

SMALL GRANTS (SG)
Application Form for Spring 2017
(Updated November 2016)

Submission Instructions:

Submit this completed application form and the following documents electronically within Cayuse.

- Item 4: Resubmittals: letter to address reviewers' comments
- Item 7: Suggested reviewers (provide three names)
- Item 8: Objectives and Significance
- Item 9: Scholarly activity
- Item 10: Budget justification
- Item 12: Leverage for future research
- Item 15: Biosketch
- Item 16: Letters of endorsement (*optional*)
- Item 18: Signatures

Attach documents to the back of the original application form and include in the PDF document.

Proposal packets must be received by 5:00 P.M. on the deadline date.

Incomplete proposals or proposals not following the guidelines and format (*including spacing, font size, margins and page limits*) will not be considered for funding.

To review program guidelines go to: [LINK](#)

SMALL GRANTS (SG)
Application Form for Spring 2017
(Updated November 2016)

1. **Investigator Name:** _____ **Rank:** _____
Department: _____ **College:** _____
Phone: _____ **Email:** _____

2. **New Faculty?** (3 years or less) ☐ Yes

3. **Project Title:** _____

4. **Category 1 proposal** ☐ or **Category 2 proposal** ☐

5. **Is this a resubmittal?** ☐ Yes ☐ No

If so, you must provide a letter explaining how you have specifically addressed the reviewers' comments from the previous submission (*limit one page*).

6. **Project Start Date:** _____

7. **Suggested Reviewers** (provide up to three names):

Name	Title	Dept./College	Area of Expertise	Email

Conflict of Interest: Suggested reviewers should not have served as co-authors or co-investigators with the Investigator in the last five years, nor should they be collaborators on this proposed project. Similarly, Investigators should not suggest former post-doctoral advisors, professors, or former students as potential reviewers. These policies are established to minimize the risk of a potential conflict of interest in the review process.

NOTE: Eligible proposals may be reviewed by non-Research Council reviewers (possibly including individuals suggested by the Investigator) as well as Faculty Senate Research Council members.

8. **Concise statement of the project objectives and significance** (*Written for a general audience of reviewers from a variety of disciplines, avoiding jargon and unexplained acronyms.*):

Objectives and significance including SP3.0 benchmarks: (*1 page, double-spaced, 12 pt. font, 1 inch margins*)

9. **Description of the scholarly activity, including methodology, milestones, brief literature reviewed, and citations** (*limit two pages excluding citations, double-spaced, 12 pt. font, 1 inch margins*).

10. Detailed Budget:

The amounts requested for each budget line item should be documented and justified (*limit one page*).

	Amount Requested <i>Round to Whole Dollars</i>
Salaries or Wages (Investigator salary not allowed)	
Faculty Release Time (replacement cost)	
OPE/Fringe Benefit Rates	
Services & Supplies	
Travel (Research related only. Travel to meetings/conferences not allowed.)	
Equipment (items costing over \$5,000)	
Other	
TOTAL	

Awards are made for up to one year and can begin in any month during the year. Budgets should be separated according to fiscal year.

11. Transfer award to Index:

Index Code	Activity Code	Fund	Dept. / Unit to Transfer Award Funds
<i>This index code will come from the department through which your research is being conducted. The index code provides a source for the Research Office to transfer award funds, should your proposal be selected. (Contact your department/Business Center accountant for this Index Code - must have fund 001100-001399)</i>			

12. **Describe how this funding would provide leverage for future research or creative scholarly activity** (*limit 200 words, double-spaced, 12 pt. font, 1 inch margins; written for a general audience of reviewers from a variety of disciplines, avoiding jargon and unexplained acronyms*):

13. Extramural funding target, required for Category 1, Optional for Category 2 (*agency or organization, program, target date, F&A rate for that program*):

14. Present and pending support for scholarly work, including all support from OSU (*include source, amount, dates, and project titles*):

15. Prior funding from the Research Office for the Investigator (*FRT, GRF, RERF, start-up funding, etc.*) **during the past five years.** (*Include source, amount, dates, and project title(s). Indicate whether all required final reports have been appropriately submitted. Recipients who fail to submit the required final reports will be ineligible to receive future funding from Research Office Incentive Programs.*)

16. Biosketch; list education, academic/professional appointments, up to five publications closely related to the proposed project, and up to five other significant publications (*limit two pages single-spaced, 12 pt. font, 1 inch margins*).

17. Letters of endorsement from individuals who are in unique positions to comment on the merit of the proposal (*Optional.*)

18. REGULATORY COMPLIANCE:

It is the responsibility of the Investigator to obtain approval from the appropriate compliance committee(s) prior to the initiation of their research project. Documentation of approval from the appropriate compliance committee(s) must be received in the Incentive Programs office before the award funds will be transferred. Allow sufficient time for the compliance review and approval process, which could take up to ten weeks.

Check each box that applies to your research:

Does this proposal involve the use of human subjects?

☐ Yes ☐ No

If yes, current IRB Study Number _____

[OSU Institutional Review Board \(IRB\)](#)

Does this proposal involve the use of live vertebrate animals?

☐ Yes ☐ No

If yes, current ACUP Number _____

If yes, and an ACUP hasn't been submitted to the IACUC:

Has the [IACUC office](#) been contacted to discuss the project?

☐ Yes ☐ No

Has the [Attending Veterinarian](#) been contacted to discuss the Project?

☐ Yes ☐ No

[OSU Institutional Animal Care and Use Committee \(IACUC\)](#)

Does this proposal involve the use of recombinant DNA molecules, transgenic plants or animals, and/or infectious agents of plants, animals, or humans?

☐ Yes ☐ No

[OSU Institutional Biosafety Committee \(IBC\)](#)

Does this proposal involve sources of ionizing radiation?

☐ Yes ☐ No

[OSU Radiation Safety Committee \(RSC\)](#)

Does this proposal involve the use of chemical carcinogens?

☐ Yes ☐ No

[OSU Chemical Safety Committee \(CSC\)](#)

Does this proposal involve the activities of scuba diving, free diving and/or small boating operations?

☐ Yes ☐ No

[OSU Scientific Diving and Small Boat Safety](#)

Does this proposal involve export control or international compliance?

☐ Yes ☐ No

[OSU Export Control and International Compliance](#)

Does this proposal involve conflict of interest?

☐ Yes ☐ No

[OSU Conflict of Interest](#)

19. SIGNATURES (required):

Department Chair/Head

Date

Dean

Date

Investigator Signature

Date

The signature of the Investigator gives the Oregon State University Research Office permission to post the final report on the Research Office website for the sole purpose of sharing information about research.*

*If there is a reason for not wanting the final report posted on the website, submit the justification (*limit one page*).