Nova Southeastern University

President’s Faculty Research and Development Grant

FY2017 Competition

Grant Application Guidelines and Procedures

Due Date:
Friday, February 5, 2016 - 5:00 p.m.
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INTRODUCTION

To meet the needs of its many constituencies, the University has developed a Mission Statement that addresses the contemporary needs of students, faculty and staff, and community members throughout South Florida, other areas in Florida, and other states and international locations served through distance education:

Nova Southeastern University, a private, not-for-profit institution, offers a diverse array of innovative academic programs that complement on-campus educational opportunities and resources with accessible distance learning programs to foster academic excellence, intellectual inquiry, leadership, research, and commitment to community through engagement of students and faculty members in a dynamic, life-long learning environment.

In support of the University’s mission, and to recognize and support NSU faculty in their research endeavors, President Ray Ferrero, Jr. initiated the President's Faculty Scholarship Award Program in 1999. Early in its inception, the program was renamed the President’s Faculty Research and Development Grant (PFRDG) program. Today, PFRDG continues to directly support Vision 2020’s research-focused core values and strategic priorities by providing seed money for new research areas for which external funding will be sought, or to move current research initiatives to new levels of competitiveness for external funding. Because PFRDG leverages significant university resources to grow externally funded research activities, the program receives a considerable level of attention and support from the University's administration.

From the beginning, the NSU Board of Trustees allocated $2,000,000 to sustain what is now the PFRDG program. Fifty percent of each PFRDG award is funded from the interest generated from this investment, and the other fifty percent comes directly from the winning faculty members' academic units; these funds represent new allocations for faculty development, and do not diminish existing resources for faculty support in the unit.

In the sixteen-year history of PFRDG, 888 faculty members across each of the academic units have shared $3,874,334 in financial support of research and scholarship at NSU. Some recent funded studies have addressed:

- Genome-wide discovery of transcriptome differences in Parkinson's neuronal model
- Electro-stimulation therapies to improve/maintain vision in retinitis pigmentosa
- Development of an angiotensin II-conjugate as a biased agonist at AT1 receptors

Such projects not only improve societal knowledge, but also engage the NSU community in research and scholarship, enhance students’ academic experiences, and foster faculty members’ pursuits of externally funded research.

For revisions and updates throughout the competition year, or for more information, please refer to: www.nova.edu/pfrdg and contact information provided in these application guidelines.
APPLICATION AND REVIEW PROCEDURES

IMPLEMENTATION TIMELINE
The President’s Faculty Research and Development Grant (PFRDG) implementation timeline is as follows:

• February 5, 2016: Electronic and hard copy proposals due to the Office of Sponsored Programs (OSP) by 5:00 p.m.
• February 8-12, 2016: Pre-screening of applications completed and proposals submitted electronically to reviewers
• March 11, 2016: Ratings submitted by panel chairs to the OSP
• March 21, 2016: Final award selections made by the President
• March 30, 2016: Notification letters sent to the principal investigators
• April 26, 2016: PFRDG Award Ceremony and Reception
• July 1, 2016: Earliest date FY2017 awards may begin

FUNDING PRIORITIES
This year, applicants may apply for grants of up to $15,000, with a 1 to 1 match from the faculty’s academic unit. Funding is prioritized for work that:

1. represents new or expanded research and development activity for the university;
2. falls within both the university’s and the academic unit’s identity, goals and mission;
3. expands the knowledge and understanding of the academic community;
4. is disseminated, through professional review, outside of the university;
5. will provide seed money for a new research area for which external funding will be sought; or
6. will move an existing research project to a new level of competitiveness for external funding.

Special priority will be given to activities that include an interdisciplinary, collaborative component while achieving the above stated objectives.

PFRDG applicants will be expected to explain their plans to obtain external funding in the application. Further, as a condition of future PFRDG funding, each successful PFRDG grant recipient is expected to develop and submit a proposal for external support within 15 months of PFRDG project completion. The OSP (www.nova.edu/osp) and Grant Writing Laboratory (www.nova.edu/rtt) are available support faculty in external funding pursuits.

ELIGIBILITY
All full-time NSU faculty members and full-time research scientists are eligible to apply. Applicants who serve as reviewers for the competition are also eligible to submit an application. All individuals must have non-sponsored effort available in order to serve either as an applicant or a reviewer. Individuals who are 100% grant funded must contact Vice President for Research and Technology Transfer (VP-RTT) for additional information and guidance prior to application submission to ensure eligibility.
Eligible applicants are only allowed to submit one PFRDG application per grant cycle as lead Principal Investigator (PI), but an individual may participate as a collaborator on multiple applications. Applicants who have received a PFRDG in past competitions are also eligible to apply. However, if an applicant’s proposal is recommended for funding and the applicant currently has an active PFRDG award in a no-cost extension period, the status of the PFRDG will be reviewed. The President makes the final selection of the award winners and part of his discretionary process includes a review of applicants with open, continuing awards from previous year’s competitions.

Further, NSU faculty with an existing PFRDG award that are in a second or greater no-cost extension period, will only be eligible to submit a new application if work on the award is completed and a final report is submitted prior to the PFRDG application deadline. Any applicant who has not closed a PFRDG award in a second no-cost extension period by the application deadline will be ineligible to submit for new funding.

Note that Adjunct Faculty and Research Fellows can only serve as Co-Principal Investigators, not as the primary Principal Investigator of the project.

PFRDG recipients who have an outstanding final report at the time of the PFRDG deadline will not be eligible to submit a proposal. This exclusion does not apply to PFRDG awards that have been extended through the normal approval process. Past recipients with questions about the status of a final report should email pfrdg@nova.edu.

Applicants should not submit an application for funding to both the PFRDG and the NSU/Coordinating Council of Broward Quality of Life Community Based Applied Research Grant, but should select the program that best fits the nature of the research. Information about the Coordinating Council of Broward Quality of Life Community Based Applied Research Grant Application and Review Procedures can be accessed at http://qol.nova.edu/.

