![NSU Florida – Nova Southeastern University logo]

President's Faculty Research and Development Grant (PFRDG)

FY2023 Competition

Request for Proposals

Electronic Submissions Due:

January 24, 2021 5:00 p.m.

FY 2023 Application Portal:

http://www.nova.edu/pfrdg

Click on "Pre-Award" (Application Submission) Menu Bar

1   TABLE OF CONTENTS

2 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:

> *The mission of Nova Southeastern University - a selective, docotoral research university - is to deliver innovative academic programs in a dynamic, lifelong learning and research environment fostering integrity, academic excellence, leadership, and community service through engaged students, faculty, and staff.*

In 1999, in support of the University's mission, and to recognize and support NSU faculty in their research endeavors, President Ray Ferrero, Jr. initiated the program now known as the President's Faculty Research and Development Grant (PFRDG). From the beginning, the NSU Board of Trustees allocated $2,000,000 to sustain PFRDG, which is now entering its twenty-third application cycle.

Today, PFRDG directly supports Vision 2025'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. A secondary PFRDG track also supports a small number of awards for scholarly research that contributes to general knowledge of the discipline, but for which external funding is not a likely or expected outcome.

In the history of the PFRDG program, the university has invested $5.6 million in support of faculty research and scholarship. Recently funded studies include:

- Assessing Secondary Plastics Contamination Pathways in Coastal Seabirds
- Weight Stigma and Couple Functioning: A Longitudinal Actor-Partner Investigation
- A Novel Vaccine Strategy to Elicit Protective Antiody Responses Against HIV-1
- Development of Ultra-Fast Oral Disintegrating Tablets for Pediatric Preanethesia
- Microbiota Dysbiosis and Oxidative Stress: Post-COVID Sequalae & ME/CFS

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 more information about PFRDG, please refer to www.nova.edu/pfrdg and the contact information provided on page 13 of these guidelines.

3   IMPLEMENTATION TIMELINE

The FY2021 President's Faculty Research and Development Grant (PFRDG) implementation timeline is as follows:

- **January 24, 2022**:   Electronic proposals due on the portal by 5:00 p.m.
- January 25, 2022:   Screening completed and proposals routed electronically to reviewers
- April 1, 2022:   Ratings submitted by review panels to the OSP
- April 25, 2022:   Final award selections made by the President
- May 13, 2022:   Notification letters sent to the Principal Investigators
- To Be Announced: PFRDG Recognition
- July 1, 2022:   Earliest date FY2023 awards may begin

4   PROGRAM PURPOSE

The PFRDG program is designed to support 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; and

   represents a new research area for which external funding will be sought; advances an existing research project to a new level of competitiveness for external funding (including developing new research technologies at NSU); or supports scholarly activities that contribute to general discipline knowledge, but are not expected to lead to external funding (see PFRDG Tracks below).

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

There are two categories of funding, as described below.

4.1.1 The Research Development Track

This track is the traditional PFRDG program, and will continue to provide funding up to $15,000 for research projects needing seed money for a new research area for which external funding will be sought, or that will move an existing project to a new level of competitiveness for external funding, including developing new research technologies at NSU that enhance capacity to generate preliminary data.

4.1.2 The Research Scholar Track

This track is designed to provide up to $3,000 for a small number of scholarly research projects that contribute to general knowledge of the discipline, but for which external funding is not a likely or expected outcome. Funding will support activities such as publications in scholarly journals, book chapters, or exhibitions, as examples. Applicants in the disciplines of Humanities and Social Sciences (including Education, Business and Law) are encouraged to participate.

5   ELIGIBILITY

Individuals who are eligible to apply for external awards under the [Principal Investigator Eligibility policy #3.1](https://www.nova.edu/portal/osp/policies/forms/PI-exception-approval-form.pdf)   (https://www.nova.edu/portal/osp/policies/forms/PI-exception-approval-form.pdf) can apply for PFRDG awards. This includes full-time faculty members, full-time research scientists, associate research scientists, full-time administrators with faculty rank, and professional staff (when research is part of their official duties). *Individuals requiring an exception to apply for external funds under the Principal Investigator Eligibility policy **are not eligible** to apply to the PFRDG program.* Individuals who serve as reviewers for the PFRDG competition are eligible to submit an application.

All individuals must have non-sponsored effort available in order to serve either as an applicant or a reviewer. Applicants who are 100% funded by sponsored awards must obtain certification from their Dean that effort will be adjusted, in accordance with any sponsor requirements, prior to any PFRDG award being made so that sufficient non-sponsored time is available to work on the project.

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 may not apply for both a Research Development and Research Scholar track in the same year.

