

Greetings!

The FY2013 President's Faculty Research & Development Grant program is now accepting applications for funding. Please continue reading to find answers to many of the frequently asked questions about this program. You can also send an email directly to PFRDG@nova.edu at any time with questions or requests for assistance.

We wish you well in your application!

The PFRDG Team

GENERAL

1. What is the PFRDG?

The President's Faculty Research and Development Grant program was created by Nova Southeastern University Chancellor Ray Ferrero, Jr. and the Board of Trustees in 1999 to provide funding to faculty in their efforts to secure additional resources for research activities. Each spring, PFRDG awards of up to \$10,000 are provided to full-time faculty and full-time research scientists based on the quality of their applications. In the past twelve years, over 660 faculty have received over \$2 million in PFRDG funds for their projects.

2. Is the PFRDG the same as the QOL grant program?

No, the Quality of Life program is administered by the Quality of Life Council, a group sponsored by NSU and the Coordinating Council of Broward. You cannot submit the same proposal to both the PFRDG and the QOL programs in the same year. These programs share several characteristics (application and program dates, award amounts, eligibility requirements, etc.), but the QOL program is focused on community-based applied research designed to solve the most serious problems affecting the quality of life in Broward County. Please see the Quality of Life Council's web site [<http://qol.nova.edu>] for complete details.

3. Who can apply for a PFRDG?

All current full-time NSU faculty and research scientists are eligible to apply; part-time faculty and students are not eligible to apply as the principal investigator of a project, but are encouraged to serve as co-investigators. Please note: research scientists who are currently 100% grant funded and do not possess any non-sponsored effort will have their eligibility to serve as a reviewer and/or applicant assessed on a case-by-case basis. These individuals should contact Dr. Gary Margules, Vice President for Research and Technology Transfer (954-2626-7507, margules@nova.edu) for additional information and guidance.

4. How much money should I request in my application?

Only as much as you need. While the maximum award is \$10,000, previous applicants have requested as little as \$3,000. As a budget justification is required with each application, you should request only the amount needed to complete your project.

5. Where does the money come from?

Each award is funded equally by a special fund authorized by the NSU Board of Trustees and by the academic unit(s) that agreed to commit funding to the project.

6. Do I need to get my dean to commit to funding my project, if selected, before I apply?

Yes; all proposals must include a signed *Dean's Commitment Form* that specifies the amount of funding committed by at least the principal investigator's dean. Deans of the co-investigators must also sign the form and may commit funds or other resources to the project.

DATES

7. When is my application due?

All applications (both the electronic and hard copy) must be received in the Office of Grants & Contracts by 5:00pm on Friday, March 16, 2012.

8. When will I find out if my project was funded?

Decision letters will be sent to all applicants on Tuesday, May 8, 2012.

9. When is this year's award ceremony?

The time and location will be posted on the PFRDG web site [www.nova.edu/PFRDG] and listed in the decision letters.

10. If I win, when can I start my project?

The earliest start date for FY2013 PFRDG projects is June 1, 2012. However, before beginning, all winning applicants must:

- Work with Dr. Margules (Vice President for Research and Technology Transfer) to respond to reviewers' comments.
- Work with the Office of Grants & Contracts to finalize project budget and review post-award procedures.
- Obtain Institutional Review Board approval, if the project includes any research with human subjects (including certain types of data).
- Obtain Health Professions Division Research Committee approval, if the project receives any HPD funding.

APPLICATION & SELECTION

11. How do I apply?

The *Grant Application Guidelines* are available at the PFRDG web site [www.nova.edu/PFRDG], and include detailed instructions for preparing and submitting an application. One complete hard copy of the entire proposal is due to the Office of Grants & Contracts by 5:00pm on Friday, March 16, 2012; electronic copies of the application and other proposal components are due by the same deadline to PFRDG@nova.edu.

12. Can I apply for funds for my own salary or travel?

PFRDG awards cannot be used for any faculty or research scientist salary or development travel. You can include in your budget money to pay student workers or for travel that is dedicated to collecting data for your project or disseminating the results of your research at a professional conference.

13. Who chooses the winning applications?

Each application is reviewed by a faculty review team, composed of volunteer faculty members from across the university. These review teams score each application using a standard set of questions (available in the *Grant Application Guidelines* at the PFRDG web site [www.nova.edu/PFRDG]), and President Hanbury makes the final selection of winners based on these scores and your performance on previous PFRDG awards (if any).

14. How do I find out if my application was selected for funding?

Decision letters will be sent to all applicants on May 8, 2012.

15. If my application is not selected, can I appeal?

No, the decision of the President is final.

POST-AWARD

16. Do I need to get IRB or HPD Research Committee approval before I can start my project?

Yes. If your project involves human subjects in any way, you will need IRB approval before you begin your research or spend grant funds. Please see the IRB web site [www.nova.edu/irb] for details on their procedures. If your project is being funded in part by a HPD college, you will need HPD Research Committee approval before starting your project. Please see their web site [hpd.nova.edu/hpdresearch] for details on their requirements.

17. How do I access my award funds?

If your application is selected for funding, please contact the Office of Grants & Contracts for further instructions after you receive the decision letter from the President. You will be able to begin spending grant funds once you have met all applicable requirements (see #10 above).

18. How long do I have to finish my project?

All FY2013 PFRDG awards will be made from June 1, 2012 to June 30, 2013. If you are unable to complete your project in this time period, you may request an extension from Dr. Margules by April 30, 2013; one-time extensions will be granted at his discretion for up to 12 additional months.

19. What happens if I leave NSU before my project is completed?

If you find yourself in this situation, you may submit a request to your dean and Dr. Margules to appoint another willing full-time NSU faculty member, who is qualified in your project's field of research, to take over your duties and responsibilities as principal investigator. If this is not an option, your project will be closed upon your departure, and remaining funds will be returned to their original source(s).

20. How do I communicate the successes of my project?

We are always excited to hear of all of the wonderful successes resulting from the PFRDG awards, as well as the valuable learning opportunities presented by the challenges encountered along the way. Within 90 days of your project's end (by September 30, 2013 for projects ending on the standard June 30th), you will need to submit a final report to Dr. Margules and the Office of Grants & Contracts. Requirements for this report can be found in the *Grant Application Guidelines*, available at the PFRDG web site [www.nova.edu/PFRDG].

Additionally, the dissemination of your project's results is an important aspect of the PFRDG program. As such, you are encouraged to develop papers based on your research both for publication and for presentation at professional conferences. PFRDG award funds may be budgeted for these purposes.

21. Who can I contact with additional questions?

The easiest means of asking a question is to send an email to PFRDG@nova.edu. If you do not have access to email, you can call the Office of Grants & Contracts at (954) 262-5372.