

**Nova Southeastern University**  
**President's Faculty Research and Development Grant**  
**FY2009 Competition**

**Grant Application Guidelines and Procedures**

**Due Date:**  
**Monday, March 24, 2008 - 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 (NSU) is a dynamic, not-for-profit independent institution dedicated to providing high-quality educational programs of distinction from preschool through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The university fosters inquiry, research, and creative professional activity, by uniting faculty and students in acquiring and applying knowledge in clinical, community, and professional settings.*

As one of many means used to address the University's Mission Statement and specifically the issue on how the University "fosters inquiry, research, and creative professional activity," President Ray Ferrero, Jr. initiated the President's Faculty Scholarship Award Program in 1999 (now the President's Faculty Research and Development Grant). The Grants are designed to bring recognition and funding to the University's full-time faculty as they attempt to secure resources in support of research activities. The program is proactive in terms of providing impetus and direction toward research activities and in turn the program receives a considerable level of attention by the University's administration as a means of faculty support.

Since the start of the Grants, the Nova Southeastern University Board of Trustees has voted to allocate \$2,000,000 to create the President's Faculty Research and Development Grant (PFRDG). Fifty percent of the monies used to fund the awards come from the interest generated from this account and the other fifty percent comes from the winning faculty members' academic units represent new allocations for faculty development and do not diminish existing resources for faculty support in the unit.

Each spring full-time faculty members across the university compete for the Grants that can reach a maximum amount of \$10,000.00. In the eight-year history of making these awards, 396 faculty members have shared \$1,351,919 in financial support of research and scholarship at NSU. Grant winners have come from each of the university's sixteen academic units.

With these dollars, the award-winning faculty members have conducted studies to shed new light on important topics such as:

- Social Capital, Performance and the Internationalization of Emerging Market Firms
- Marital Therapy for Couples at Risk with One or More Children Diagnosed with Autism
- The Effects of a Writing Scoring Guide and a Student Model on Writing
- vision screening for pre-school children,

- high parental conflict in divorcing families, the application of molecular methods to investigate the levels of fecal contamination on south Florida beaches,
- the impact of pharmaceutical care on congestive heart failure patients and the effectiveness of rehabilitation,
- the determination in palpatory diagnosis and manipulative treatment by osteopathic physicians and physical therapists,
- differential diagnosis of malingered brain injury using intelligence tests, accommodative therapy for delaying presbyopia,

The findings generated from these studies not only contribute to society's knowledge on these subjects, but the research will also be used to inspire and inform the NSU students who attend classes given by these faculty members.

For more information regarding the awards, please contact Gary S. Margules, Sc.D., Vice President for Research and Technology Transfer (VP RTT), at 954-262-7507 or [margules@nsu.nova.edu](mailto:margules@nsu.nova.edu).

## **APPLICATION AND REVIEW PROCEDURES**

### **IMPLEMENTATION TIMELINE**

The FY2009 President's Faculty Research and Development Grant (PFRDG) implementation timeline is as follows:

- March 24, 2008 – electronic and hard copy proposals due to the OGC by 5:00 p.m.
- March 28, 2008 – per-screening of applications completed and proposals submitted electronically to reviewers
- April 25, 2008 – ratings submitted electronically to panel chairs to the OGC
- April 28, 2008 – final results presented to the president
- May 1, 2008 – final award selections made by the president
- May 7, 2008 – notification letters sent to the principal investigators
- May, 2008 – PFRDG Award Ceremony and Reception (May 14, 2008 - PFRDG Award Ceremony and Reception from 4:00 - 6:00 pm in the University Center Arena)
- June 1, 2008 – earliest date FY2008 awards may begin

### **FUNDING PRIORITIES**

During each year of operation the university president presents annual grants of a maximum of \$10,000.00 each to selected faculty. Funding is prioritized for work that:

1. is deemed scholarly in nature by the faculty applicant and his/her dean;
2. is initiated by a faculty member and approved by his/her dean;
3. represents new or expanded activity for the university;
4. falls within university and the academic unit identity, goals and mission;
5. contains a meaningful evaluative component proposed by the applicant;
6. will expand the knowledge and understanding of the academic community; and
7. will be disseminated, through professional review, outside of the university.

Funding will be prioritized for proposed work that facilitates faculty in conducting traditional scholarly research projects, for significant educational and program development, and for activities that expand understanding and increase the body of knowledge associated with a given profession or professions. Special attention will be given to activities that include an interdisciplinary component while achieving the above stated objectives.

