

Request for Applications

Research Initiative Funding (RIF) To support external grant proposals by CGU faculty 2018

The Office of Research and Sponsored Programs welcomes faculty ideas and applications for internal Research Initiative Funding (RIF). This resource is intended to increase the number and improve the prospects for success of CGU proposals for competitive external grant funding. RIF support may be provided at the level of \$250-\$5,000 for one or more of following:

1. Consultants, research staff, or graduate students to **assist in preparing an external proposal**.*
2. Expenses to obtain **preliminary data** or similar information to include in a proposal.
3. **Travel** to funding agencies or potential collaborators in the event that electronic communication regarding the proposal is infeasible or inadequate.
4. Honoraria for **pre-submission review**—that is, for a non-author to read and critique an advance draft of the proposal, enabling it to be improved before it is submitted. If interested in this dimension, please see Guidelines for Pre-submission Review.

Applications for RIF support should be sent to the Associate Provost for Research via email (andrew.conway@cgu.edu), preferably two months or more prior to the prospective deadline (or planned submission date) for the grant proposal. It is advisable to check in first with a brief email. The format for written applications is flexible, but every application will be expected to specify:

1. The **funding opportunity**, including the agency's name, specific program or solicitation of interest, web address, and deadline, or attach the solicitation text (RFP or equivalent).
2. The name the CGU **proposal director** and any other **senior/key individuals** responsible for writing the proposal.
3. A brief **description** of the project to be proposed, including its estimated duration and total cost.
4. An **itemized budget for the use of RIF funds**, with a justification for each budget element.

RIF funds are meant to cover activities that take place before the submission deadline of a proposal. Payments or reimbursements other than for students will generally be issued shortly after submission of the proposal.

If a proposal opportunity or a chance to conduct research that would lead to a grant proposal arises on short notice and/or without a formal solicitation, funding may be requested for an out-of-pocket research expense, graduate research assistant, or consultant as needed to take full advantage of the opportunity. Requests for funding along these lines should be at the level of less than \$2,000 and should be initiated by email to the Associate Provost for Research, who will define the further information needed.

Funding for activities that fall outside the profiles above, at higher cost, or requiring a more extended term may be considered from time to time, if resources permit. A written synopsis should be submitted outlining the rationale for such funding.

*Persons *other than current CGU students* who would benefit directly from a successful proposal—that is, anyone who would be compensated from grant funds—may not be offered RIF support to help write the

proposal. Support for proposal writing assistance is subject to limits depending on the amount of proposed funding.