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Comments, Corrections, and Suggestions Welcome

**Ivan Allen College of Liberal Arts
Handbook on Faculty Research Funding**

Key People:

Associate Dean for Research:

Susan Cozzens, scozzens@gatech.edu, Office: 008 DM Smith, Phone: 404-385-0397

Sponsored Projects Manager:

Chris Fehrenbach, chris.fehrenbach@iac.gatech.edu,
Office: Habersham; Phone: 404-385-0269

Key web sites:

research.iac.gatech.edu

This site lets you search a list of all IAC proposals and projects since 2004, and provides basic information on project budgets and submission procedures.

IAC Faculty Research on T-Square (<https://t-square.gatech.edu/portal>)

This site archives funding opportunities plus information from past training sessions on proposal skills. Subscribing to the site puts you on the list for announcements of external funding opportunities.

Sponsored Projects Section of Techworks (<http://techworks.gatech.edu>)

This section consolidates links to a number of key Georgia Tech sites that you will need in submitting proposals and managing sponsored project.

Sponsored Project Contacts for each IAC unit:

CACP - Jackie Herndon
Econ - Jyldyz Hughes/Chris Fehrenbach
HTS - Alan Bryan/Chris Fehrenbach
INTA - Ben Powell
LCC - Kenya Devalia/ Matthew McIntyre (Digital Media)
Mod Langs - Ed Able/Chris Fehrenbach
Public Policy - Clark Bonilla

Abbreviations:

EVPR Executive Vice President for Research – GT’s chief research officer

GTF Georgia Tech Foundation

GTRC Georgia Tech Research Corporation

IAC Ivan Allen College

OSP Office of Sponsored Research

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Overview of the Handbook

The Ivan Allen College is a research intensive environment. We try to support your scholarship in many ways. This handbook gives you an overview of the resources available to you from the Dean's office as you develop your research portfolio.

The first section of the handbook is particularly relevant for junior faculty. It describes the division of labor between the schools and the dean's office in providing research resources.

The second section of the handbook is particularly relevant for associate and full professors. It provides basic information about structures and processes for external funding at Georgia Tech; alerts you to issues that arise in the process; and points to places where you can get more information.

The third section provides information on the six faculty development programs administered through the Dean's Office:

- Indirect Cost Returns (formerly ISERF2)
- Grants for International Travel (GTF)
- GTRC allocations
- Proposal Development Training (formerly ISERF1)
- Small Grants for Research (SGRs)
- Special Research Awards (SRAs)

The most up to date information on both internal and external funding sources and processes is available at the College research administration web site: research.iac.gatech.edu. You will want to consult it often.

Basic research resources

Computers, software, data sets

When the College recruits faculty, the school chair discusses with the candidate their need for research equipment. The School, Dean, and Provost typically jointly provide funding for a start-up package that meets the faculty member's immediate needs. This funding is specified in the offer letter. Specialized software and data sets can be included in such a package.

The College maintains a statistical server that allows common access to a number of programs. Schools often invest in software packages that their faculty members use most often. Software as well as specialized hardware purchases can be funded through a special Institute-level fund supported by student fees (the "Tech fee" fund). The computer support professional in your school puts together these requests once a year. You should make your needs known to your department chair so that they can be included in these requests if possible. If you have any questions about the availability of specialized equipment or software, send a note to the IAC computer staff at helpdesk@iac.gatech.edu.

The IAC schools generally replace faculty computers on a regular rotation. The exact timing and provisions will vary by school, so you should consult your school chair to find out when you are eligible for a replacement.

Atlanta now houses a data center for U.S. census data. Information is available at <http://aysps.gsu.edu/acrdc/>. Other subscriptions could be considered, so please let your school chair and the Associate Dean for Research know what you are interested in.

Libraries

The library can also answer questions about access to specialized data sources, which might sometimes be available through the University System of Georgia even if Georgia Tech does not subscribe.