## **ELIGIBILITY**

All full-time NSU faculty members are eligible to apply. Additionally, if a faculty member is serving as a reviewer for the competition, he or she is also eligible to submit an application.

Faculty members who have received a PFRDG in past competitions also are eligible to apply. However, if a faculty member's FY2009 proposal is recommended for funding and the faculty member has a currently active PFRDG award from a previous funding cycle, the status of that award will be reviewed to learn if the faculty member's earlier project will need to be continued beyond June 30, 2008. The president makes the final selection of the award winners and part of his discretionary process includes a review of faculty members with open, continuing awards from previous year's competitions.

Faculty members should **not** submit their 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 their 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://www.nova.edu/cwis/qol>.

## **APPLICATION PROCEDURES**

Written proposal narratives must not exceed 10 double space pages of 12 point font. Margin limitation is 1 inch all around. One copy of the proposal must be submitted electronically to [PFRDG09@nsu.nova.edu](mailto:PFRDG09@nsu.nova.edu) and one paper copy must be received by Monday, March 24, 2008, at 5:00 p.m., in the NSU Office of Grants and Contracts, located at University Park Plaza. Only a paper copy of the proposal should be submitted to the Office of Grants and Contracts. Computer disk, Zip disk, CD Rom, etc. should not be included with the paper copy submission.

The electronic proposal must be submitted **via email with only two files attached**:

- *Application Face Page* – complete, save and attach this Microsoft Word form.
- *All other components* – submit only one file containing all other proposal components (title page, abstract, narrative, references, CV's, and relevant attachments; the Dean's Commitment Form should **not** be included in the electronic submission, only in the hard copy.) PDF files are acceptable, however, the entire document must be sent as one complete file.

**PROPOSAL FORMAT**

- I. *Application Face Page*** - This form must be included with the grant submission, and is available at the PFRDG website [[www.nova.edu/cwis/vpaa/facscholar](http://www.nova.edu/cwis/vpaa/facscholar)]. See Appendix A for a sample.
- II. *Title page*** - The title page must include the names of all faculty members participating in the project and their respective academic unit. This page is not part of the 10 page narrative, and is separate from the *Application Face Page*.

Replicating the National Institutes of Health (NIH) guidelines, the title of the project **may not exceed 81 characters**, including the spaces between words and punctuations.

- III. *Abstract*** - An abstract or structured summary of the proposed work not to exceed 300 words, with emphasis on need/background, rationale, methodological design and data analysis, and significance of the study. This is not part of the 10 page narrative. Double spacing also applies to the abstract.
- IV. *Narrative*** – Written proposal narratives must not exceed 10 double space pages of 12 pt font. Margin limitation is 1 inch all around. The narrative must include the following sections:
- A. Statement of Need/Importance for the proposed work/Objectives
  - B. Methodological design/Data analysis
  - C. Role of the Co-Principal Investigator and other faculty in completing the project
    - 1. Faculty members are encouraged to work with NSU student(s) interested in the area of the project to provide them with a learning experience as well as access to a research environment. Faculty members who include NSU student(s) in author-level participation in their research project will receive **five additional points**.
  - D. Feasibility Statement – regarding implementation of the work including:
    - 1. Time line of activities
    - 2. Work completion date
    - 3. Statement regarding where work will be administratively placed; in what academic unit? Etc.
    - 4. Anticipated challenges and resolutions
  - E. Evaluation -description of how work is to be evaluated / How data will be interpreted
  - F. Budget - written statement of the use of funds, including:
    - 1. Summary budget for proposed work (e.g. equipment, instruments or materials, student or other employment, consultation, etc.)
    - 2. Brief budget narrative of how award funds will be used
  - G. Dissemination - description of how findings, conclusions etc. of work will be disseminated, to include:
    - 1. What mechanism will be used to disseminate findings?
    - 2. How will the work be externally evaluated for the purpose of dissemination? (i.e., peer review board, panel experts, awards committee, etc.)
  - H. External Funding – discussion of the potential for generation of external funds to maintain activities or develop new projects.

- V. **References** - This section should be limited to bibliographical citations for the resources mentioned in the proposal narrative. This section is not part of the 10 page narrative.
- VI. **Appendices** - This section should be limited to essential information relevant to the proposed project. This section is not part of the 10 page narrative.
- VII. **Curriculum Vitae** - The principal investigator's CV is required. However, the co-principal investigator(s) may include their CV if desired.
- VIII. **Collaborative Projects** - A project identified by the applicant as a collaborative project must demonstrate a true collaboration, e.g. the narrative must include a description of the role of all collaborators on the project. Collaborative projects with entities internal and external to the university are encouraged and will receive the additional 5 points.