APPLICATION PROCEDURES

Proposal format
Written proposal narratives must not exceed 10 single spaced pages of 12 point font. The page limit includes the budget and timeline information, but excludes the application face page, title page, Dean’s Commitment Form, references, CV, and appendices. One copy of the proposal must be submitted electronically to pfrdg@nova.edu and one paper copy must be received by Friday, February 5, 2016 at 5:00 p.m., in the NSU-OSP, located at University Park Plaza. Only a paper copy of the proposal should be submitted to OSP. Flash Drive, CD ROM, etc. should not be included with the paper copy submission.

The electronic proposal must be submitted via email with only one file attached:

- **PFRDG Application** – submit only one file in the pdf form (See Appendix A for a sample).
Instructions for proposal narrative content, preparation and format are further outlined in the sections below and in the required forms.

**Dean(s) Commitment Form (included on the last page of the Application package, see Appendix A).** This form must be included with the paper copy of the application only, and is available at the PFRDG website [www.nova.edu/pfrdg]. Every academic unit (i.e., College, School or Center) participating in the collaboration must receive the respective Dean’s approval via the Dean’s Commitment Form, which must include the following:

- A. Approval and support for the proposed work, including approval for the faculty member to devote a portion of the applicant’s non-sponsored effort to the project
- B. Commitment to the indicated match (exact dollar match amount is required)
- C. Commitment of all other resources (e.g., space, equipment, etc.) necessary to successfully carry out the project

**Collaborative Projects**

According to NSF’s Grant Proposal Guide: “A collaborative proposal is one in which investigators from two or more [academic units or] organizations wish to collaborate on a unified research project.” This collaboration should work towards a common goal, be more effective with the involvement of multiple investigators and advance the mission of all participating units and/or organizations. **Collaborative projects with entities internal and external to the university are encouraged and will receive up to an additional 5 points.**

In order to receive additional points, a project identified by the applicant as a collaborative project must demonstrate existence of a true collaboration by including a description of the role of all collaborators on the project within the narrative. In addition, if the project includes an external collaborator, the proposal must include a Letter of Commitment from the external collaborator. The letter of commitment should address:

1. Who is the collaborator?
2. What is the main purpose of the collaboration?
3. How long will the collaboration be for?
4. What are the responsibilities of the collaborator?

*The Letter of Commitment must be uploaded as a JPG file in the **Picture Appendices** section of the application (other file formats will not be able to be uploaded). If the Letter of Commitment for the external collaborator is not submitted with the application, no additional points will be given. All Letters of Commitment should be legible and readable when uploaded into the application package.*

Note: Whether or not an academic unit collaborates with one academic unit or five academic units, the proposal can only receive a maximum of up to 5 extra points for collaboration. **It will be the decision of the review panel to determine if the proposal meets the criteria for collaboration, and how many of the additional 5 points will be awarded.**

**Projects Involving Students**

Student involvement means that one or more students will directly benefit from this project and be involved at the author-level (e.g. by participating in the production of a paper, poster or presentation from the project’s results). While strongly encouraged, projects involving students...
should keep the faculty member’s research as the primary focus, in accordance with the purpose of the PFRDG program. A project identified by the applicant as a project that involves students must include a description of the students’ roles on the project within the narrative. The PFRDG is not intended to fully support a student’s thesis or dissertation, and as such, projects should not be referred to as a “Student’s Thesis” and/or “Dissertation”. PFRDG projects that involve students at the author-level will receive up to an additional 5 points. Student authors can also be paid on the PFRDG through Work Study.

Note: Whether or not an investigator involves one student or five students in the project, the proposal can only receive up to a maximum of 5 extra points for student involvement. It will be the decision of the review panel to determine if the proposal meets the criteria for student involvement and how many of the additional 5 points will be awarded.

**Projects Involving Consultants**
Consultants are members of a particular profession or who possess a special skill who are not NSU employees. Costs of consultant services are allowable when reasonable in relation to the services rendered. Payment for consultant services should be comparable to the normal or customary fees charged and received by the consultant for comparable services.

Note: Anticipated consultant services must be justified and information must be furnished on each individual’s expertise, primary affiliation, daily compensation rate, and the number of days of expected service. Consultants’ travel costs, including subsistence, may be included. If the applicant’s project is awarded, the consultant will be asked to provide his/her insurance information and complete an independent consulting agreement.

**Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and Health Professions Division (HPD) Research Committee Review** - While IRB, IACUC, and HPD Research Committee review and approval is not required prior to notification of grant award, if applicable, it is recommended that applicants review the IRB, IACUC and HPD Research Committee policies and procedures that may aid in the development of the application. These materials can be found at IRB [http://www.nova.edu/irb], HPD Research Committee [hpd.nova.edu/hpdresearch], and IACUC [www.rgicr.nova.edu/iacuc/index.html].

**Required Academic Unit Dollar Match**
Submissions must be endorsed by the Dean(s) of the academic unit(s) in which the project will be administratively housed. Every academic unit participating in the collaboration must receive the respective Dean’s signature on the Dean’s Commitment Form, whether or not the academic unit is providing dollar or resource support. For example, if six faculty members from six different academic unit(s) are applying together, six separate Deans’ signatures are required.

This form indicates the Dean(s)’ approval for the faculty member to devote a portion of his/her non-sponsored effort to the project and must also include the PI/Co-PI’s name, title of the proposal, and type of commitment (if applicable). This endorsement must include a commitment from the Dean(s) to fund the proposed work with at least a dollar for dollar match (must include the exact dollar amount of the match).
Note: The matching dollars from the academic unit(s) must represent new allocations for faculty development and must not diminish existing resources for faculty support in the academic unit(s). Moreover, a commitment from the Dean(s) of all other resources (for example, space, equipment, etc.) necessary to carry out the project must be included. The Dean’s Commitment Form is available on the PFRDG website [www.nova.edu/pfrdg].

