

Request for Submission of Research Proposals Research & Graduate Education Internal Grants Program

This is an invitation to submit research proposals to the Research & Graduate Education Internal Grants Program (IGP) for fiscal year 2025.

IGP Awards are intended to accomplish the following objectives:

- Increase the competitiveness of researchers in extramural grant programs.
- Enhance and encourage creative and innovative research needed to prepare competitive extramural proposals.
- Promote the creation of faculty teams to develop competitive extramural grant applications by addressing immediate needs.

IGP Grant Competitions and Program Eligibility

Investigators choosing to submit a proposal must select from one of the following tracks:

- **New Researcher Incentive Program**
- **Immediate Needs Program**

Overall Program Eligibility:

- Researchers serving as PI on an active IGP grant are ineligible to submit a new IGP proposal unless the active grant is completed, and a final report is filed by January 1, 2025.
- Investigators are eligible to be PI on **one** active project and Co-PI on **one** active project at any given time, regardless of the track. If any faculty investigator is named as PI or Co-PI on more than one proposal, only the first proposal submitted, as indicated by the time and date stamp from the submission site, will be reviewed and all other proposals submitted after that will be disqualified.
- The researcher must have PI status through the OSU Office of Research at the time of submission. For more information, please visit the [OSU Office of Research – Qualifications and Procedures for PI Status](#). Adjunct and Emeritus faculty are not eligible to submit or serve on proposals.
- Researchers with Co-PI status or limited PI Status only **cannot serve** as a Principal Investigator.
- Faculty in the Colleges of Education and Human Ecology, Arts and Sciences, Veterinary Medicine and in all other Ohio State academic units may also receive IGP funding provided the Primary Investigator has an appointment with CFAES. The PI will have overall responsibility for the project.
- Those without PI status designated by the Office of Research, and persons outside The Ohio State University should be designated as collaborators on projects and should not be listed as investigators.
- Investigators must have met all reporting requirements from any previous funding received through the former SEEDS program and the IGP (i.e., no past due reports, ***including faculty who are advisors on student projects with overdue reports***).



Competition Objectives and Eligibility Requirements

New Researcher Incentive Program (maximum of \$75,000 per award)

- **Objective:** CFAES recognizes that many new researchers have the interest and ability to develop innovative and robust research programs that can generate preliminary data needed to secure externally funded sponsored projects. The New Researcher Incentive Program aims to fund *new, innovative research* to generate that preliminary data.
- **Eligibility:** Principal Investigators must be in a tenure-eligible position, research scientists, or postdoctoral researchers in an academic unit or program within CFAES. New Researchers must also have been employed at OSU for less than six years in their current position and have PI status approval from the Office of Research. Adjunct or Emeritus faculty are not eligible. Positions designated as limited or Co-PI status by the Office of Research are not eligible.

Immediate Needs Program (maximum of \$75,000 per award)

- **Objective:** CFAES recognizes the high potential to address immediate needs areas that are critical to our stakeholders and society. The Immediate Needs program provides funding to address critical needs by exploring new areas of research that CFAES does not currently address and/or applied research that directly supports CFAES stakeholders. The program will also consider funding projects that provide researchers and teams the resources to learn or develop new techniques or approaches that will position CFAES to better serve stakeholders or make faculty more competitive for future funding opportunities.
- Proposals **must** be submitted by a group (2 or more) of investigators. Investigators (both lead and Co-PI) may be from the same academic unit, but not the same lab.
- **Eligibility:** All CFAES researchers with Principal Investigator status are eligible to submit a proposal (except adjunct and emeritus faculty).

Deadline:

Proposals for Fiscal Year 2025 are due Wednesday, October 2nd, 2024. **All proposals are due by 5:00 p.m. EST on the deadline date.**

Submission Process:

All proposals are to be submitted online through the [**CFAES-R&GE Internal Grants Submission Portal.**](#)

The online submission process automatically closes at 5:00 p.m. EST on the deadline date. **Proposals submitted after 5:00 p.m. EST will not be accepted.** Portions of a proposal will not be accepted after the stated deadline. Faxed or emailed submissions are unacceptable and will be automatically disqualified.