Note: Whether or not an academic unit collaborates with one academic unit or five academic units, the proposal can only receive a maximum of 5 extra points for collaboration. **In addition, it will be the decision of the review panel to determine if the proposal is a true collaboration and should receive the additional 5 points.**

- IX. **Dean(s) Commitment Form** – This form must be included with the **paper copy of the application only**, and is available at the PFRDG website [[www.nova.edu/cwis/vpaa/facscholar](http://www.nova.edu/cwis/vpaa/facscholar)]. See Appendix D for a sample. Every academic unit participating in the collaboration must receive the respective dean's approval, which must include the following:
- A. Approval and support for the proposed work
  - 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
- X. **Institutional Review Board (IRB) and Health Professions Division (HPD) Research Committee Review** - While IRB and HPD Research Committee review and approval is not required prior to notification of grant award, it is recommended that applicants review the IRB and HPD Research Committee policies and procedures that may aid in the development of their proposal. These materials may be found at their respective websites; IRB [[www.nova.edu/irb](http://www.nova.edu/irb)], and HPD Research Committee [[hpd.nova.edu/hpdresearch/hpdresearch\\_committee](http://hpd.nova.edu/hpdresearch/hpdresearch_committee)]

## REQUIRED ACADEMIC UNIT DOLLAR MATCH

Faculty 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**. The form must include the principal investigator/co-principal investigator'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 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. For example, if six faculty members from six different academic unit(s) are applying together, six separate deans' signatures are required. The Dean's Commitment Form is available on the PFRDG website [[www.nova.edu/cwis/vpaa/facscholar](http://www.nova.edu/cwis/vpaa/facscholar)]

It is strongly suggested that participating deans discuss their 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, principal investigators who have applied for an external grant, which requires a match, and are awaiting disposition of their PFRDG award, may request consideration to use the pending PFRDG funds in order to meet the external grant match requirement. Such requests must be submitted to the Office of Grants and Contracts. The Office of Grants and Contracts will be responsible for obtaining approval from Dr. Gary S. Margules, Vice President for Research and Technology Transfer, prior to the PFRDG submission. If approved, the Dean must note on the Dean's Commitment Form, that in the event the external grant is not funded the Dean will assume responsibility for meeting the 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<sup>1</sup>
- Other temporary employee assistance
- Equipment to be university property
- Instruments, including test materials or other specialized materials
- Incentive payment to human subjects involved in the research. An average incentive payment normally does not exceed \$20.00 per visit.
- Special promotional activities (i.e., advertising for special clients or student's participation, special seminars or conferences to promote activities, etc.)
- Focused faculty travels for specific consultations/collaborations
- Travel for formal presentation of scholarly work in professional venues
- Travel to collect data

<sup>1</sup>"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 OGC 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
- Payment of regular full-time or part-time employees and/or enhancement of full-time or part-time faculty cannot be compensated.” Student employees will be compensated through the work study program.

## **PROPOSAL REVIEW PROCESS**

All proposal submissions will be pre-screened, using the *Pre-Screening Proposal Checklist* (see Appendix C) upon receipt to ensure that the proposals comply with the award guidelines. If the proposal is not in compliance, it will be returned to the applicant without review by March 28, 2008; proposals in compliance will be forwarded electronically to a review panel.

Proposals will be reviewed and rated by a review panel comprised of faculty members with research experience who will review all proposals and collaboratively determine the rating and ranking for each. 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 summing, ranking and reconciling the award recommendations. The final summative score will be input on the PFRDG website by the chair thereby attesting to the validity of the scores. The reviewers from each university academic unit must maintain a full-time faculty position within the university and be engaged in faculty activities (i.e., teaching, supervision of students, research, etc.) at the university. All reviewers and panel chairs will be recognized for their service with a \$50 gift check.

Reviewers will adhere to a strict time line for reading and evaluating the proposals. Attention to proper grammar and language usage should be of high priority. It is strongly recommended that the proposal be edited or proofread by a colleague. A sample of the *Proposal Rating Form* is located in Appendix B.

Once all reviews are complete, the OGC 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 May 1, 2008. Notification letters will be mailed to all faculty participants by May 7, 2008. All applicants will be provided their final score in these letters and all funded projects can begin June 1, 2008, pending compliance with post-award procedures.