The Georgia Tech library was in the past assigned a role in the university system of maintaining science and engineering related titles. To find what you need in the humanities and social sciences, you may need to use interlibrary loan. The library provides very good access to this by letting you put in your request online and delivering the books to your mailbox when they arrive. You can also use your Buzzcard to borrow books at other libraries in the area; check with the circulation desk at the library for details.

Travel to present papers: Domestic, International

The College wants to invest in your professional development by allowing you to present papers at professional meetings. Travel to domestic meetings is covered (when budget allows) by your home school. The College receives a modest amount of funding each year from the Georgia Tech Foundation (GTF) and uses this to support travel for faculty to present their work at international meetings. See the GTF entry in the section on Faculty Development Programs.

Travel for research

The GTF funds described in the previous section may also be used for international travel to collect research data that cannot be obtained otherwise. The same limits per grant apply, and the application should be sent on the same form. You can also apply for research travel through the Small Grants Program.

Graduate assistants

Most IAC schools have graduate programs. Some of the students in these programs are supported through either assistantships under external grants or teaching assistantships. (Some faculty start-up packages include funding for an assistant for a limited period of time.) The only route to having a graduate research assistant for most faculty members is to seek external funding. Supporting graduate students through grants both expands your capacity for scholarship and builds the graduate program in your school. Both are positive contributions to the intellectual environment of the College and Institute.

Faculty Development Programs

Ivan Allen College currently administers six faculty development programs that use internal resources to support faculty research. This section of the handbook provides a thumbnail sketch of each one. Application forms for each appear in the Appendix.

Indirect Cost Returns (formerly ISERF2)

Purpose of program: Provide modest discretionary funding for those who bring in external support.

Eligible recipients: Principal Investigators whose grants generated indirect cost returns for the Institute in the previous fiscal year (July 1 to June 30 of the year before the application). Other project personnel should submit their requests to the PI on the grant, who makes the decision on whether to submit it to the Dean's Office.

When to apply: Anytime during the year.

Criteria for funding: Amount of indirect cost returns generated in the previous fiscal year.

Decision by: Associate Dean for Research

Budget limitations: The budget limit is set as a small percentage of the overall indirect costs generated on the PI's projects in the previous fiscal year.

Can be spent on: Any research-related expense that can be paid with state funds, including faculty salary, graduate assistants, travel, equipment, etc.

International Travel Grants (GTF)

Purpose of program: This program provides international travel funding to supplement the domestic travel support from the Schools. The goal is to increase the international visibility of tenure-track faculty members.

Eligible recipients: Tenured and tenure-track faculty.

When to apply: Any time during the year. You should apply when you propose a paper to an international meeting rather than when the paper is accepted.

Criteria for funding: Paper presented at major international conference OR travel to access research materials not available in the United States.

Decision by: Associate Dean for Research

Budget limitation: \$3000 maximum. Limit of one meeting per faculty member per year. The allowance for meals is capped at half the State Department rate. Funds may not be used for other travel in conjunction with the meeting. Funds not used must be returned to the pool to support travel for other faculty members.

Can be spent on: Any allowable travel expense.

GTRC allocation

Purpose of program: These funds are allocated by the Board of the Georgia Tech Research Corporation to provide flexible funding to units in support of their research missions. GTRC is the legal entity that accepts grants on behalf of Georgia Tech.

Eligible recipients: Schools, IAC doctoral students, academic and general faculty

When to apply: Any time

Criteria for funding: Eligible expenditures as specified by GTRC (see list below)

Decision by: The Associate Dean for Research

Budget limitation: Most allocations will be under \$3000

Can be spent on:

- **Equipment Replacement:** The funds allocated for this program should be used to replace aging, obsolete, or non-functional research equipment. This includes purchases of laptop computers and related devices as well as instrumentation and maintenance agreements.
- **Major Proposal Development.** The funds are intended to be used for preparation of proposals for significant or strategic research programs.
- **Graduate Research Assistants and Ph.D. Support:** These funds provide Ph.D. safety net funding and Ph.D. student travel grants. This allocation may also be used to provide matching funds to support graduate students appointed to approved research programs. This includes funds to increase the stipends of GRAs in FY2012.
- **GTRC Promotion and Entertainment Funds to Support Sponsored Research and Recruitment:** Units may use these funds as they require in support of sponsored research activities and for recruiting graduate students. These funds may be used to support the addition of new research faculty by providing funding for lab equipment, associated materials and related costs included in recruitment packages.
- **Patent Expenses** – Funds may be used to match other institutional or GTRC support for filing U.S. patent applications for technologies that originated in the college or unit pledging the funds.

Graduate students may apply for matching grants to present their research in papers at national or international professional meetings. The College will not approve more than \$300 domestically or \$500 internationally from GTRC funds, and an equal amount must be provided by either the student's School or advisor.

Instructions for applying for these funds are provided later in this handbook.

Proposal Development Training (formerly ISERF1)

Purpose of program: To provide incentives and training to faculty to start applying for outside support.

Eligible recipients: Tenured and tenure-track faculty who have not received external support previously. An individual may not receive funding under this program AND either Small Grants for Research or Special Research Awards.

When to apply: By February 1.

Criteria for funding: If needed, senior assistant or associate professors would receive priority.

Decision by: Associate Dean for Research

Budget limitation: The program provides \$2500 in summer salary and travel funding to visit program officers as needed.

Can be spent on: Summer salary and travel for sponsor consultation.

Small Grants for Research (SGRs)

Purpose of program: To provide modest research funding for competitively selected faculty projects.

Eligible recipients: Tenured and tenure-track faculty. An individual may not apply both to this program and to the Special Research Awards program.

When to apply: Intention to submit by December 20. Full application by February 1.

Criteria for funding: Quality of the proposal, including theoretical and practical significance and feasibility of the plan. The proposals are reviewed by faculty from across the College and should be written for an interdisciplinary audience.

Decision by: The Dean, advised by peer review by College faculty.

Budget limitation: \$20,000, to be spent in the fiscal year following the application. No tuition or indirect costs need to be included in the budget.

Can be spent on: Anything allowed from state funds.

Special Research Awards (SRAs)

Purpose of program: An SRA is intended to help a faculty member complete a scholarly project that is in its final stages.

Eligible recipients: All tenured and tenure-track faculty. An individual may not apply both to this program and to the Small Grants for Research program.

When to apply: Intention to submit by December 20. Full application by February 1.

Criteria for funding: Quality of the proposal, including theoretical and practical significance and feasibility of the plan. The proposals are reviewed by faculty from across the College and should be written for an interdisciplinary audience.

Decision by: The Dean, advised by peer review by College faculty and rank-ordered lists from School Chairs. The Chair's letter of support for applicants for SRAs should provide a ranked list of applications in order of School priority; address the merits of each individual proposal; and outline the arrangements that will be made to cover the applicant's teaching during his or her SRA time period.

Budget limitation: The award can provide either one course of release from teaching (through paying for replacement teaching) or one semester of graduate assistantship. This support can be used either fall or spring of the year following the application.

Can be spent on: See budget limitation.

Cross-Campus funding sources

GT FIRE. In 2010, the Office of the Provost and the Office of the Executive Vice President for Research (EVPR) requested proposals under a new program, **GT-FIRE – Georgia Tech Fund for Innovation in Research and Education**. The program has two goals: a) facilitate planning for large extramural proposals and b) support feasibility studies of high-risk, transformative ideas in research and/or education with significant emphasis on their transformative potential. GT-FIRE has two levels of funding for which funds may be requested:

- Planning Funds to Aid Large Extramural Proposal Preparation (\$4,000) – *no deadline*
- Fund for Transformative Research and Education (\$40,000) – *due in early January; call for proposals expected in the fall.*

Information from last year's call is included in this handbook as an appendix. Watch for a new call this fall.