Give yourself ample time to submit. You will need to login with your OSU name.# and password.

Upon entering the Grant Portal, the following will be requested:

- Primary Investigator Contact and Department Information
- Co-PI Contact and Department Information
- Competition Type
- Project Title

- Anticipated Project Dates (Up to two years in length for New Researcher Incentive and Immediate Needs Programs.)
- Requested Funding
- Requested Semesters for Graduate Student Tuition and Fees
- Proposal Uploaded as *one* PDF file – **you must use the appropriate proposal application template linked below.**
- Four Expert Reviewers and their Contact Information (at least two must be from outside of OSU). A lack of reviews may adversely influence the rating of your proposal by the panel.
 - Required for the New Researcher Incentive Program and the Immediate Needs Program.
 - We strongly encourage you to contact your reviewers ahead of time to ensure they are willing and available to provide a review.

Proposal Format and Required Content:

All proposals should be set to print on standard 8.5-inch by 11-inch paper. All margins must be at least 1-inch. Type size must be 12-point or larger with no more than six lines per inch, single-spaced. All pages of the proposal except for the cover page should be numbered at the bottom center of the page.

Margins and 12-point type size must be consistent throughout each required section of the proposal. This includes figure and table captions. **Proposals not meeting the formatting guidelines or with missing and/or unaddressed sections will be dismissed from the competition without review. Any additional documents, forms or appendixes not requested in the RFP will be removed and will not be reviewed.**

All proposal submissions **must** use the appropriate application template. Please download the sample application for your competition at the following links:

- New Researcher Incentive Program – [Proposal Application Template](#)
- Immediate Needs Program – [Proposal Application Template](#)

The above application templates detail all section requirements and guidance. Application templates are an extension of the RFP. ***Please ensure that you are filling out the correct proposal application for your competition.*** Each template provides specific instructions for each competition.

Budget Guidance:

Those with Principal Investigator and/or limited or Co-PI status cannot charge their wages or fringe benefits to the Internal Grants Program.

Allowable Expenses: Personnel support for students or staff, materials and supplies, travel, publication costs, rental fees, and other expenses. All expenses should be directly related to the project and clearly defined in the budget narrative.

Non-employees, collaborators, visiting scholars, visiting professors, or volunteers are not eligible for personnel support.

PIs and/or Co-PIs can include budgeted travel to one conference only that is related to the presentation of IGP project data, posters, etc.

Tuition and fees do not need to be included for students enrolled in CFAES, as they will be paid from separate funds and allocated to the department; however, you must indicate in the budget narrative the number of semesters of tuition and fees for which you are requesting. You will also need to enter the number of semesters into the grant portal.

NOTE: Tuition and fees are covered for graduate students only while their stipends are paid from the IGP grant.

List of Potential Reviewers:

To assist the Competition Review Panel in ensuring the equitable review of all proposals, please list the names, affiliations, and email addresses of four (4) reviewers who, in your opinion, are qualified to review your proposal. These reviewers should not have a significant conflict of interest. For example, reviewers should not be investigators or authors with any investigators named on this project within the past three years, nor should they be people applying to the same proposal category. Reviewers are contacted via email and asked to submit their comments online via the Grant Portal.

No member of the Competition Review Panel or of your academic unit may be listed as a reviewer. At least **two** of the suggested reviewers must be from outside the Ohio State community.

Note: The submission of the names of four reviewers is **required** for the New Researcher Incentive Program and the Immediate Needs Program.

Contact your reviewers prior to submitting your proposal to ensure that they are available, have the time, do not have a conflict and are willing to provide a review within a fairly short period of time.

Proposals that receive only one review or none are not viewed favorable by the review panel and tend to score lower in the review process.

The name and contact information for each reviewer will be entered through the Grants Portal. Please do not include the reviewer names in your PDF application.

Tentative Reviewer Timeline

For proposals due October 2nd, 2024 EST, reviewers can expect to be contacted the week of October 14th, 2024 EST to request review. They will have until 9AM Monday, December 2nd, 2024 EST to complete their review.