Note that postdoctoral fellows, adjuncts, temporary employees, and visiting faculty members and scientists may serve as Co-Principal Investigators, but are not eligible to apply as the primary Principal Investigator of the project.

Past/current PFRDG recipients: FY2022 recipients <u>are ineligible</u> to apply for FY2023 funding. Applicants who have received a PFRDG in other past competitions are eligible to apply, subject to the following conditions:

- PFRDG recipients with active awards that are in a no-cost extension period will be eligible to submit a new application; however, the active project must be complete, with final report submitted, **prior to June 30, 2022**. **Failure to submit the Final Report by this date will result in forfeiture of new FY23 funding as well as ineligibility to submit in the next year's PFRDG competition.**

- Past PFRDG recipients who have any final PFRDG reports that are overdue ***will not be eligible to submit a proposal,*** unless the final report has been received by the FY2022 PFRDG deadline of January 24, 2022.

Past recipients with questions about the status of their reports should contact pfrdg@nova.edu.

PFRDG and Quality of Life: Applicants should **not** submit the same project 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://qol.nova.edu/.

6   ELIGIBLE AND INELIGIBLE COSTS UNDER PFRDG

The following items are examples of eligible expenditures for PFRDG awards:

- Students hired through the Office of Student Employment.[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 their appendices to further justify their budget costs.
- Research supplies and instruments, including test materials or other specialized materials.
- Core facilities costs, lab services, or other specialized service costs needed for the research (include under "Other"). NSU core facilities should be utilized if and when the needs of the project call for core facilities available through NSU. If NSU does not have the services and an outside provider is utilized, this will not impact scoring.
- 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. The amount of incentive payments should be well-justified based on 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.
- Consultants[2]

The following activities **will not be** supported through PFRDG:

- Faculty development travel (i.e., attendance at professional meetings when not presenting).
- Faculty release time or supplemental pay.
- Salaries of regular full-time/part-time employees, excluding temporary employee assistance.
- Cash advances for any non-travel related expenses.
- Payments to collaborating institutions or consultants, which exceed 30% of the total project costs (i.e., if a project budget is $15,000 no more than $4,500 may be requested for a subrecipient/consultant). This does not include payments to vendors for services.
- Conference travel costs for the purposes of dissemination of research results that exceed $3,500 *(This restriction is only applicable to the Research Development Track)*. There is no limit for travel associated with field activities necessary for the research.

---

[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.

[2] Consultants are members of a particular profession or who possess a special skill who are not NSU employees. Costs of consultants are allowable when reasonable in relation to the services rendered. Payment for consultants should be comparable to the normal or customary fees charged for comparable services. 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 execute an independent consulting agreement. Consultants do not include commercially available vendor services.

7   APPLICATION PROCEDURES AND REQUIREMENTS

Proposals <u>must</u> be submitted via the PFRDG Application portal, which can be accessed from the PFRDG web site at http://www.nova.edu/pfrdg.

7.1   PROPOSAL DEADLINE AND CONTENT

Completed applications are due no later than **January 24, 2022 5:00 p.m. EST.** The completed application package must include:

1. General information, including personnel and other information (refer to Sections 8.1 – 8.8)
2. Dean's Commitment Form (refer to Section 7.4 and 8.6 for further instructions)
3. Proposal Narrative and Budget (refer to Section 8.9 and 8.10 for additional instructions)
4. Attachments (refer to Section 8.11 for further instructions)

7.2   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. A project identified by the applicant as a collaborative project must demonstrate true collaboration by including a description of the role of all collaborators on the project within the narrative, and for external collaborators, by providing a Letter of Commitment (see below). **Collaborative projects with entities internal and external to the university are encouraged and will receive *up to* an additional 5 points.**

External Collaborations: If the project includes an *external collaborator*, the proposal will require a Letter of Commitment* on official letterhead 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. What is the time period of the collaboration?
4. What are the responsibilities of the collaborator?

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. While external collaborations are documented by a Letter of Commitment*, internal collaborations are documented by signature of the participating researcher's Dean on the Dean's Commitment form (see Section 7.4 and 8.6 on following pages), which is required for additional points to be given.**

*Each Letter of Commitment must be uploaded <u>as a PDF file</u> in the **Attachment** section of the electronic proposal (see Section 8.11 below). All Letter of Commitments should be legible and readable when uploaded into the proposal application. If the Letter of Commitment for the external collaborator is not submitted with the application, *no additional points will be given*.

7.3 Projects Involving Students

Student involvement means that one or more students will directly benefit from the 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). 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. PFRDG projects that involve students at the author-level will receive *up to* an additional 5 points.