It is strongly suggested that participating Deans discuss the financial commitments prior to the proposal submission. However, if due to unforeseen reasons it is not possible to identify the exact match arrangements at the time of submission, the following statement should be included in the Dean’s Commitment Form: “Should the proposal be awarded, the exact match will be determined as soon as possible after the award announcement.”

In addition, PIs who plan to use the PFRDG award to meet the matching requirement of an external grant may submit a request and justification to the OSP, prior to the PFRDG submission. The OSP will be responsible for obtaining approval from the VP-RTT. If approved by the VP-RTT, the Dean(s) must note on the Dean’s Commitment Form that in the event the external grant is not funded, the Dean(s) will continue to meet the PFRDG match requirement as outlined above.

Activities Eligible/Ineligible for Funding

The following activities are examples viewed to be acceptable expenditures for PFRDG awards:

- Work Study assistance.\(^1\)
- Other temporary employee assistance.
- Equipment (to be owned by the university). Applicants are permitted to submit a brief quote (no more than one page) within the appendix to further justify the budget costs.
- Instruments, including test materials or other specialized materials.
- Incentive payments to human subjects involved in the research. This includes direct costs for items such as stipends, registration fees, travel allowances and/or other incentives (i.e. gift cards) paid to human subjects involved in the research project. *There is no set maximum incentive payment (the average payment is approximately $20); however, proposed payments must be reasonable to the extent of the subject’s involvement in the research.*
- Special promotional activities (i.e., advertising for special clients or student’s participation, special seminars or conferences to promote activities, etc.).
- Focused travels for specific consultations/collaborations.
- Travel for formal presentation of scholarly work in professional venues.
- Travel to collect data.

\(^1\)Student employees are permitted to work up to 20 hours a week when classes are in session and up to 37.5 hours a week when classes are not in session. The PI will determine the salary range which must be at least minimum wage. The PI must contact Patricia Chin in the Office of Student Employment after his/her account with OSP has been set up in order to create the student employment position for the award.
The following activities will not be supported through the President’s Faculty Research and Development Grant:

- Faculty development travel (i.e., attendance at professional meetings when not presenting).
- Faculty release time or supplemental pay.
- Salaries of regular full-time or part-time employees, excluding temporary employee assistance. (Note: Student employees will be compensated through the Work Study program).
- Cash advances for any non-travel related expenses.
- Payments to collaborating institutions, which exceed 30% of the total project costs (i.e., if a project is awarded $10,000 no more than $3,000 may be awarded to a sub-recipient). This does not include payments to consultants and vendors.

Proposal Narrative Content (limited to 10 pages)

Applicants should develop narrative responses for each section of the application using the text boxes provided. Sections to be addressed in the narrative are:

- **Background and Significance** – Explain the significance and innovation of the project according to the literature.
- **Objectives/Specific Aims** – State the goals of the proposed research and summarize the expected outcomes. Describe what problems or knowledge gaps will be solved by the completed project.
- **Methodology and Design** – Describe the research strategy, methods and analyses, addressing as appropriate the use of equipment, resources, location, environment, involvement of human subjects, use of animals, materials to be used, data collection tools/techniques, databases, preliminary data, software, statistical tests, and data interpretation.
- **Roles** – Describe the roles of the PI, collaborators, students and the work that each individual and other personnel will be expected to contribute to the project. Refer to pages six and seven for information about projects involving students and collaborators.
- **Feasibility** – Provide a plan for how the research will be implemented with a time line and completion date. Specify the locations where the research will be conducted. Describe what challenges may cause the project to fail to meet its objectives, and how you plan to resolve problems if they occur.
- **Budget** – Itemize, describe, and provide an exact cost for each of the requested expenses. The minimum allowable is $3,000 and the maximum allowable request is $15,000. Research-related and conference-related travel should be itemized separately and further justified in the budget narrative. Failure to adequately justify any expense in relation to the objectives of the project could negatively impact the proposal score.
- **Dissemination** – Explain how the findings will be disseminated to a wider audience.
- **External Funding** – Provide a detailed explanation of your plans to obtain external funding which could include the following:
A description of the external funding opportunities to which you plan to apply. Include the funding agency, anticipated due date, length of award, award ceiling, and how the opportunity is appropriate to your project.

An action plan and timeline of activities for a potential proposal submission to an external funding entity. The timeline must demonstrate that the development of the proposal submission will be completed 15 months after the end date of the award.

A publication plan with targeted journals listed.

The narrative responses should be written using a formal scientific style that is understandable to reviewers who are not specialists in your area of research. All important technical abbreviations, equations, formulae, jargon, software programs, and highly specialized terminologies should be explained in lay terms. The application should be proofread and edited prior to submission to ensure that there are no mistakes.

Proposal Review Process

All proposal submissions will be pre-screened, using the Pre-Screening Proposal Checklist (see Appendix B) upon receipt to ensure that the proposals comply with the PFRDG guidelines. If the proposal is not in compliance, it will be returned to the applicant without review by February 9, 2016; proposals in compliance will be forwarded electronically to a review panel. If an applicant wishes to have a proposal pre-screened before the deadline, the proposal must be submitted at least 24 hours in advance of the deadline.

Proposals will be reviewed and rated by a panel comprised of faculty members with research experience who will review all proposals and collaboratively determine the rating and ranking for each. The review panel will be comprised of NSU faculty members from outside the applicant’s college. Therefore, applicants are reminded to write proposals for a general audience and provide sufficient explanation of any technical information so content is understandable to non-experts in the field. Jargon should be avoided.

Each panel will have a chair that will be nominated by the Deans and chosen by the VP-RTT. Panel chairs will not score the proposal formally, but will be extremely familiar with each assigned application. Panel chairs will be responsible for facilitating the panel review sessions, as well as scoring, ranking and reconciling the award recommendations. The final summative score will be submitted to the OSP by the chair thereby attesting to the validity of the scores.