Proposal Checklist (please see application template for more details):

Item		Page Limit	Special Instructions
A	Cover Page	1	Cover page format included in application template. Includes a Project Summary, which must be 250 words or less.
B	Project Narrative	8	The following sections are required in the project narrative 1) an introduction, 2) a rationale and significance and 3) an approach including sections for a) Research Design and Data Analysis and b) Project Management.
C	References	n/a	Complete references of all works cited throughout the text.
D	Budget Form	n/a	Provide a separate budget for each individual investigator. See application template for required format.
E	Budget Narrative	2	Provide a detailed summary and justification of all expenses.
F	Stakeholder Need and/or Support	1	Required for the Immediate Needs Program only: Define your stakeholder groups and how this project will benefit their critical needs.
G	Previous SEEDS/IGP Funding	2 per award	All investigators who have received prior or current SEEDS and/or Internal Grants Program support as a PI within the past five years, must supply information on the results from that prior funding. Please see application template for required format.
H	Curriculum Vitae	3 per investigator	Provide a CV for each investigator. Page limits include publications. CVs are not requested or required for collaborators, staff or students.
I	Current & Pending Support	n/a	Include an updated current and pending research support form for each investigator.
J	List of Reviewers	n/a	Include the names, affiliations and email addresses of four potential reviewers; at least two must be from outside of the university. This will be entered directly into the Grants Portal and should not be a part of your PDF.

***Any additional documents, forms or appendixes not requested in the RFP will be removed and will not be reviewed.**

Review, Awards, Post-Award Administration & Compliance

Application Review Requirements and Evaluation Criteria

Each application will be evaluated in a three-step process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFP and the application template. **Applications that are ineligible, late, incomplete or do not follow formatting guidelines will not be reviewed.** Second, to facilitate and enhance the likelihood of successful funding from external sources, subject experts (provided by the applicant) are asked to provide evaluations that will be useful to both the review panel and the project investigators. Reviewers will be asked to rank elements of the proposal from 1-10 (1-Poor, 10-Excellent). In addition, reviewers will be requested to list the proposal's strengths and weaknesses, and to provide an overall assessment of the project. Please see **Appendix A: R&GE Internal Grants Program Review Criteria** for more information. Reviews will be sent to the applicant after the panel concludes its work. Reviewers remain anonymous.

Finally, a review panel comprised of members of the Competition Review Panel will evaluate all properly prepared proposals. Because of the interdisciplinary nature of the Competition Review Panel, it is unlikely that any single panel member is an expert in the field of any given proposal. It is the responsibility of the investigator to write the proposal so that it is understandable even if the research is outside the panel's areas of expertise; therefore, **it is highly recommended that the author limit the use of jargon and acronyms.**

Each panel member is assigned between 10-15 proposals (depending on the number received and the competition) to review as either a primary, secondary, or tertiary reviewer. During the meeting, the panelists discuss the proposal and reviews and arrive at a consensus ranking. Proposals are placed in one of three categories: "fund," "fund if available," and "do not fund." Only proposals ranked in the first two categories may be considered for funding.

Following the evaluation and initial ranking of each proposal, a "panel summary" document is written by a panel member reflecting the panel consensus. It details the salient points of the panel's assessment of the strengths and weaknesses of the proposal. The panel summary also has a section with synthesis comments, describing areas, and potentially providing suggestions, for improvement. The synthesis also provides comments either to encourage or discourage resubmission of an application. During the panel meeting, panelists examine the initial rankings of the proposals and re-rank proposals, as needed, to ensure that they accurately categorize and rank the order the proposals. The review panel will make recommendations for funding to the Associate Dean for Research and Graduate Education.

After the completion of the panel, the Associate Dean for Research and Graduate Education, the Associate Director, the IGP Committee Chair, and the IGP Coordinator consider the panel ranking to determine funding. Proposals are funded according to the panel ranking until program funds are dispensed.

Following the funding decisions, applicants receive copies of the written reviews of their proposal, the panel summary, and information on the relative ranking of their proposal.

