORTUNITY SEED FUND

UNIVERSITY OF FLORIDA OFFICE OF RESEARCH

The Research Opportunity Seed Fund targets interdisciplinary, faculty-initiated research projects with potential for extramural support. The program focuses on **new projects and/or new collaborative partnerships**.

Projects should be innovative, support institutional missions, have strong potential for garnering future funding from external sources, **OR** have outstanding commercial potential. Research Opportunity Seed Fund awards are not intended to support on-going projects -- **they should support new projects (not a supplement to current research) and/or new collaborative partnerships. The proposal must emphasize novel research.** To be competitive, proposals must be multi-/interdisciplinary and must involve faculty from at least two departments/units/colleges (see Review Criteria for more information on this criterion). Single-investigator proposals are not eligible. Proposals involving hypothesis-driven research should clearly and explicitly state the hypothesis. Proposals for equipment are allowed if the funds will be used for instrument development; Research Opportunity Seed Fund awards are not to be used for the purchase of standard pieces of equipment.

Proposals may be submitted by any UF faculty member (PI) eligible to submit a proposal to an external funding agency (see Policy on Eligibility to Submit a Proposal for External Funding: <http://research.ufl.edu/research/handbook/proposals/eligibility-to-submit-a-proposal-for-external-funding.html>). Courtesy, Adjunct, Visiting and OPS faculty; Assistant In, Associate In, Senior Associate In; Research Associates; and Postdoctoral Associates are not eligible to be PIs on Research Opportunity Seed Fund awards. They may participate as co-PIs or co-investigators. To avoid potential conflicts of interest in the selection process, Deans at all levels (Assistant, Associate, etc.) are not eligible to participate.

SUBMISSION PROCESS

A two-step review process for the 2015 Research Opportunity Seed Fund will be implemented:

- 1) To increase the participation and input of the colleges in the selection process, each college will select its best proposals through an internal screening process. Faculty interested in applying to the Research Opportunity Seed Fund should contact their Associate Dean for Research, for information on their college's internal selection procedures and deadline.
- 2) Proposals selected by the colleges will be submitted to the Office of Research and will undergo a uniform and centrally coordinated scientific review by faculty panels.

The number of proposals submitted by each college is based upon each college's extramural award performance in the previous fiscal year. **The maximum number of proposals allocated to each college for the 2015 competition is provided below:**

Total Awards Received (FY 2013-2014)	# Proposals Allocated	Colleges
< \$5M	1 per college	Business; Design, Construction & Planning; Fine Arts; Health & Human Performance; Journalism & Communications; Law; Nursing; Center for Latin American Studies*; Libraries*
\$5M - 10M	2 per college	Florida Museum of Natural History; Veterinary Medicine
\$10 - 25M	3 per college	Education; Dentistry; Public Health & Health Professions; Pharmacy; Medicine-Jacksonville
\$25 - 50M	4 per college	Liberal Arts and Sciences
\$50 - 75M	5 per college	Engineering
\$75 - 100M	6 per college	NA
\$100 - 150M	7 per college	Agricultural and Life Sciences
\$150 - 200M	8 per college	NA
\$200 - 250M	9 per college	NA
More than \$250M	10 per college	Medicine-Gainesville

*Only faculty tenured in the Center for Latin American Studies and Libraries respectively, may be PIs on proposal(s) submitted by these units.

Please note:

1. The system of allocation determines how many proposals may be submitted by each college to the Office of Research. There is no college-based allocation system for awards - these will be merit based, as recommended by faculty review panels. Panels will employ the primary/secondary/tertiary reviewer process.
2. The allocated number of proposals designates the maximum number of proposals that may be submitted by a college with its faculty as the PI. There are no restriction on the number of proposals on which faculty can serve as co-PI.
3. The proposal allocations per college are reviewed annually and adjusted based upon each college's extramural award performance in the preceding fiscal year.
4. The method and schedule by which each college selects its allotted number of proposals for submission to the Office of Research is at the discretion of the college. The deadline for submission of each college's Research Opportunity Seed Fund proposals and signed DSP-1 forms to the Office of Research is January 14, 2015.
5. **All Research Opportunity Seed Fund awards will be administered over a two-year period. No-cost extensions are not encouraged.**
6. PIs who received Research Opportunity Seed Fund awards are not allowed to submit another Research Opportunity Seed Fund proposal as the PI for two years. For

example, a PI who received an award in 2014 cannot submit another proposal until the 2016 competition (announced by the Office of Research in fall 2015). At any given time, a Faculty member cannot be a PI on more than one “active” Research Opportunity Seed Fund Award. (No-cost extensions would be considered an “active” award).

FULL PROPOSAL GUIDELINES

(FOR SUBMISSION TO THE OFFICE OF RESEARCH)

Faculty interested in submitting proposals to the Research Opportunity Seed Fund should contact the Associate Dean for Research for information on their college’s internal selection procedures and deadline. Each college’s selected proposals must be submitted to the Office of Research by 5 p.m. January 14, 2015, to opportunityfund@research.ufl.edu. Proposals must be emailed in Word or PDF format only as ONE file (name file: 2015_OppFund_PI last name). DSP-1 forms may be submitted as a separate file. The PI’s Associate Dean for Research should be copied on the email submissions. Scanned or paper copies will NOT be accepted. **Proposals should NOT be entered into PeopleSoft or submitted to UF Proposals at this time.**

A signed DSP-1 form is required and may be scanned and submitted as a separate file on as many pages as are necessary to obtain all signatures (or it may be faxed, delivered or mailed to the Office of Research). Please ensure that ALL faculty contributing time to the project, as well as their chairs and deans, sign the DSP-1 form. No DSP or Vice President for Research signature is required on this form at this time. DSP-1 forms are due on January 14, 2015; any extension for DSP-1 forms must be requested by emailing opportunityfund@research.ufl.edu by the due date.