Each Dean will nominate five to six reviewers from their College or Center to participate in the review process. Not all reviewers nominated will be appointed a reviewer position. If not appointed to a review panel, the nominated faculty member will be considered an alternate reviewer. The reviewers from each academic unit must maintain a full-time faculty or research scientist position within the university and be engaged in faculty or research activities (i.e., teaching, supervision of students, research, etc.) at the university.

Reviewers will adhere to a strict time line for reading and evaluating the proposals. A sample of the Proposal Rating Form is located in Appendix C.
Once all reviews are complete, the OSP will tabulate the Proposal Rating Forms and submit a completed report to the VP-RTT, who will present the highest ranked proposals to the President. The President will make the final selection of this year's award winners by March 21, 2016. Notification letters will be mailed to all applicants by March 30, 2016. All applicants will be provided a final score in these letters and all funded projects can begin July 1, 2016, pending compliance with post-award procedures.

*Please be aware that the level of external funding an individual may have for other projects is not considered in the evaluation of the individual’s President's Faculty Research and Development Grants application. Each project or submission is to be graded on its own merits, and not on the investigator’s past or present external funding.*

**Award Ceremony**

Each year, the President hosts an award ceremony to acknowledge all the participants in the PFRDG competition. It is a wonderful opportunity for the applicants to meet their colleagues as well as for the administration to acknowledge the participants’ hard work and dedication to the university. The date and location of the award ceremony is April 26, 2016 from 3:00 p.m. to 5:30 p.m. at the University Center. This information, and updates if any, will be posted on the PFRDG website, [www.nova.edu/pfrdg](http://www.nova.edu/pfrdg).

**POST-AWARD PROCEDURES**

To initiate the post-award phase of the PFRDG, awardees must contact Vice President for Research and Technology Transfer (VP-RTT) to schedule a meeting to discuss the PI’s research project. At the time of award notification, the applicants will be provided a list of comments from the reviewers regarding his/her project. Before meeting with VP-RTT, a written report, outlining in detail the responses to the reviewers’ comments, will be prepared and sent via an email attachment to VP-RTT. A meeting may be scheduled to discuss the report and what revisions, if any, need to be made to the project.

**Compliance Procedures**

Applicants who receive PFRDG awards are required to follow the established procedures of their respective academic units concerning, but not limited to, the Institutional Review Board (IRB), the Health Professions Division (HPD) Research Committee, or the Institutional Animal Care and Use Committee (IACUC), if applicable. Information related to these policies and procedures is available at IRB [www.nova.edu/irb](http://www.nova.edu/irb), HPD Research Committee [www.hpd.nova.edu/hpdresearch](http://www.hpd.nova.edu/hpdresearch), and IACUC [www.rgicer.nova.edu/iacuc/index.html](http://www.rgicer.nova.edu/iacuc/index.html).

Any questions regarding the IRB process should be directed to the PI’s Center Representative, particularly if the PI has not yet started the IRB submission process for the study. Also, the PI should contact the Dean to learn if there are any additional guidelines governing research projects in their academic unit. **Please note that no funding will be released for a PFRDG award until all applicable university approvals have been obtained.**
After obtaining IRB approval, the PI should contact the respective Center Representative and/or OSP if there are additional questions. **Please note that all PIs must notify the IRB office of any changes to the study before the changes are put into effect.**

**Project Period and Extensions**

Funds from the PFRDG account and the appropriate academic units’ budgets will be transferred into a restricted account for each award. The accounts will be accessible starting July 1, 2016 and will run until June 30, 2017. Requests for extensions beyond June 30, 2017 must be submitted to the VP-RTT at least 60 days before the original project end date (by April 30, 2017). Extensions may be granted for up to one year, at the discretion of the VP-RTT. At the conclusion of the one-year extension, grantees who have projects that have not been completed by the next PFRDG application deadline (including final report submission) will be ineligible to apply for new PFRDG funding. Extensions will not confer any additional funds above and beyond the original award amount. A *No-Cost Extension Form* can be downloaded from the PFRDG website [www.nova.edu/pfrdg], and must be submitted to the VP-RTT for approval.

Second no-cost extensions are only available on a limited basis and are granted only when extenuating circumstances are present. If a second no-cost extension is needed to complete project goals, the Vice President-RTT will perform an additional review of the project’s scientific merit and the continued relevance of project’s goals.

PFRDG funds will be returned to the President and the respective College/Center if a project is not initiated within the first year of funding. Faculty who are still interested in pursuing their research are eligible to submit a PFRDG application in the next funding cycle. Please note that the PFRDG Guidelines change each competition year and applicants will be responsible for updating their application accordingly.

**Creating a Budget**

It is suggested that the PI contact the OSP after receiving the notice of award for assistance in finalizing the proposed budget. The OSP can provide guidance in using the correct budget codes to avoid confusion or problems accessing the award funds during the budget year. The Income/Expense Codes provided by Financial Operations should be used when preparing the post-award budget [http://www.nova.edu/budget/forms/income-expense-code-directory.pdf]. These codes are extremely important and will be used by the OSP to administer the project.

During the course of the award, it may be necessary to spend funds differently than originally budgeted. If so, the PI must complete a *Rebudgeting Request Form*, which is available at the PFRDG website [www.nova.edu/pfrdg]. Cumulative variances between budgeted and actual expenses of 25% or less per cost category do not require prior approval from the VP-RTT. In these cases, the *Rebudgeting Request Form* can be submitted to the OSP after the expense has occurred. If the cumulative variance between budgeted and actual expense will exceed 25%, however, the *Rebudgeting Request Form* must be approved by the VP-RTT before the expense occurs.
For example, if there is a $10,000 award and it becomes necessary to spend $4,000 on supplies instead of the $1,000 originally budgeted for that category, that category would be exceeded by $3,000, which is more than 25% of the $10,000 award. The PI would need to submit a Rebudgeting Request Form to the VP-RTT for approval before incurring expenses for these supplies.