Both internal and external ad-hoc reviewers will be appointed as needed at the discretion of the CFAES Associate Dean for Research and Graduate Education or their designee.

Proposals will be evaluated based on innovation, scope of the project objectives, scientific merit, subject expert evaluations, and the Panel's own reviews and discussions.

Grant Awards

Within the limits of available funds, awards will be made to applicants whose proposals are judged most meritorious under the evaluation criteria and procedures defined by the IGP. The Competition Review Panel will recommend to the Associate Dean for Research and Graduate Education the distribution of funds among the funding categories, which proposals should be funded and any conditions that might pertain to the award of funds to each of the selected projects.

IGP funds will be made available within three to six weeks of the date on the award notification. It is expected that projects will be initiated within five months of the award notification.

Although investigators may apply for new grants while one or more other grants are active, the active grant(s) must be completed, and a final report filed by January 1st, 2025. If not completed, funds will be distributed to the next ranked proposal.

It is the investigator's responsibility to comply with all existing Ohio State research policies and guidelines regarding the use of human subjects, animal welfare, conflicts of interest, hazardous materials, controlled substances, hemp licensing, institutional data policy, responsible conduct of research training, etc. In addition, it is the investigator's responsibility to work with Ohio State's Technology Commercialization Office (tco.osu.edu) on matters pertaining to intellectual property (see "Intellectual Property" below).

Prior to the grant award being issued, the project team members must ensure that the annual Conflict of Interest Form and the Responsible Research of Conduct Training has been completed.

Post-Award Administration

The IGP Coordinator has the right to adjust proposed budgets and will provide a final, approved budget with the award notice. Grantees will be required to ensure that all funds are expended according to the approved overall budget, but with flexibility within budget categories. Authorization to make changes in approved project plans, budgets or periods of support can be granted only by the IGP Coordinator.

For projects spanning two years, an annual report of progress is required and is due one year following the initiation of the grant project. **Year-two funds will not be released until an annual report is received. A final project report is due 30 days after the end date of the project. A 90-day period to bring accounts to a zero balance is allowed.** Accounts with remaining funds after the 90-day closeout will be reviewed and funds will be returned and reinvested in the Internal Grants Program.

Reminders along with instructions as to when reports are due will be sent to investigators. Reports are to be filed online at IGPReporting.cfaes.osu.edu. Because of the nature of the competitive grants

programs and peer-reviewed publications, the IGP Coordinator may contact investigators periodically to inquire about additional funding or publications that may have resulted from the initial study.

The submission of annual and final reports on a timely basis is absolutely critical to our accountability process and directly impacts our capacity to receive future funding for this program. **Any investigator with an outstanding annual or final report will be automatically disqualified from all competitions and further funding until reporting obligations are met.** Departments of investigators will be held responsible for any expenditure beyond the approved budget. The best policy is to keep track of funding and not overspend. Any funds remaining after the end of the project will be transferred back to the CFAES Finance Office 90 days after the final report has been received. **One no-cost extension will be permitted per project on a case-by-case basis.** After one no-cost extension, the project must be completed, and funds will be returned to the program for reinvestment.

IGP accounts are subject to review to ensure that appropriate, approved budgeted costs are applied to the project. *The PI and Department will cover any unauthorized costs.*

Intellectual Property

Ohio State faculty and research scientists working via a grant must submit disclosures of discoveries, inventions, designs, works of authorship (including computer software), mask works and other intellectual property to Ohio State's Technology Commercialization Office (tco.osu.edu).

Questions about intellectual property developed under this program should be directed to Ohio State's Technology Commercialization Office at the website listed above.

Compliance

You are responsible for ensuring the research project complies with all university research policies and guidelines on human subjects, animal welfare, conflict of interest, controlled substances, hemp licensing, institutional data policy, responsible conduct of research training, and hazardous materials. If available, supply the IGP with copies of IRB, IACUC, IBC or any other regulated research approval. If not yet available, funding will not be released until required approvals are obtained.

Acknowledgments

All publications and posters resulting from work done using IGP funding are required to include the following acknowledgment: "Salaries and research support provided by state and federal funds appropriated to The Ohio State University, College of Food, Agricultural, and Environmental Sciences."