While projects involving students are strongly encouraged, **the faculty member's research should be the primary focus**, in accordance with the purpose of the PFRDG program. **To this end, support for a student's thesis or dissertation is only permissible if the PFRDG project is demonstrably advancing the PI's own research and capacity to pursue external funding, which should be evident in the proposal.**

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.**

7.4 Required Academic Unit Dollar Match and Dean's Commitment Form

No less than half of the funding for the proposed PFRDG project must be covered via a match from the academic units.

Submissions must be endorsed by the Dean of the academic unit in which the project will be administratively housed (i.e., the PI's College), and by Dean(s) of other academic unit(s) participating in the collaboration, **whether or not the academic unit is providing part of the required cash match.** Such endorsement will be provided via the *Dean's Commitment Form,* available on the PFRDG website [www.nova.edu/pfrdg].

The Dean's Commitment Form indicates each participating Dean(s)' approval for the faculty member to devote a portion of his/her non-sponsored effort to the project and must include the NSU faculty/named personnel from each academic unit, title of the proposal, and type of commitment as applicable. The form also specifies the cash match commitment from the Dean(s) to fund the proposed work. Each Dean, if applicable, must include the exact dollar amount of the match they are contributing, as well as the commitment of all other non-cash resources (for example, space, equipment, personnel time etc.) necessary to carry out the project. The total of all cash match must represent at least half of the total PFRDG request.

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).

It is expected that Deans be able to identify **specific commitments at the time of 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 would like to use a 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 Dr. Gary Margules, 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 meet the PFRDG match requirement.

Instructions: The Dean's Commitment Form [www.nova.edu/pfrdg] **must** be must be uploaded as a PDF file in the **Attachment** section of the proposal (see Section 8.11 below). A separate form must be uploaded for each academic unit participating in the collaboration. The Dean's Commitment Form will address the following:

   A. Approval and support for the proposed work, including approval for the faculty member to devote a portion of his/her non-sponsored effort to the project
   B. Commitment to the indicated cash match (exact dollar match amount is required) – total of all cash match must equal at least half of the total request.
   C. Commitment of all other resources (e.g., space, equipment, etc.) necessary to successfully carry out the project

8 APPLICATION ORGANIZATION AND PROPOSAL CONTENT

Applications will be completed using the PFRDG web portal, which is accessible from the PFRDG website [http://www.nova.edu/pfrdg]. Applicants must develop responses for each section of the application using the fields and text boxes provided, as noted below. The application should be proofread and edited prior to submission.

8.1 IMPORTANT TIPS FOR USING THE WEB-BASED PORTAL

- Complete each section of the application by clicking into the section from the left hand navigation menu. You can move between sections at any time by clicking the section name on the left.
- Save your information using the "Save" button at the top of the application. Once the application has been saved, you may go back and edit the application. *Save your information frequently.* Your information will be lost if you close or exit the application window before saving it.
- Applicants may develop their responses using a word processing software, and cutting and pasting into the web application. However, please note that some formatting in the word processing software **may not carry over** when text is copied into text fields.
- When you hit the "Submit" button, any errors within your application that will prevent submission (i.e., missing required fields, missing attachments, fields over character limits, etc.) will be highlighted in red so they can be readily identified and addressed.
- **All errors will need to be resolved before the proposal can be submitted. Please allow sufficient time to resolve any errors to ensure timely receipt of your proposal before the 5:00 p.m. deadline**.
- For additional information, please visit http://www.nova.edu/pfrdg.

8.2 GENERAL INFORMATION

Include the project title, which may not exceed 81 characters, including spaces and punctuation. Identify the appropriate project track, i.e., Research Development or Research Scholar. Identify the type of research, i.e., basic, applied, or development. Specify if the research is qualitative, quantitative, or mixed methods.

8.3 PRINCIPAL INVESTIGATOR (PI)

Provide the PI name, terminal degree, College/Center, Department, position title, telephone number, and email of the Lead PI (the email should populate automatically; if you have both an NSU employee and student email address, please select your employee email address). All fields are required. *Please verify accuracy, as information will be used for award/recognition purposes, if the project is funded.* You must include a Biographical Sketch for the PI in the Attachments Section (see section 8.11 below).

8.4 NSU FACULTY/NAMED PERSONNEL ON PROJECT

Provide the name, terminal degree, College/Center, Department, and email address of participating NSU collaborators (up to six may be included). Please verify accuracy, as information will be used for award/recognition purposes, if the project is funded. Please make sure to describe the roles of collaborating NSU personnel in the "Roles" section of the Proposal Narrative. Include Biographical Sketches for collaborating faculty in the Attachments section (see section 8.11 below).