**Expenses and Program Income**

All requests for expenditures (purchase orders, travel requests, check requests, etc.) must be submitted in Ariba to the OSP for review for allocability and allowability. All purchase orders, travel reimbursements and check requests must contain the PI approval. If PI approval is omitted, the request will be returned to the PI, which will delay the payment process. Once approved by OSP, requests will route to the appropriate department (e.g. check requests to Accounts Payable) for processing via the Ariba system.

If any program income is generated during the award period, it must be used for the same purpose as the award. For example, any fees generated from services performed that had been made possible by the award should be used to further the work funded by the award. Most award recipients will not have any program income; PIs would work with the OSP to develop a plan to manage the income if it becomes necessary.

The accounts will be accessible starting July 1, 2016 and will run until June 30, 2017 or later if an extension is granted. **Please Note: Requests for no-cost project extensions must be submitted to the VP-RTT 60 days before the original project end date. Similarly, all purchase orders must be received by the OSP 60 days before the project end date and NSU must receive all merchandise by the project end date.**

**Acknowledgement of PFRDG Funding**

All published work arising from the PFRDG project must include a statement that enables readers to learn about the university’s efforts to support research and scholarship. The following is suggested wording for such an acknowledgment:

Funding for this project was provided through a Nova Southeastern University President’s Faculty Research and Development Grant, Award No. (Insert index number here).

**Final Report**

The last part of the formal post-award phase is the completion of a final report. Within **90 days after the project end date** (September 30, 2017), unless a project extension has been granted by the VP-RTT, the PI must submit a final report to the VR-RTT with a copy to the OSP. The report should include a summary of the sponsored activities. Any papers, abstracts, chapters, etc., which were derived from the research conducted should also be included. Moreover, plans for development of any external funding application should be included in the report. If, after submitting the report, new funding is secured or works published, updated information should be forwarded to the appropriate parties so outcomes that result from PFRDG funds can be
accurately documented. The information contained in the final report will be documented in the award file and the PFRDG Outcomes Summary Report. This report is published and submitted to the President the following fiscal year.

In the event the PI is unable to complete the final report within the allotted time frame, a written request for extension must be sent either by email or by a memorandum to the VP-RTT and copied to the OSP. The request should state in detail the circumstances that prevented completion of the written report as well as an anticipated receipt date of the final report. In circumstances where a researcher fails to submit a final report without an approved extension, his/her project will be marked as delinquent and noted as such in the PFRDG outcomes summary report. The PI will not be eligible to submit to the next funding cycle if the required Final Report is not received by the next application deadline.

EXTERNAL FUNDING SUBMISSION REQUIREMENT: PIs are also required to develop an external submission within 15 months of completion of the PFRDG project (following the end date or any extensions), or request a waiver for the requirement. Please note that the Request to Waive External Funding Submission form must be submitted to the VP-RTT prior to the 15 month due date (see Appendix E). If the PI is not submitting a proposal or has not received an approved waiver, the PI will be ineligible to apply to future PFRDG competitions.

OSP and Grant Writing Laboratory are available to support the PI(s) in the development of funding searches and/or proposal action plans in the final report.

FINAL REPORT FORMAT: The final report must be forwarded within 90 days after the project end date to the VP-RTT with a copy to the PFRDG Administrator in the OSP. The Final Report Form can be found on the PFRDG website [www.nova.edu/pfrdg] and is included here as Appendix D.

Information to be addressed in the final report includes:

I.  

   Project Title – Include the name of your project as stated on your application.

II.  

   Key Personnel – List the names of the PI, Co-PI, and additional team members

III.  

   Supporters – List all NSU Academic Units and external entities, if applicable, involved in the Project

IV.  

   Introduction – Provide a detailed description of the background and purpose of the project.

V.  

   Summary of the Project – Include a detailed summary of the work funded by the PFRDG award, as well as the significant findings or results of the project. This should also include a timeline of the significant award activities.
VI. *Outcomes* – List the titles of publications, presentations, poster presentations, awards or other related activities resulting from the PFRDG.

VII. *Listing of Future Plans* – Provide a description of your plans for development of a proposal submission to an external funding agency within 15 months of completion. Your description should include topics such as a discussion of the funder(s) and specific programs you have targeted and why the opportunity/ies is/are appropriate; a proposal action plan and timeline of activities for a potential proposal submission; a publication plan with targeted journals listed; and/or a description of any issues encountered or anticipated.

**CONTACT INFORMATION**

Please feel free to contact the following individuals for information regarding the PFRDG process:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Gary Margules</td>
<td>Vice President for Research &amp; Technology Transfer</td>
<td><a href="mailto:margules@nova.edu">margules@nova.edu</a> (x27507)</td>
<td></td>
</tr>
<tr>
<td>Cathy Harlan</td>
<td>Director, Office of Sponsored Programs</td>
<td><a href="mailto:charlan@nova.edu">charlan@nova.edu</a> (x25366)</td>
<td></td>
</tr>
<tr>
<td>Osiris Rojas</td>
<td>PFRDG Administrator, Office of Sponsored Programs</td>
<td><a href="mailto:orojas@nova.edu">orojas@nova.edu</a> (x25363)</td>
<td></td>
</tr>
<tr>
<td>Gerry McFarland</td>
<td>Budget (post-award)</td>
<td><a href="mailto:gerry@nova.edu">gerry@nova.edu</a> (x25250)</td>
<td></td>
</tr>
<tr>
<td>Roxana Ross</td>
<td>Manager, Grant Writing Laboratory</td>
<td><a href="mailto:grantlab@nova.edu">grantlab@nova.edu</a> (x24658)</td>
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</tr>
</tbody>
</table>

Please email all questions pertaining to the grant competition and post award procedures to pfrdg@nova.edu.
APPENDIX A: PFRDG APPLICATION
### Title of Project
Title of Project (not to exceed 81 characters, including spaces between words and punctuation)