Frequently Asked Questions**PROPOSAL PREPARATION**

Q. If my proposal is over the page limit, will it be disqualified from the competition?

A. Yes. Proposals exceeding the page limits will be disqualified from the competition.

Q. If I forget to include a form (CV, Current and Pending Support, etc.), will my application be disqualified?

A. Yes. This would be considered an incomplete application and will be disqualified from the competition.

Q. What if I forget to include items in my application? Can I submit those after submitting my application?

A. Items will be accepted up until the deadline date and time. Any items received after the deadline date and time will be disregarded and will result in your submission being disqualified. Early Submission is encouraged.

Q. What if I do not address a required section of the proposal?

A. The proposal will be disqualified for failing to respond to all required sections in the IGP RFP and Application Template.

Q. How long can the project summary be?

A. The project summary is limited to 250 words. Proposals containing project summaries with more than 250 words will be disqualified from the competition.

Q. Am I responsible for providing subject experts to review my proposal?

A. Yes. The submission of the names of four reviewers is **required**. Contact your reviewers prior to submitting your proposal to ensure that they are available, have the time, do not have a conflict and are willing to provide a review within a fairly short period of time. Proposals that receive only one review or none will be disqualified.

No member of the Competition Review Panel or of your academic unit may be listed as a reviewer. At least two of the suggested reviewers must be from outside the Ohio State community.

PROPOSAL DEADLINES**Q. Will my proposal be accepted if I submit it after 5:00 p.m. EST on the deadline date?**

A. No. Proposals received after the deadline date and time will be disqualified from the competition. We encourage you not to wait until 4:59 p.m. to submit your proposal. The system will automatically close at 5:00 p.m. EST. **Late proposals will not be accepted.**

Q. Can I email my proposal for consideration?

A. No. All proposals must be uploaded to the Grants Portal.

BUDGETING**Q. Can I charge my salary to the grant?**

A. No. Faculty/investigator salaries cannot be charged to the IGP.

Q. Does IGP pay indirect costs?

A. No. The IGP does not pay indirect costs.

Q. If I have students enrolled in a college other than CFAES, can their tuition and fees be paid for?

A. No. Tuition and fees for students are only covered for those enrolled in CFAES. You will have to either include tuition in your budget request or find another source of funding.

Q. If I have a collaborator from another institution assisting me on my IGP proposal, will OSU issue them a portion of the grant to the assisting institution?

A. No. Subawards are not permitted with an IGP grant.

ELIGIBILITY**Q. If I have a late final report from the former SEEDS program or another IGP project, will my new proposal be funded?**

A. No. Any investigator with outstanding annual or final reports will be automatically disqualified from competition until reporting obligations are met. Any project that has not submitted a final report is considered to be active. Proposals may be submitted if an active project has an end date before the end of the fiscal year and the final report has been filed prior to January 1, 2025. If reporting obligations are not met on time, new awards may be forfeited. Additionally, if a PI is serving as a faculty advisor to a student with an overdue IGP report, the faculty advisor will be ineligible for new IGP funding for themselves or for other student projects until the overdue report is filed.

Q. If one of my Co-PIs has a past due final report on a former IGP project, will my proposal be funded?

A. No. Any investigator with outstanding annual or final reports will be automatically disqualified from competition until reporting obligations are met. Any project that has not submitted a final report is considered to be active. Proposals may be submitted if an active project has an end date before the end of the fiscal year and the final report has been filed prior to January 1, 2025. If reporting obligations are not met on time, new awards may be forfeited.

Q. Do all investigators need to be members of The Ohio State University community?

A. Yes. All investigators listed on the cover page must have investigator or Co-PI status through The Ohio State University, Office of Research. Members from other universities may be listed as collaborators but will not receive direct funding from the IGP.

Q. Are some investigators really collaborators?

A. Those without PI status, adjunct faculty, emeritus status, persons outside The Ohio State University, and faculty members who are taking part in the study as the role of an advisor or a consultant should be named as collaborators. Collaborators should not request funds from IGP projects.