8.5 NSU STUDENTS

Provide the name, highest earned degree, College/Center, and email address of NSU students that will be involved in the project (up to six may be included). Please verify accuracy, as information will be used for award/recognition purposes, if the project is funded. Please make sure to describe the roles of collaborating NSU students in the "Roles" section of the Proposal Narrative.

8.6 DEAN'S INFORMATION

Provide the name of the lead PI's Dean, the Academic Unit and the exact dollar amount of cash match committed from the PI's College. For proposals involving collaborators from other academic units, include Dean's information for those collaborating units, and specify any cash match to be contributed, if applicable. The Dean's Commitment Form is required by the PI's College and for all other Colleges that have faculty collaborating on the proposal, whether or not a specific cash match is being provided (refer to Section 7.4 for more information). **The amount of matching listed in this section should exactly match the amounts listed on the Dean's Commitment form(s).**

8.7 EXTERNAL COLLABORATORS

Indicate if the proposal will involve external collaborators (Yes/No). If "Yes", provide the External Collaborator's name, their organizational affiliation, and email address. Additional external collaborators may be listed in the text box. A separate Letter of Commitment should be provided for each collaborator in the Attachments section (see section 8.11).

8.8 RESEARCH COMPLIANCE

Indicate if the project involves the use of human subjects, animal subjects, recombinant DNA and/or other biohazardous agents, radioactive materials, human stem cells, or foreign collaboration/export to a foreign location. While review and approval of the appropriate research compliance area is not needed at the time of application, it will be needed prior to initiation of any research for funded projects. Applicants may wish to obtain preliminary guidance that may aid in the development of their proposal. Refer to the chart below for contact information for each area.

Compliance Area	Contact
Human Subjects	irb@nova.edu
Animal Subjects	NSUIACUC@nova.edu
Recombinant DNA/Biohazardous Agents	IBC@nova.edu
Radioactive Materials	RSO@nova.edu
Embryonic Stem Cells	ESCRO@nova.edu
Foreign collaboration/Export of Items to Foreign Location	Export control review pending funding.

8.9 PROPOSAL NARRATIVE

All 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.

- **Abstract** *(limited to ~2500 characters)***:** Provide an abstract or structured summary of the proposed work, not to exceed 30 lines of text, with emphasis on need/background, rationale, methodological design and material/data analysis, and significance of the study.

- **Background and Significance** *(limited to ~12,015 characters, approximately 3 pages):* Explain the significance and innovation of the project, according to the literature. If there are no preliminary data presented, the literature should establish the basis for feasibility of the proposed work.

- **Objectives** *(limited to ~4,005 characters, approximately 1 page):* State the objectives and summarize the expected outcomes. Describe what problems or knowledge gaps will be solved by the completed project.

- **Project Description** *(limited to ~12,015 characters, approximately 3 pages):*
  a. Include a *Plan of Work* that provides an appropriate plan for meeting objectives, with a clear explanation of activities, strategies, and/or procedures.
  b. Identify *Potential Benefits* to the university as a result of this award.
  c. **Methodology and Design** *(Not Needed for Research Scholar Track)* – Describe your research methods and experimental design, addressing as appropriate, preliminary data, the environment (location, equipment, facilities, resources), involvement of human subjects, use of animals, materials to be used, data collection tools/techniques, statistical tests/data analysis and interpretation, software/databases to be used. If the focus of the proposed

project is to develop a new technology at NSU, it is important to describe how this new technology will advance the research.

- **Roles** *(limited to ~4,005 characters, approximately 1 page):* Describe the roles of the PI, collaborators, students and the work that each individual will contribute to the project. Refer to sections 7.2 and 7.3 above for information about projects involving students and collaborators.

- **Feasibility:**
  a. Provide a plan for how the research will be implemented, with a timelines/milestones and proposed completion date. *(limited to ~4,005 characters, approximately 1 page)*
  b. Describe the location(s) where the work will be conducted and administratively placed (in what academic unit). *(limited to ~4,005 characters, approximately 1 page)*
  c. Describe what challenges may cause the project to fail to meet is objectives, and how you plan to resolve problems if they occur. *(limited to ~4,005 characters, approximately 1 page)*
  d. Past PFRDG Performance *(limited to ~2,003 characters, approximately ½ page)*: If you have received a PFRDG award in the last 3 years, for your most recently completed award, please provide:
     1) The award number, amount and period of support for the project;
     2) The title of the project;
     3) A summary of the results/description of outputs and outcomes (include a copy of the Final Report submitted to the OSP as an attachment);
     4) Publications resulting from the award;
     5) If appropriate, a description of the completed work's relationship to the proposed work.