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>Degree Information</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Position Title</td>
<td>College/Center</td>
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<td>Telephone/Fax</td>
<td>Email Address</td>
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<thead>
<tr>
<th>Additional NSU Faculty on Project</th>
<th>Degree Information</th>
<th>Is this person a Co-PI?</th>
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<tbody>
<tr>
<td>Name</td>
<td></td>
<td>○ YES ○ NO</td>
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<tr>
<td>College/Center</td>
<td>Email Address</td>
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<table>
<thead>
<tr>
<th>Additional Students/Employees on Project</th>
<th>Degree Information</th>
<th>Is this person a Co-author?</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td>○ YES ○ NO</td>
</tr>
<tr>
<td>College/Center</td>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Students/Employees, email</th>
<th>Degree Information</th>
<th>Is this person a Co-author?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td>○ YES ○ NO</td>
</tr>
<tr>
<td>College/Center</td>
<td>Email Address</td>
<td></td>
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</tbody>
</table>
Is this project a collaboration?  ○ YES  ○ NO

Are NSU student(s) involved on an author-level in this project?  ○ YES  ○ NO

List all NSU academic unit(s) involved in this collaboration and the name of the respective dean(s).

<table>
<thead>
<tr>
<th>Dean's Academic Unit</th>
<th>Dean's Name</th>
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</table>

Additional Units at NSU

List all external agencies involved in this collaboration and upload the Letter of Commitment to the picture appendices as a JPG file.

<table>
<thead>
<tr>
<th>External Collaborators</th>
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</table>
Institutional Compliance (Institutional Review Board, Institutional Animal Care and Use Committee, and/or HPD Research Committee)

- Does this project involve the use of human subjects?  ○ YES  ○ NO
- Does this project involve the use of animal subjects?  ○ YES  ○ NO

**Discipline:** Is this a humanities project? *(Humanities - branches of learning (i.e. philosophy, arts, or languages) that investigate human constructs and concerns as opposed to natural processes and social relations).*

○ YES  ○ NO

**Research** is defined as a systemic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Some service/training projects may involve research. For additional guidance, contact the IRB office at x25369 or irb@nova.edu.

Please identify the type of research (check one):

- [ ] **Basic Research**-conducted to acquire new knowledge without any particular use or application in mind.
- [ ] **Applied Research**-conducted to gain the knowledge or understanding to meet a specific, recognized need.
- **Development**-systematic use of the knowledge or understanding gained from research directed toward the production of useful materials, devices, systems, or methods including the design and development of prototypes and processes.

Please identify the type of research that is being conducted in your proposal.

○ Qualitative  ○ Quantitative  ○ Mixed Methods
Title - The title of the project **may not exceed 81 characters**, including the spaces between words and punctuations.

Applicants - Include the names of all full-time faculty or research scientists participating in the project and their respective academic unit (Example: Jane Doe, Ph.D., College of Psychology).

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Unit</th>
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Abstract - An abstract or structured summary of the proposed work not to exceed 30 lines of text (single spaced), with emphasis on need/background, rationale, methodological design and material/data analysis, and significance of the study.

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<th>Additional Faculty</th>
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This form must be completed electronically and is available at the PFRDG website [www.nova.edu/pfrdg]

Narrative - Written proposal narratives must not exceed 10 single spaced pages (including the form guidelines and headings) using a 12 pt. font. Please refer to the PFRDG Guidelines, "Proposal Narrative Content" for a description of what to include in each section.

A. Background and Significance

B. Objectives

C. Methodology and Design

D. Roles of the Project Personnel/Collaborators/Students

E. Feasibility Statement

   1. Plan for how the research will be implemented with a time line of activities (the maximum allowable project period is one year from 7/1/16-6/30/17)

   2. Location where the research will be conducted and administratively placed (In what academic unit)?

   3. Describe what challenges may cause the project to fail to meet its objectives, and how will problems be resolved if they occur?

F. Budget

   1. Summary budget for proposed work (using the table below). The maximum allowable request is $15,000.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description (put &quot;NA&quot; if the category does not apply to the project)</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Work Study/Temporary Assistance</td>
<td>per hr X</td>
<td>$00,000.00</td>
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<tr>
<td>Consultation/Subcontractor</td>
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<tr>
<td>Capital Equipment (university property) (over $1,000)</td>
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<td>Category</td>
<td>Amount</td>
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<tr>
<td>Minor Equipment (under $1,000)</td>
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<td>Travel</td>
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<tr>
<td>Supplies (laboratory, office, classroom, etc.)</td>
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<tr>
<td>Shipping/Postage</td>
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<tr>
<td>Research Participant Stipends</td>
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<tr>
<td>Other</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>Total Amount Requested</strong></td>
<td><strong>$0,000.00</strong></td>
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</table>

2. Include a brief budget narrative of how award funds will be used.

G. Dissemination

H. External Funding
The following sections are not part of the narrative:

References - This section should be limited to bibliographical citations for the resources mentioned in the proposal narrative.

Word Appendices - This section should be limited to essential information relevant to the proposed project. Information required in the narrative should not be included in the appendices. Information can only be in text format in the box below.

Picture Appendices - This section should be limited to essential information relevant to the proposed project. Information required in the narrative should not be included in the appendices. Files can only be uploaded in JPG format and are limited to one page each.

Picture Appendices 2

Picture Appendices 3

Picture Appendices 4

Picture Appendices 5
Curriculum Vitae - The principal investigator's CV is required. However, the co-principal investigator(s) may include their CV if desired. Each CV is limited to 2 pages within the application package.
President's Faculty Research and Development Grant  
FY2017 Competition  
Dean's Commitment Form  

Please submit one complete hard copy of this form. Signatures for NSU students and external collaborators are not necessary.

