

School of Applied Sciences Research and Community Engagement Investment Program Application Instructions

Completing Your Application

Applications may be completed in black, 11-point Arial, Georgia, Helvetica or Palatino Linotype font. Smaller text may be used in figures, graphs, diagrams and charts, as long as it is legible when the page is viewed at 100%. Type density must be no more than 15 characters per linear inch (including characters and spaces). Line spacing must be no more than six lines per vertical inch. Include page numbers in the lower right corner using the same font used to complete your application.

Submit applications as one PDF document. NOTE: Since some PDF converters may reduce font size, it is important to confirm that the final PDF document complies with the font requirements.

Organizing Your Application

Follow the application format outlined below. Incomplete applications or those formatted incorrectly will not be reviewed. Please contact Tessa Kilpatrick in the School of Applied Sciences Research & Community Engagement Office for assistance.

Title Page (Page 1)

Provide the title of the project, skip three lines and list the principle investigator and project team, skip three lines and provide the title and identifier of the funding opportunity and hyperlink to a complete description and instructions for the funding opportunity announcement. If a hyperlink is not available, please include the complete announcement and instructions after the title page.

Abstract (Page 2)

Prepare a 500-word, structured abstract that includes Introduction, Purpose, Methods, Expected Outcomes and Significance. The abstract may be used by the School of Applied Sciences to publicize the RCEI program. As such, the abstract should not contain any information that would publicly disclose any intellectual property that may result from the project.

Project Narrative (Page 3 – X. This section is limited to 4 pages.)

Begin page 3 using the section title, "Project Narrative". Use the subheading titles to begin each subsection. Address each of the subsections listed below.

1. Background & Rationale

Describe the context for the project, the current knowledge, the gap in the knowledge base or the unmet need to be addressed.

2. Objective(s) of this application and relationship to your long-term goal(s)

State the purpose of this grant application. Next, describe the long-term goals of your scholarship/research/community engagement. Explain how the objective of this application is the logical next step in the systematic progression towards your long-term goals.

3. Specific Aims for this application (include hypotheses if the project is hypothesis-driven research)

If your proposal is hypothesis-driven, clearly identify how you will test your hypothesis. If your project is needs driven, identify what you will do in this application to address the unmet need.

4. Expected Outcomes

Clearly identify the expected products, the “payoff”, of this research or project. NOTE: There should be one or more expected outcome(s) for each specific aim.

5. Significance and Innovation

Justify the need for your proposal. Describe the positive effect the expected outcomes of this application will have on the development of your external funding application, your long-term goals and globally. Innovation addresses a new and substantially different way of addressing something, which results in positive change.

Project Strategy (This section is limited to 6 pages.)

Begin this section on a new page using the section title, “Project Strategy”. Use the subheading titles to begin each subsection. Address each of the subsections listed below.

1. Plan of Work (Procedures and Methods)

The section should provide a logically sequenced, comprehensive description of what you will do and how you will do it. Begin the section with a project overview, or short summary that describes the project/experimental design.

2. Data Collection and Management

Detail the process and methods for collecting, managing, storing and securing all data.

3. Data Analysis

Provide a detailed description of the data and/or statistical analysis. Explain procedures for variables of interest. This section should easily relate to the project/experimental design.

4. Timeline for this Application through to External Application Submission

Develop a chart to illustrate your timetable. After your chart, briefly describe your planned schedule for initiating and completing all activities and each phase of your project. The timetable should include activities in the interim between completing work in this proposal and submitting the proposal for your targeted external funding agency. *NOTE: Because your timeline involves working closely with our School’s Office of Research and Community Engagement, the timetable must be reviewed and approved by Tessa Kilpatrick (takilpat@olemiss.edu) prior to submitting this application. **Timeline approval must be given by no later than March 6, 2020.***

5. Potential Problems & Alternative Strategies

Anticipate any concerns reviewers might have with the proposal. Describe alternative strategies used to overcome potential problems, should they arise. Consider how the proposed work might be valuable should your hypothesis prove to be invalid (if your work is hypothesis-driven), you do not meet a specific aim or the methodology you propose does not work out.

Supporting Documents

Begin each subsection on a new page using the subheading titles to identify each subsection. Address each of the subsections listed below.

1. Student Engagement (limited to 1 page)

Describe student involvement in the project. Please be specific about graduate and undergraduate duties, responsibilities and opportunities for completing this application.

2. Facilities, Equipment and Other Resources (limited to 1 page)

Identify all resources available to the project team for completing the specific aims of this application.

3. Budget & Budget Justification (limited to 1 page)

Provide a detailed budget. Explain why the budget request for each budget category in this application is appropriate and reasonable. Please review allowable and non-permitted expenses in the SAS-RCEI program overview document. *NOTE: Because budget management involves working closely with our School's Office of Research and Community Engagement, the budget must be reviewed and approved by Tessa Kilpatrick (takilpat@olemiss.edu) prior to submitting this application. **Budget approval must be given by no later than March 6, 2020.***

4. Biographical Sketch(s)

For each PI, please access and complete the non-fellowship biographical sketch form found at: <https://grants.nih.gov/grants/forms/biosketch.htm>

5. References (limited to 40 references)

Use superscripted numbers in order of appearance for citations in text, tables and legends. Include a reference list of all citations used in your proposal. The reference list must be sequenced in the same order as the citations. References in your list may be formatted according to a representative journal in your field.

6. School and University Compliance (limited to 1 page)

IRB/IACUC/IBC and tech transfer approvals are not required prior to application submission; however, applicable approvals must occur prior to release of funds. Provide accurate statements regarding the status of this application:

Research Integrity & Compliance: <http://research.olemiss.edu/#/compliance>

I have / have not submitted an IRB / IACUC proposal for this SAS-RCEI project. If an IRB/IACUC proposal has been submitted: When was it submitted? Has it been approved? If not approved, when will it be reviewed?

Is an IBC plan necessary to conduct this project? If so, I have / have not submitted an IBC plan for this SAS-RCEI project. If an IBC plan has been submitted: When was it submitted? Has it been approved? If not approved, when will it be reviewed?

Technology Transfer: <https://otc.olemiss.edu/staff/>

Is a plan to develop and protect intellectual property or engage in technology transfer necessary to conduct this project? If so, I have / have not submitted a plan for development and protection of intellectual property for this SAS-RCEI project. If a plan to develop and protect intellectual property or engage in technology transfer has been submitted: When was it submitted? Has it been approved? If not approved, when will it be reviewed?

NOTE: The School of Applied Science Office of Research and Community Engagement, in cooperation with the University of Mississippi Office of Research and Sponsored Programs, may require additional documentation to verify compliance of Federal, State, local and University laws, guidelines and regulations.