- **Budget Narrative** *(limited to ~4,005 characters, approximately 1 page):* Requested costs are explained in sufficient detail to demonstrate they are reasonable and necessary the project's objectives/activities. Research-related and conference-related travel should be relevant and necessary to the work or dissemination of project results. Failure to adequately justify any expense in relation to the objectives of the project could negatively impact the proposal score. The budget narrative should align to the "Line Item Budget" section of the application (see section 8.10 below). Research Development requests may not exceed $15,000. Research Scholar requests may not exceed $3,000.

- **Dissemination** *(limited to ~2,003 characters, approximately ½ page):* Explain how the findings and/or new technologies will be disseminated to a wider audience.

- **External Funding** *(Not Needed for Research Scholar Track)* *(limited to ~2,003 characters, approximately ½ page):* As part of the Research Development Track's goal for external funding, PI's are required to submit to an external sponsor within 15 months after the award close date. In this section, provide a detailed explanation of your plans to obtain external funding which could include the following:
  a. *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.
  b. *A proposal 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.

c. A publication plan with targeted journals listed, or for projects focused on developing a new technology at NSU, describe how the new technology will increase the investigator's capacity to apply for and obtain external funding.

8.10 LINE ITEM BUDGET

Provide a line item budget, using the fields provided (refer to examples of eligible and ineligible costs described in section 6) to show your calculations. Make sure the line item budget is consistent with the budget narrative description. Research Development requests may not exceed $15,000. Research Scholar requests may not exceed $3,000.

8.11 ATTACHMENTS

*Files should be Uploaded Separately as an Adobe PDF for each Attachment***:**

- **References Cited (<u>required</u>):** This section must include bibliographic citations only and must not be used to provide parenthetical information outside of the Project Description.

- **Deans Commitment Form(s) (<u>required</u>):** Completed Deans Commitment Form should be uploaded as a separate attachment for **<u>each</u>** Dean for collaborating academic units, and should outline the respective portion of the required match and other resources supporting the project.

- **Curriculum Vitae/Biographical Sketches (<u>required</u>):** Upload for all named personnel.

- **Final Report (past recipients only):** Attach the final report of your last funded PFRDG application within the last 3 years, if applicable.

- **Letters of Collaboration (required for external collaborators):** Upload for each external collaborator.

- **Other Attachments (optional) –** You may attach a file to show images that cannot be pasted into the text responses that are essential to understanding. Reference should be clear within the proposal text.

9 PROPOSAL REVIEW PROCESS

Proposals are screened and a 24 hour cure period <u>may</u> be given to address issues of non-compliance. If the proposal is not in compliance after the cure period, it will be returned to the applicant without review; proposals in compliance will be forwarded electronically to a review panel.

Proposals will be reviewed and rated by a panel comprised of NSU faculty/researchers, including past PFRDG awardees. Panels conduct reviews of all proposals and collaboratively determine the rating and ranking for each. **Applicants are reminded to write their 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.

Panel(s) are led by the panel chair chosen by the VP-RTT. Panel chair(s) are responsible for facilitating panel review sessions, as overseeing collection of reviewer scores. The final summative score will be submitted to the OSP, thereby attesting to the validity of the scores.

Reviewers will adhere to a strict time line for reading and evaluating the proposals. A sample of the *PFRDG Scoring Rubric* will be located on the PFRDG website [www.nova.edu/pfrdg].

Once all reviews are complete, the OSP will tabulate the Proposal Rating Forms and submit a completed report to the VP-RTT, and the highest ranked proposals will be presented to the President. The President will make the final selection of award winners. Notification letters are set for distribution in May. All applicants are provided their final score in notification letters. Funded projects begin July 1, 2022, 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 PFRDG application. Each project or submission is to be graded on its own merits, and not on the investigator's past or present external funding.

10 AWARD RECOGNITION

Each year, the President recognizes participants in the PFRDG competition. Due to COVID-19, it is expected that award recognition will be conducted virtually. Specific information regarding recognition activities will be announced after award decisions are made. For information on past winners, please visit PFRDG website, www.nova.edu/pfrdg.

11 POST-AWARD REQUIREMENTS

Principal investigators of awarded projects will be required to complete a final report of outcomes within 90 days of the conclusion of their projects. Fifteen months following completion of the project, Principal Investigators of the Research Development Track will be required to demonstrate submission of an external grant proposal, or justification why the requirement should be waived. Principal investigators will be expected to provide service to the PFRDG program by serving as a reviewer in the next year's competition.

12 CONTACT INFORMATION

For questions regarding the PFRDG application, please email pfrdg@nova.edu.