<table>
<thead>
<tr>
<th>Dean's Name</th>
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<tr>
<td>Dean's Academic Unit</td>
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<tr>
<td>NSU Faculty's Name(s):</td>
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<tr>
<td>Title of Proposal:</td>
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<tr>
<td>Exact dollar amount of commitment:</td>
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<tr>
<td>Other Support (e.g. facilities, equipment, etc.)</td>
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<tr>
<td>Specifically list the commitment:</td>
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<td>Dean's Signature</td>
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<tr>
<td>Specifically list the commitment:</td>
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<tr>
<td>Dean's Signature</td>
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APPENDIX B: PRE-SCREENING PROPOSAL CHECKLIST
Principal Investigator/Project Director’s Name: ____________________________________

Academic Unit: __________________________________________________________________

Phone Number: ____________________  Email: ___________________________________

Pre-Screener of Project: _________________________________________________________

Date of Review: __________________________________________________________________

Is this a collaborative project?  □ Yes  □ No

Are student(s) involved on an author level in the project?  □ Yes  □ No

Checklist Instructions:
The following checklist will be used to pre-screen all applications submitted for funding to the President’s Faculty Research & Development Grant FY2017 competition. All applications not meeting the following basic requirements will be returned to the applicant without further consideration or review.

□ The Application Face Page is included and complete.

□ All sections of the Title page (title, applicants, abstract) are complete.

□ The abstract does not exceed 30 lines of text. Total: _____

□ The proposal narrative is no more than 10 pages, single spaced 12 point font. Total: _____

□ A curriculum vita no longer than 2 pages is included for the principal investigator.

□ The project starts no earlier than July 1, 2016 and ends no later than June 30, 2017.

□ If the proposal includes any external collaborators, a letter of commitment for each external collaborator is uploaded as a JPG file. *Letter must be legible and readable.

□ The budget does not exceed $15,000 and does not include unallowable costs.

Award Amount: ______________

□ A signed Dean’s Commitment Form is included (only with the hard copy submission).

□ A 50% match is indicated on the Dean’s Commitment Form.

Commitment Amount: ______________

□ The electronic submission was sent via email by the February 5, 2016, 5:00pm deadline to PFRDG@nsu.nova.edu as only one file in PDF (PFRDG Application).

□ The proposal (both electronic and hard copy) was submitted by the February 5, 2016, 5:00pm deadline to OSP.
APPENDIX C: REVIEWER PROPOSAL RATING FORM
**Instructions for Reviewers**

You have received proposals from various academic centers, and it is possible that they are not in your area of expertise. Evaluating proposals from different areas presents a series of challenges. Typically, a wide range of responses will be acceptable, and every proposal will have some merit. Consequently, evaluating diverse proposals demands your close attention to ensure that each is judged by the same standards.

The review and scoring of each proposal should be done individually prior to the panel review session. Please send an electronic copy of your reviewer rating forms for each assigned proposal to pfrdg@nova.edu prior to your panel meeting. Also, please bring a hard copy of each reviewer rating form to your panel meeting. At the panel session, the pre-designated chair will initiate discussion of the proposals merit and scores. Reviewers will have an opportunity to adjust their scores based on the discussion with the panel. The chair will then tabulate a summative score for each proposal and then rank them accordingly. After the session, the chair will be responsible for inputting the final ranking into the PFRDG reviewer form.

We have developed a rating form to help guide you in the evaluation process. Some general guidelines follow:

1. Read the proposals at least once before you start the evaluation process;
2. Do not compare proposals, but evaluate each on its own merit;
3. Evaluate the proposals globally rather than focusing on the proposal's minutiae;
4. Use the standardized assessment form provided below.

**Proposals will be submitted electronically to your NSU email account.**

*The Rating Form will be sent to reviewers to complete during the four-week rating period (3/13/15-4/13/15).*

All proposals will be rated using the following scores (maximum total score: 110):

**Questions 1-2; 10-15:**

| Strongly Agree = 5 | Strongly Agree = 10 |
| Agree = 4          | Agree = 8           |
| Neither Agree nor Disagree = 3 | Neither Agree nor Disagree = 6 |
| Disagree = 2       | Disagree = 4        |
| Strongly Disagree = 1 | Strongly Disagree = 2 |
Comments to the Administration

Note: Comments written to the administration are only for informational purposes about the PFRDG competition and its processes. These comments will not be seen by the applicant.

What would you change about the competition and reviewing process?

Additional Comments to the Administration:
President's Faculty Research & Development Grant  
FY17 Competition  
Reviewer Proposal Rating Form  
Qualitative & Humanities Research Specific

Reviewer's Name & ID Number  Degree Information

Proposal ID (four digit number)

Title of Evaluated Proposal

Questions 1-15 are answered on a 5-point Agreement scale with Questions 3-9 weighted double.

Questions 1-2; 10-15:  
Strongly Agree = 5  
Agree = 4  
Neither Agree nor Disagree = 3  
Disagree = 2  
Strongly Disagree = 1

Questions 3-9:  
Strongly Agree = 10  
Agree = 8  
Neither Agree nor Disagree = 6  
Disagree = 4  
Strongly Disagree = 2

Check all boxes using "x".

1. There is a HIGH level of collaboration on the project.
   ![Box Options]

2. The NSU student(s) is contributing at an author level on the project.
   ![Box Options]

Background/Significance/Objectives

3. The proposal establishes an academically worthwhile project with scholarly merit/research.
   ![Box Options]

4. The objectives (specific aims) are clearly stated and will address knowledge gaps/problems to be solved.
   ![Box Options]
Comments Regarding the Background/Significance/Objectives:

Methodology and Design/Roles/Feasibility

5. The proposed scholarship reflects methods appropriate to the discipline.
[ ] 10   [ ] 8   [ ] 6   [ ] 4   [ ] 2

6. The scholarly materials collected will address the project objectives.
[ ] 10   [ ] 8   [ ] 6   [ ] 4   [ ] 2

7. The methods of analyzing data are scientifically suited to the study design and research objectives.
[ ] 10   [ ] 8   [ ] 6   [ ] 4   [ ] 2

8. The investigators' plan (including personnel/collaborators roles) is specifically designed to achieve the stated objectives.
[ ] 10   [ ] 8   [ ] 6   [ ] 4   [ ] 2

9. The project can be completed as written (technical feasibility).
[ ] 10   [ ] 8   [ ] 6   [ ] 4   [ ] 2
Comments Regarding the Methodology and Design/Roles/Feasibility:

**Budget**

10. The budget is justifiable (qualitatively).

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<td>4</td>
<td>3</td>
<td>2</td>
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11. The budget is justifiable (quantitatively).

