

Northeastern University
Bouve' College of Health Sciences

REQUEST FOR PROPOSALS (RFP)

Bouvé Research Grants 2008-2009

Bouvé College is pleased to submit this RFP for research to be conducted by faculty members of the College. The funds available for this research are awarded by the College and represent excess dollars gained through overhead for the current fiscal year. One of the goals of the College is to return these dollars to the faculty for additional peer reviewed research.

Through this RFP we will award support for two purposes: 1) **Proposal Development Grants** to provide funding to assist in conducting pilot or preliminary work needed to develop a grant proposal to an external funding agency and 2) **Bridging Grants** to revise and resubmit external grant applications that were approved on the basis of scientific merit, but received priority scores out of the funding range. The goal is to enhance the success of applications submitted to external agencies. A total pool of up to \$20,000 will be available to fund these awards. Applications will be reviewed by the Bouvé College Faculty Research and Development Committee.

To apply for this funding, a proposal that is no longer than 6 single-spaced pages with an accompanying budget should be **submitted by Monday, April 7, 2008** to the Chair, Bouvé College Faculty Research and Development Committee, Bouvé College of Health Sciences, Office of Research, 210 Robinson Hall. Successful recipients will be notified no later than **Wednesday, April 30, 2008**.

CRITERIA FOR FUNDING

All full-time tenured and tenure-track faculty members from Bouvé College who have not been awarded a Proposal Development Grant or Bridging Grant in the prior two years and who meet the following criteria are eligible to submit proposals.

I. Proposal Development Grants

Funds are available as seed money in order to develop a proposal, conduct preliminary studies, or generate pilot data. Funds can be used to help defray the cost of items such as undergraduate or graduate research assistants, statistical and methodological consultation, materials, equipment, subject stipends, travel, and publication or duplication costs that are required to complete a grant proposal to an external agency. Funds can support faculty release time or summer salary, but only if well justified and directly relevant to the project (maximum salary supplement equals 1/9 academic year salary).

II. Bridging Grants

Individuals who have written a proposal that has undergone rigorous peer review by a private or governmental funding agency and said proposal was either approved but not funded or received high recommendation but was not funded. Examples of such agencies include but are not restricted to: NIH, NSF, American Cancer Society, American Heart Association, Cystic Fibrosis Foundation, etc. Funds can be used to help defray the cost of items such as undergraduate or graduate research assistants, statistical and methodological consultation, materials, equipment, subject stipends, travel, and publication or duplication costs that are required to strengthen the resubmitted grant application. The research submitted must be from a recent funding cycle of the agency. The "pink sheets" or equivalent critiques may not be more than one year old. Funds can support faculty release time or summer salary, as described above.

SUBMISSION ITEMS: Due April 7, 2008

A proposal no longer than 6 pages (single-spaced) that identifies whether the application is for a **Proposal Development Grant** or a **Bridging Grant** and includes:

- I. Proposal Development Grant
 - A. A research plan (see description below).
 - B. A description of how this funding will facilitate the applicant's preparation of a grant proposal to an external agency.
 - C. The name of the external agency to which a grant will be submitted and the proposed submission date.

- II. Bridging Grant
 - A. A description of how the original application will be improved. The proposal must show how the original reviewers' comments will be addressed with the help of this award.
 - B. Copies of the pink sheets (summary statements or equivalent critique forms) that outline changes needed to improve the priority score upon resubmission.
 - C. A copy of the priority score, the percentile ranking (if available) and the scale used by the funding agency.
 - D. The membership of the scientific review panel (if available).
 - E. A statement of commitment to submit the revised grant application and the proposed resubmission date.

- III. All Grants must include:
 - A. A research plan that includes:
 1. Project title.
 2. Introduction/background information and study aims/objectives.
 3. Design/methodology.
 4. Planned data analysis including sample size justification (if relevant).
 5. Description of the role of the principal investigator and all other co-investigators on the project.
 6. Description of the facilities available.
 - B. Detailed, justified budget (using attached Budget Form and Budget Justification forms) that includes the involvement of all personnel and their associated efforts if personnel costs are included.
 - C. A project timetable of the proposed work to be completed with the funding provided by the Bouve grant that includes the anticipated date of completion and presentation.

- IV. Submission Procedures
 - A. Submit 3 copies of all materials to Bouvé College of Health Sciences Office of Research, 210 RB, no later than 4:00PM on **April 7, 2008**.

ADDITIONAL GUIDELINES

- I. No more than one proposal by a faculty member will be considered during this funding cycle.
- II. Notice will be sent by **April 30, 2008**. Funds will not be released until proof of IRB approval is provided.
- III. **Bridging Grant** awardees must resubmit external grant proposals by **July 1, 2009**. **Proposal Development Grant** awardees must submit external grant proposal by **October 1, 2009**.

- IV. All grant recipients are required to provide an interim report to the Bouvé College Faculty Research and Development Committee at the mid-way point and at the end of the proposed time period.

BUDGET FORM

Principal Investigator: _____

	Proposed Budget Amount	Dean's Office use only Actual Budget
A. Salary and Wages		
1. Faculty Release Time & Benefits (a)		
2. Faculty Summer Salary & Benefits (b)		
3. Undergraduate/Graduate Student Support & Benefits		
4. Other Personnel (please describe)		
5. Other Personnel Benefits (c)		
TOTAL PERSONNEL		
B. Equipment (d)		
TOTAL EQUIPMENT		
C. Travel		
1. Specify Trips		
2. Transportation Costs		
3. Other Travel Costs		
TOTAL TRAVEL		
D. Other Costs (postage, photocopying, supplies, fees, consultant daily fee and number of days, etc.)		
TOTAL OTHER COSTS		
TOTAL BUDGET		

- (a) Awards will cover costs of substitute part-time lecturer during the academic year on a per-course basis to the applicant's department or college. The applicable rate can be obtained from the dean or department head.
- (b) Compensation outside of the normal academic year, maximum equals 1/9 of the academic year (two semesters) salary.
- (c) Fringe benefits for full-time, benefits eligible faculty, including summer salary, are calculated at **28.3%**. Part-time staff benefits are calculated at 7.65% (FICA).
- (d) Equipment that has an acquisition cost of greater than \$2,000 and a life expectancy of greater than two years must be listed. This equipment will remain the property of Northeastern University and is under the jurisdiction of the awardee's department. Normally these funds are not used to purchase personal computers. If centralized units concerned with such capital equipment exist in the University, the equipment purchased will normally reside in those units at the conclusion of the grant unless other arrangements have been made at the time of the award. All shipping and installation costs should be included in these figures.

BUDGET JUSTIFICATION

Principal Investigator: _____

A. PERSONNEL

B. EQUIPMENT

C. TRAVEL

D. SUPPLIES