## **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 faculty 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 will be determined at a later date. Additional information regarding the ceremony will be posted on the PFRDG website.

## POST-AWARD PROCEDURES

To initiate the post-award phase of the PFRDG, faculty awardees must contact Dr. Gary S. Margules, Vice President for Research and Technology Transfer (VP-RTT) to schedule a meeting to discuss their research project. At the time of award notification, the faculty will be provided a list of comments from the Reviewer's regarding his/her project. Before meeting with Dr. Margules, a written report outlining in detail responses to the Reviewer's comments will be prepared and sent via an email attachment to [margules@nsu.nova.edu](mailto:margules@nsu.nova.edu). A meeting may be scheduled to discuss the report and what revision, if any, need to be made to the project.

### COMPLIANCE PROCEDURES

Faculty who receive PFRDG awards are to follow the established procedures in their respective academic units concerning, but not limited to, the Institutional Review Board (IRB) and the Health Professions Division (HPD) Research Committee, if applicable. Information related to these policies and procedures are available at their respective websites: IRB [[www.nova.edu/irb](http://www.nova.edu/irb)] and HPD Research Committee [[www.hpd.nova.edu/hpdresearch](http://www.hpd.nova.edu/hpdresearch)].

Any questions regarding the IRB process should be directed to your Center Representative, particularly if you have not yet started the IRB submission process for your study. Also, please contact your dean to learn if there are any additional guidelines governing research projects in your academic unit. **Please note that no funding will be released for a PFRDG award until all applicable university approvals have been obtained.**

After you have received IRB approval, you may contact your Center Representative or the Office of Grants and Contracts with any questions. **Please note that you must notify the IRB office of any changes to the study before the changes are put into effect. In addition, if you request an extension to the grant next year you must also submit for an extension of IRB approval.**

### 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 June 1, 2008 and will run until June 30, 2009, or later if an extension of time is granted for completing the project. Requests for extensions beyond June 30, 2009 must be submitted to the VP-RTT at least 60 days before the original project end date (by April 30, 2009). Extensions may be granted for up to one year, at the discretion of the VP-RTT; extensions beyond June 30, 2010 will not be allowed. 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/cwis/vpaa/facscholar](http://www.nova.edu/cwis/vpaa/facscholar)], and must be submitted to the VP-RTT for approval.

## CREATING A BUDGET

It is suggested that the researcher contact the OGC immediately after receiving his/her award notice for assistance in finalizing the proposed budget. The OGC 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 [[www.nova.edu/cwis/fop/budget/codes.html](http://www.nova.edu/cwis/fop/budget/codes.html)]. These codes are extremely important and will be used by the OGC to administer the project.

During the course of the award, it may be necessary to spend funds differently than originally budgeted. If so, the principal investigator must complete a *Rebudgeting Request Form*, which is available at the PFRDG website [[www.nova.edu/cwis/vpaa/facscholar](http://www.nova.edu/cwis/vpaa/facscholar)]. Variances between budgeted and actual expenses of 25% or less cumulative do not require priori approval from the VP-RTT. In these cases, the *Rebudgeting Request Form* can be submitted to the OGC 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 principal investigator 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 to the OGC for review for allocability and allowability. All purchase orders and check requests must contain the Principal Investigator/Project Director approval signature. If omitted, the forms will be returned and will delay the payment process. Once approved, the OGC will forward the request to the appropriate department (e.g. check requests to Accounts Payable) for processing.

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; principal investigators would work with the OGC to develop a plan to manage the income if it becomes necessary. The accounts will be accessible starting June 1, 2008 and will run until June 30, 2009 or later if an extension of time is granted for conducting the research. Requests for no-cost project extensions beyond the budget period need to be submitted to the VP-RTT 60 days before the original project end date.

## **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 20, 2008) unless a project extension has been granted by the VP-RTT, with a copy to the OGC. 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, if the project leads to the submission of any additional proposals for funding, that information should also be included in the report. If, after submitting the report, new funding is secured or works published, this updated information should be forwarded to the appropriate parties so work that results from these grants can be accurately documented.

In the event the researcher 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 OGC. 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.

