

# Submission Guidelines for the Academic Federation Research Grant Program “Innovative Developmental Awards”

## ASIS Application Procedures:

1. Login to the Academic Senate Information System (ASIS) at <https://asis.ucdavis.edu/grants/index.cfm>.
2. Click on the *Login* button and login with your Kerberos login and passphrase.
3. Click on the *Apply for IDA Grant* link under the *IDA* label.
4. The following information will be pre-populated on the application form: Submission Year, Name, Email, Title and Department. Check to make sure that the information is correct.
5. Complete the form by
  - a. filling in all data entry fields,
  - b. clicking on the appropriate radio button indicators, and
  - c. uploading required documents, as PDF files, via the *Choose File* button.
6. Please verify that all the information on the application is correct.
7. Click the *Submit Application* button to send your application.
8. You will receive an email once your application is successfully submitted and can see the status of your application at <https://asis.ucdavis.edu/grants/index.cfm>.
9. After submitting your application, the system will automatically request an electronic approval (via email) from your Department Chair. Please ensure your Department Chair submits their approval within 5 business days.
10. Applicants will be notified electronically whether they have been awarded funds. Feedback on grant proposals will not be provided. Please contact AFCOR Analyst, Melisa Contreras with any questions via email at [melcontreras@ucdavis.edu](mailto:melcontreras@ucdavis.edu).

## Guidelines for Submission:

1. **Proposal title and amount requested**
2. **Summary (350 words maximum)**
  - a. A brief summary of proposed study (problem/hypothesis, approach, innovation, expected findings)
  - b. How this is a new research area or innovation that can generate pilot data to support an extramural grant application
  - c. Why this proposal has extramural funding potential
3. **Federation member Applicants should be a Federation member and have PI status. If PI status is not automatic, please provide administrative evidence of PI status by exception.**
4. **Research Description (3-page limit, not including References); upload as a pdf**
  - a. The **Research Description** should not exceed three single-spaced pages (11-point size font, 1-inch margins; reviewers will not read past 3 pages). Give references to the literature as appropriate. The list of references is not included in the Research Description 3-page limit but can be no longer than 5 pages. The research description should contain at least the following:
    - i. **Background/Specific Aims:** The significance of the project relative to research in its general field, stated in language that can be understood by non-experts. Describe the problem you are trying to solve from the literature and preliminary data (if available). Explain your new concept. For example, has a similar question been addressed previously? How is the proposed work an improvement?
    - ii. **Significance:** How will findings from the proposal impact the field of research?
    - iii. **Innovation:** Explain how your research is innovative. Explain why the research matters including how it will make a difference and solve the “problem” that current studies and/or methods do not solve. Explain how this is a new research area for you.
    - iv. **Research Strategy:** Provide the specific goals (problems, questions, hypotheses); a clear description of the work to be carried out; how you will analyze the data; the proposed timeline to achieve the goals. Conclude by putting your potential results in the context of your specific aims. Excellent proposals include clear documentation that the work is feasible, that critically needed material will be available, justification of sample

size, and contingencies where results are not as expected, or problems arise during the research. While it is understood that some of this research will be risky, pilot work, investigators should still clarify how the results that they do obtain will further the overall research goals of the program.

- v. **Funding Potential:** Relevance of the proposal to obtaining external funding must be clearly stated. Please provide a detailed discussion of the anticipated funding opportunity that this grant will facilitate. Include the name of the targeted agency (or agencies) and the relevance of the proposed research to agency research priorities.
- vi. **Literature Cited** (1-5 pages, not included in the Research Description 3-page limit)

**5. Proposal Budget and Budget Justification (\$20,000 maximum; 2-page limit); upload as a pdf**

- a. Use form provided online at: <https://academicfederation.ucdavis.edu/grants-awards>
- b. The Proposal Budget sheet must be completed, and a Budget Justification must be provided. The budget justification should briefly address each item listed on the budget in terms of the proposed research. Funding will be awarded ONLY for research expenses and supplies, **not** for equipment (except computers), travel to professional meetings or professional development. Requests for computers, software or publication costs will be considered on a case by case basis and must be fully justified based on scientific need. Vague or missing justifications may lead to denial of an award or to one with a reduced budget. If funds for personnel such as research assistants are requested, be specific as to what the person will be doing. Please note: Benefit costs for hiring any personnel on the grant must be included as part of the proposal budget.

**6. CV with information relevant to the application (2-page limit for each key personnel); upload a single pdf document that includes all CVs.**

- a. For each key personnel, include degrees and dates awarded, a list of positions held, and any information relevant to the current proposal. Each CV should not exceed 2 pages.

**7. List of extramural grants secured in the last 5 years by each key personnel. If there are none, please indicate this. Upload a single pdf document that includes all grant lists.**

- a. List of extramural grants awarded and completed in the last 5 years. Include titles, funding agencies and amounts.

**8. Human, vertebrate use, and other authorizations (IRB, CUA, RUA, etc.)**

- a. **Protocol Approval.** The special authorizations (listed below), if required, should include the protocol number and/or authorization number. If the protocol is pending, please so indicate.
  - i. Human Subject: <http://research.ucdavis.edu/policiescompliance/coi/human-subjects/>
  - ii. Recombinant DNA Use: <https://safetyervices.ucdavis.edu/article/biological-use-authorization-bua>
  - iii. Radioisotope Use: <http://safetyervices.ucdavis.edu/article/safe-handling-radioisotopes>
  - iv. Living Vertebrate Animals: <https://ucdavispolicy.ellucid.com/documents/view/279>
  - v. NIH/NSF Modular Biosketch and Human/Animal Use guidelines: <http://grants.nih.gov/grants/funding/phs398/phs398.html>

**9. Received IDA in 2017-2018 or earlier (if applicable)**

- a. Provide year of last funded IDA
- b. Contact AFCOR Analyst Melisa Contreras ([melcontreras@ucdavis.edu](mailto:melcontreras@ucdavis.edu)) for link to report to be completed.
- c. Applications will not be considered complete if a final report for each previous IDA received in 2017-18 or earlier is not attached.

**IDA Acknowledgement**

All investigators must acknowledge the UC Davis Academic Federation Innovative Development Award in abstracts, publications and other creative works resulting from studies supported by an IDA.

**Ad Hoc Reviewers.** The Academic Federation Committee on Research reserves the right to appoint ad hoc members to review IDA proposals as needed.