Q. On how many grants can one investigator serve?

A. Investigators are eligible to be PI on **one** active project and Co-PI on **one** active project at any given time, regardless of the track.

Q. If this application is recommended for funding but the lead investigator or a Co-PI is already listed on the maximum number of grants, will the proposal be funded?

A. No. If the lead investigator or a Co-PI exceeds the maximum grants allowed, the new funding will not be released and may be forfeited. This would be an ineligible application.

Questions and Contact Information

All questions relating to IGP funding opportunities should be referred to:

Alexandria Maddox

Internal Grants Program Coordinator
Grants & Contracts Specialist

Office for Research and Graduate Education

maddox.59@osu.edu

CFAES-IGP@osu.edu

<http://go.osu.edu/cfaes-igp>

The Ohio State University policy is to provide equal opportunity to all persons without regard to race, color, sex, gender identity, sexual orientation, transgender status, religion, national origin, age, disability, Protected Veteran Status, or other bases protected by applicable law. University policy prohibits harassment of applicants or employees related to these bases. We have an Affirmative Action Program to assure equal employment opportunity in all policy decisions affecting recruitment, selection, assignment, promotion, training, and all other terms and conditions of employment.

Appendix A: R&GE Internal Grant Program Review Criteria

The following criteria is used to gauge the overall quality of the proposal, in addition to the external reviewer comments, and discussion of the review panel. The review panel will make the final funding recommendations to the Associate Dean for Research.

Please rank each item (1-Poor, 10-Excellent)

NEW RESEARCHER INCENTIVE

- Does the proposal include preliminary supporting data when appropriate?
- What specific preliminary supporting data did the proposal include? (please enter a brief description)
- What specific objectives, methods and procedures are specified to be used to obtain the desired outcome of the project?
- Do these objectives, methods and procedures make sense from a scientific perspective?
- What is the expected significance of the results?
- Does the description and justification of the impacts of the work and probable end products seem appropriate?
- Is there potential for the proposed research to advance knowledge and understanding within its own field or across different fields? Please elaborate.
- Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale?
- Does the plan incorporate a mechanism to assess success? Please elaborate.
- Is there a clear and defined strategy for acquiring external funding?
- How qualified is the individual/team to conduct the proposed activities?
- Has the applicant demonstrated there is adequate resources to carry out the proposed activities?
- Do the project objectives provide for an alternative approach in the event of a project pitfall? Please elaborate.
- Is the proposal informative, succinct, and easy to understand?
- Do the budget costs seem reasonable to achieve the objectives of the proposal?
- Provide an overall score for this proposal.

IMMEDIATE NEEDS

- Does the proposed project demonstrate work that represents a critical need for CFAES, stakeholders and/or society?
- Has stakeholder engagement, support and interest been described within the proposal?
- Is it clear how will how results will be communicated to the stakeholder?
- Is evidence of stakeholder support and interest adequately represented?
- Does the proposal include preliminary supporting data when appropriate?
- What specific Preliminary supporting data did the proposal include? (please enter a brief description)
- What specific objectives, methods and procedures are specified to be used to obtain the desired outcome of the project?

- Do these objectives, methods and procedures make sense from a scientific perspective?
- What is the expected significance of the results?
- Does the description and justification of the impacts of the work and probable end products seem appropriate?
- Is there potential for the proposed research to advance knowledge and understanding within its own field or across different fields? Please elaborate.
- Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale?
- Does the plan incorporate a mechanism to assess success? Please elaborate.
- Is there a clear and defined strategy for acquiring external funding?
- How qualified is the individual/team to conduct the proposed activities?
- Has the applicant demonstrated there is adequate resources to carry out the proposed activities?
- Do the project objectives provide for an alternative approach in the event of a project pitfall? Please elaborate.
- Is the proposal informative, succinct, and easy to understand?
- Do the budget costs seem reasonable to achieve the objectives of the proposal?
- Provide an overall score for this proposal.

Please provide your feedback on strengths, weaknesses, and recommended improvements in the boxes below:

Strengths

Weaknesses

Recommended Improvements