The final report should be double-spaced and written in 12 point font with margin limitation of 1 inch all around. Although there is no page limitation on the written report, the final report should be brief and consist of pertinent information related to the project. The final report should be written within 90 days after the project end date. The report is to be forwarded to the VP-RTT, with a copy to the OGC. Please use the following format as a guide when creating your 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. *Listing of Future Plans* – Describe how the findings will be disseminated to external agencies or organizations. Possible grant submissions, publications and presentations information should be included in this section. Any research or collaboration with outside agencies that was a direct result of the PFRDG should also be included here.

VII. *Publications* – List the titles of publications, presentations, poster presentations, awards or other related activities resulting from the PFRDG.

## CONTACT INFORMATION

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

Dr. Gary S. Margules	Vice President for Research & Technology Transfer	<a href="mailto:margules@nsu.nova.edu">margules@nsu.nova.edu</a> (x7507)
Barbara Sterry	Executive Director, Office of Grants and Contracts	<a href="mailto:sterry@nsu.nova.edu">sterry@nsu.nova.edu</a> (x5365)
Gerry McFarland	Budget (post-award)	<a href="mailto:gerry@nsu.nova.edu">gerry@nsu.nova.edu</a> (x5250)
Dr. Marcelo Castro*	Quality of Life	<a href="mailto:castrom@nsu.nova.edu">castrom@nsu.nova.edu</a> (x7808)

\*Quality of Life (QOL) Representative

# APPENDICES

**APPENDIX A**

**APPLICATION FACE PAGE**

**President's Faculty Research & Development Grant  
FY2009 Competition  
Application Face Page**

**This form must be completed electronically, and is available at  
the PFRDG website [[www.nova.edu/cwis/vpaa/facscholar](http://www.nova.edu/cwis/vpaa/facscholar)]**

**Title of Project** (not to exceed 81 characters, including spaces between words and punctuation)

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**Principal Investigator/Project Director**

Name \_\_\_\_\_  
Position Title \_\_\_\_\_  
Academic Unit \_\_\_\_\_  
Telephone/Fax \_\_\_\_\_  
Email Address \_\_\_\_\_

**Co-Principal Investigator/Project Director**

Name \_\_\_\_\_  
Position Title \_\_\_\_\_  
Academic Unit \_\_\_\_\_  
Telephone/Fax \_\_\_\_\_  
Email Address \_\_\_\_\_

**Additional Faculty on Project**

Name \_\_\_\_\_  
Academic Unit \_\_\_\_\_  
Name \_\_\_\_\_  
Academic Unit \_\_\_\_\_  
Name \_\_\_\_\_  
Academic Unit \_\_\_\_\_  
Name \_\_\_\_\_  
Academic Unit \_\_\_\_\_

Is this project a collaboration?     YES             NO

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

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

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List all **external** agencies involved in this collaboration.

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Institutional Compliance (Institution Review Board 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

**APPENDIX B**

**REVIEWER PROPOSAL RATING FORM**

**President's Faculty Research & Development Grant  
FY2009 Competition  
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 insure 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. At the panel session, the pre-designated chair will a 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 website database.

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.

**NOTE TO FACULTY SUBMITTING PROPOSALS:**

The Rating Form will be available on-line for reviewer's to complete during the five-week rating period (3/24/08-4/25/08). All proposals will be rated using the following scores:

- Question 1: Yes = 5; No = 0
- Question 2: Yes = 5; No = 0
- Questions 3-9:
  - Strongly Agree = 10
  - Agree = 8
  - Neither Agree nor Disagree = 6
  - Disagree = 4
  - Strongly Disagree = 2
- Questions 10-15:
  - Strongly Agree = 5
  - Agree = 4
  - Neither Agree nor Disagree = 3
  - Disagree = 2
  - Strongly Disagree = 1

The scoring questions are provided on the following page for informational purposes only.

### PFRDG Rating Form

Name of Reviewer:  
 Reviewer's Email:  
 Reviewer's ID:  
 Proposal ID:  
 Title of Evaluated Proposal:

- 1. Is this a collaborative project?    Yes   or   No
- 2. Are NSU student(s) involved at an author level in the project?    Yes   or   No

Questions 3-15 are answered on a 5-point Agreement scale

- |                   |       |                                 |          |                   |
|-------------------|-------|---------------------------------|----------|-------------------|
| Strongly<br>Agree | Agree | Neither<br>Agree or<br>Disagree | Disagree | Strongly<br>Agree |
| 5                 | 4     | 3                               | 2        | 1                 |
- 3. The proposal established an academically worthwhile project?
  - 4. The objectives are clearly stated?
  - 5. Study design is appropriate?
  - 6. It is likely the project can be completed as written?
  - 7. Investigators' plan demonstrates an ability to reach stated objectives?
  - 8. Data to be collected are appropriate in answering research objectives?
  - 9. Methods of analyzing data are appropriate?
  - 10. The budget is appropriate (qualitatively)?
  - 11. The budget is reasonable (quantitatively)?
  - 12. Investigators appropriately describe effective manner in which to disseminate findings?
  - 13. Investigators clearly described proposed project outcomes?
  - 14. Once complete, the project has the potential to lead to external funding?
  - 15. The proposal should be funded?