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<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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</tbody>
</table>

Comments Regarding the Budget:
Results (Evaluation/Dissemination/External Funding)

12. The scholar(s) clearly describe the expected results and implications that would make the project successful.
   
   5 4 3 2 1

13. The scholars' plan to effectively disseminate the results is valid and reasonable.
   
   5 4 3 2 1

14. The expected results or project outcomes have real-world applications for public good.
   
   5 4 3 2 1

15. The proposal provides a detailed description of plans to pursue external funding
   
   5 4 3 2 1

Comments Regarding the Results:

Total 0
Questions 1-15 are answered on a 5-point Agreement scale with Questions 3-9 weighted double.

Questions 1-2; 10-15:
- Strongly Agree = 5
- Agree = 4
- Neither Agree nor Disagree = 3
- Disagree = 2
- Strongly Disagree = 1

Questions 3-9:
- Strongly Agree = 10
- Agree = 8
- Neither Agree nor Disagree = 6
- Disagree = 4
- Strongly Disagree = 2

Check all boxes using "x".

1. There is a HIGH level of collaboration on the project.
   - 5
   - 4
   - 3
   - 2
   - 1
   - 0

2. The NSU student(s) is contributing at an author level on the project
   - 5
   - 4
   - 3
   - 2
   - 1
   - 0

Background/Significance/Objectives

3. The proposal establishes an academically worthwhile project with scientific merit.
   - 10
   - 8
   - 6
   - 4
   - 2

4. The objectives (specific aims) are clearly stated and will address knowledge gaps/problems to be solved.
   - 10
   - 8
   - 6
   - 4
   - 2
Comments Regarding the Background/Significance/Objectives:

Methodology and Design/Roles/Feasibility

5. The study design (methods and materials) is scientifically valid.

6. The data to be collected will address the research objectives.

7. The methods of analyzing data are scientifically suited to the study design and research objectives.

8. The investigators' plan (including personnel/collaborators roles) is specifically designed to achieve the stated objectives.

9. The project can be completed as written (technical feasibility).
Comments Regarding the Methodology and Design/Roles/Feasibility:

Budget

10. The budget is justifiable (qualitatively).

11. The budget is justifiable (quantitatively).

Comments Regarding the Budget:
Results (Evaluation/Dissemination/External Funding)

12. The investigator(s) clearly describe the expected results and implications that would make the project successful.

13. The investigators' plan to effectively disseminate the results is valid and reasonable.

14. The expected results or project outcomes have real-world applications for public good.

15. The proposal provides a detailed description of plans to pursue external funding.

Comments Regarding the Results:

Total 0
APPENDIX D: FINAL REPORT FORM
President’s Faculty Research & Development Grant
Final Report

This form should be completed 90 days after the project end date.
Please email to the VP-RTT and PFRDG representative.

Principal Investigator’s Name:
Index Number:
Academic Unit:
Phone:
Email:

Final Report

I. Project Title:

II. Key Personnel
List the names of the principal investigator, co-principal investigator, and additional team members.

III. Supporters
List all NSU Academic Units and external entities, if applicable, involved in the Project.

IV. Introduction
Provide a detailed description of the background and purpose of the project.

V. Summary of the Project
Include a detailed summary of the work funded by the PFRDG award, as well as the significant findings or results of the project. This should also include a timeline of the significant award activities.

VI. Outcomes
Publications
List the titles of publications resulting from the PFRDG. Attach evidence (copy of publication, DOI#, peer reviewed Journals).

Presentations
List the titles of presentations and poster presentations resulting from the PFRDG.

Awards
List the titles of awards (internal or external) resulting from the PFRDG.

Collaboration
If applicable, describe any outcomes that came from any collaborations mentioned in the grant application.

Other
List any other activities or products resulting from the PFRDG.

VII. **Listing of Future Plans**

Provide a description of your plans for development of a proposal submission to an external funding agency within 15 months of completion. Your description should include topics such as a discussion of the funder(s) and specific programs you have targeted and why the opportunity/ies is/are appropriate; a proposal action plan and timeline of activities for a potential proposal submission; a publication plan with targeted journals listed; and/or a description of any issues encountered or anticipated.

**Signatures:**

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>Date</th>
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<tr>
<th>Dean/Center Director</th>
<th>Date</th>
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APPENDIX E: REQUEST TO WAIVE EXTERNAL FUNDING SUBMISSION FORM
President’s Faculty Research & Development Grant
Request to Waive External Funding Submission

This form must be completed by the Principal Investigator, signed by his/her Dean, and emailed to the VP-RTT (margules@nova.edu) with a copy to PFRDG representative (pfrdg@nova.edu), prior to the 15 month deadline from the PFRDG project’s completion.

Principal Investigator’s Name: _____  College/Center: _____
Phone: _____  Email: _____
PFRDG Index No.: ________  Completion Date of PFRDG Project: ______
Names of Co-Investigator(s), if applicable: _____

I am requesting a waiver from the required external funding submission as follows (check one and provide explanation in the text box below):

☐ The results of the PFRDG project/research are not conducive to further support.
☐ There are no external funding opportunities to support this area of study.
☐ A temporary waiver is needed to allow additional time to develop/submit an external proposal. An extension until _____ is requested.
☐ Other: ____________________________________________________________

Explanation/Justification:

Signed and attested:

_________________________________________  Date
Principal Investigator

_________________________________________  Date
Dean/Center Director

VP-RTT only:

Request Approved:  ☐YES  ☐NO
Further action required for PI to be eligible to apply for new PFRDG funding?  ☐YES (see below)  ☐NO
Comment: __________

_________________________________________  Date
Vice President for Research & Technology Transfer