Proposals should consist of the following materials in this sequence (submitted as ONE file, separate from the DSP-1 form):

1. Cover Page: Include title, list of PIs, co-PIs and all faculty contributing time to the project and their departmental/college affiliations, email address of primary contact PI, project start date and budget request.
2. Abstract. Explain the rationale for the work to be accomplished in terms that can be understood by an “intelligent non-expert.”
3. Project Description. Up to five (5) pages of text MAXIMUM describing the project. If proposals are longer than 5 pages, only the first 5 pages will be reviewed. The project description should be written such that it can be understood by an interdisciplinary faculty committee. PIs must keep in mind that their proposals are not being evaluated by a discipline-specific committee, but rather by an interdisciplinary one. Project description to include the following:
 - Specific Aims/Objectives
 - Background and Significance

- Innovation/Potential Impact of Research
 - Approach/Research Design
 - Preliminary Data (if applicable)
4. Literature Cited (no page limit)
 5. Key Personnel. A list of the individuals to be involved and details of their participation. (no page limit)
 6. A detailed budget and justification of expenses.
 - Budgets should not exceed \$100,000 for the entire project period; most awards will be for less.
 - The budget may include all normally allowable costs of research with the **exception of faculty salaries and indirect costs**. The percent effort of each participating faculty member must be included in the budget justification. Research Opportunity Seed Fund awards are to be expended on campus. Exceptions will be allowed in instances where specific techniques/equipment to be used in the research are not available on campus. There are no Indirect Costs associated with Research Opportunity Seed Fund awards.
 - Budgets may be for a period of up to two years. Awards will be administered for up to two years and extensions are NOT encouraged.
 - A specific start date should be given (the earliest start date is June 1). **If no start date is specified, the Office of Research will assume a start date of June 1, 2015.**
 7. Plans for continued support and/or commercial potential.
 - Plans to obtain continuing external support for the project (1-2 pages). Proposals must specifically list the sources of external support that will be pursued following the seed money provided by the Research Opportunity Seed Fund; **and/or**,
 - If applicable – a description of the commercial potential, including a statement of potential market size and how the funding could increase the marketability of the technology. Commercial potential is not a requirement for funding, nor is it a review criterion.
 8. A current biosketch of the Principal Investigator and each of the Co-PIs/Co-Investigators (NIH- or NSF-style biosketch suggested) and a list of their currently funded research, including percent time commitment to each funded project (Maximum of 4 pages each).
 9. Appendices, if necessary to support the proposal, should be brief; please do not attach manuscripts or other lengthy documents.

Please keep in mind that proposals should be written in a manner appropriate for an interdisciplinary review panel.

Proposals selected by the college to go forward to the university-wide competition must be emailed to the Office of Research (opportunityfund@research.ufl.edu) in Word or PDF format as ONE file (name file: 2015_OppFund_PI last name). Scanned or paper copies will not be accepted. The PI's Associate Dean for Research should be copied on

the email submissions. The DSP-1 form may be submitted separately but must also be submitted by the January 14, 2015 deadline.

Formatting requirements: Single spacing; font size no smaller than 11 point; minimum 0.5 inch margins; tables and figure legends can be in 10 point.

Since these are internal awards, proposals should not be submitted to the Office of Research via the UF PeopleSoft system. They will be entered in PeopleSoft only if funded.

REVIEW PROCESS

Proposals submitted by the colleges to the Office of Research will be reviewed by faculty review panels. In addition, the UF Office of Technology Licensing will review, but not score, those proposals with commercial promise.

The faculty review panels will make recommendations to the Vice President for Research and a decision will be finalized.

Review criteria are posted on the Office of Research web site at <http://research.ufl.edu/opportunityfund.html>

DEADLINES

Faculty interested in applying to the Research Opportunity Seed Fund should contact their Associate Dean for Research for information on their college's internal selection procedures and deadline. **The deadline for RECEIPT of college proposals by the Office of Research is 5 p.m. Wednesday, JANUARY 14, 2015,** via email to opportunityfund@research.ufl.edu

NOTIFICATION OF AWARD

Every effort will be made to notify Principal Investigators of their award status by April 30, 2015.

REPORTING

Funding success related to the Research Opportunity Seed Fund award will be tracked. Annual reporting by the PI is required for three years after the termination of the Research Opportunity Seed Fund award. The Office of Research will begin contacting the PI via email annually starting two years after award to request reports. Non-compliant PIs may not be allowed to submit future requests to Research Opportunity Seed Funds.

QUESTIONS

College contact: Your Associate Dean for Research

Office of Research contacts:

Dr. Jeevan Jyot, jyotj@ufl.edu

Dr. Sobha Jaishankar, sjaishan@ufl.edu;

Last updated on (9/11/2014)