Comments regarding proposal:

Comments to Administration:

# **Appendix C**

## **Pre-Screening Proposal Checklist**

**President's Faculty Research & Development Grant  
FY2009 Competition  
Pre-Screening Proposal Checklist**

**This form is for informational purposes only and should not be completed by the applicant or returned with the application.**

**Principal Investigator/Project Director's Name:** \_\_\_\_\_

**Academic Unit:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**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 FY2009 competition. All applications not meeting the following basic requirements will be returned to the applicant without further consideration or review.

- Title page
- Application Face Page
- Abstract
- The proposal narrative is no more than 10 pages, double spaced 12 point font, 1 inch margins
- Budget
- A curriculum vita for the principal investigator or project director is included
- Dean's Commitment Form is included
- The electronic file was submitted in **one** complete file document
- The proposal was submitted by the March 24, 2008 5:00pm deadline

**Appendix D**

**Dean's Commitment Form**

**President's Faculty Research and Development Grant  
FY2009 Competition  
Dean's Commitment Form**

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**Dean(s) signature must be written in BLUE ink.**

**Principal Investigator's Information**

Dean's Name: \_\_\_\_\_

Dean's Academic Unit: \_\_\_\_\_

Principal Investigator's Name: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_  
\_\_\_\_\_

Exact dollar amount of commitment: \$ \_\_\_\_\_

Other support (e.g. facilities, equipment, etc.)  
Specifically list the commitment: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

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**Co-Principal Investigator's Information**

Dean's Name: \_\_\_\_\_

Dean's Academic Unit: \_\_\_\_\_

Co-Investigator's Name: \_\_\_\_\_

Exact dollar amount of commitment: \$ \_\_\_\_\_

Other support (e.g. facilities, equipment, etc.)  
Specifically list the commitment: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

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**Collaborating Academic Unit's Information**

**Collaborator:**

Dean's Name: \_\_\_\_\_

Dean's Academic Unit: \_\_\_\_\_

Faculty's Name: \_\_\_\_\_

Exact dollar amount of commitment: \$ \_\_\_\_\_

Other support (e.g. facilities, equipment, etc.)  
Specifically list the commitment: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

**Collaborator:**

Dean's Name: \_\_\_\_\_  
Dean's Academic Unit: \_\_\_\_\_  
Faculty's Name: \_\_\_\_\_  
Exact dollar amount of commitment: \$ \_\_\_\_\_  
Other support (e.g. facilities, equipment, etc.) \_\_\_\_\_  
Specifically list the commitment: \_\_\_\_\_  
Dean's Signature: \_\_\_\_\_

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**Collaborator:**

Dean's Name: \_\_\_\_\_  
Dean's Academic Unit: \_\_\_\_\_  
Faculty's Name: \_\_\_\_\_  
Exact dollar amount of commitment: \$ \_\_\_\_\_  
Other support (e.g. facilities, equipment, etc.) \_\_\_\_\_  
Specifically list the commitment: \_\_\_\_\_  
Dean's Signature: \_\_\_\_\_

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**Collaborator:**

Dean's Name: \_\_\_\_\_  
Dean's Academic Unit: \_\_\_\_\_  
Faculty's Name: \_\_\_\_\_  
Exact dollar amount of commitment: \$ \_\_\_\_\_  
Other support (e.g. facilities, equipment, etc.) \_\_\_\_\_  
Specifically list the commitment: \_\_\_\_\_  
Dean's Signature: \_\_\_\_\_

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**Collaborator:**

Dean's Name: \_\_\_\_\_  
Dean's Academic Unit: \_\_\_\_\_  
Faculty's Name: \_\_\_\_\_  
Exact dollar amount of commitment: \$ \_\_\_\_\_  
Other support (e.g. facilities, equipment, etc.) \_\_\_\_\_  
Specifically list the commitment: \_\_\_\_\_  
Dean's Signature: \_\_\_\_\_