Seed money. Several outside organizations administer small grant programs through groups in the Institute. In the past these have included the Kaufman Foundation, the Health Systems Institute (<http://www.hsi.gatech.edu/seedgrantcfp/>), and SAIC. Watch for email announcements or check on the IAC Faculty Research T-square site for opportunities.

Special initiatives. The Executive Vice President for Research (EVPR) may also provide some seed money for special projects, at his discretion. If you are interested in such funding, you should first consult with your school chair and the Dean, so that we do not set up competing priorities. All requests to the EVPR must be forwarded through the Associate Dean for Research.

Finding external funding sources

As you settle in at Georgia Tech and discover the rich research environment around you, you will want to begin to look for outside sources of support. Outside support is essential for you to do extensive research travel or support graduate students. It can also help to provide summer salary and release you from some of your teaching responsibilities (although not all). Georgia Tech is a very supportive environment for finding and managing external funding, and the College works hard to help you with this task.

You are the most effective person to look for funds for your research, because you know best what you are doing. This section therefore points you to some resources you can use to search. You should also check the funding acknowledgements in the professional journals that are central to your field to see who is supporting the work of your colleagues at other campuses. Your School Chair is also a good source of advice.

Georgia Tech's Office of Sponsored Programs provides training in finding funding, both offline and online (see <http://training.osp.gatech.edu/>), and the College offers training from time to time. The College Weekly Calendar has a funding opportunity section, and announcements of funding programs go out to those who want them through the IAC Faculty Research T-square site. (To join, go to [T-square](#) and sign in with your regular GT information. Under "My Workspace" in the "Workspace Tools," choose "Membership." Click on "Joinable Sites," search for [IAC Faculty Research](#), then follow the instructions.)

Government grants and contracts

You have access to several sources of information on government funding. Three commonly used ones are Grants.gov (<http://www.grants.gov/>), the Community of Science (<http://fundingopps.cos.com/cgi-bin/wiz>), and the National Science Foundation's information on its own programs (www.nsf.gov). Each of these has options for setting up email updates tailored to your interests.

Sometimes Georgia Tech is limited in the number of proposals it can submit to a federal funding opportunity. If you are interested in one of these, watch your email for a notification of the campus deadline for submitting materials to compete for one of the submission slots. It is usually well ahead of the agency deadline.

Private foundations and corporations [see next section on clearance]

The Community of Science database (<http://fundingopps.cos.com/cgi-bin/wiz>) also includes some entries for funding opportunities at private foundations. A more extensive database is the Foundation Center's online directory (<http://fconline.foundationcenter.org/>). This is available only by subscription. The IAC Associate Dean for Research will be happy to provide a month's subscription for you to explore foundations in your area; just send an email with your request. After a month of access, you should have a good list of foundations that you can continue to explore directly on their web sites.

Applying for external funding

Now that you have located a potential funding source, it is time to start preparing the proposal. Check the IAC Research Administration site to see whether anyone in the College has applied to that source recently, and ask that person for advice. (If you need help with an introduction, ask the Associate Dean for Research or your School Chair.) Think about asking a senior colleague with a funding record to read your draft proposal (and leave at least a week in your schedule to let them do that). See if the funding source has samples of applications on their web site.

Policy on administering funds

It is College policy that all faculty and staff with primary appointments in the College must administer their grants through the College. This policy allows the sponsored research activity of the College to be accurately reflected in Institute records.

Beware the approval process.

An important tip from veteran proposal writers is to sketch out your project pretty well, then stop to do the budget and internal GT paperwork, even before your proposal text is fully polished. In most cases, you do not submit the proposal yourself. Instead, someone in Georgia Tech's Office of Sponsored Programs (OSP) submits it, and it requires approval from your School Chair and the Dean before OSP can do that. The internal paperwork takes time to make its way through signatures, and you can be writing and polishing while others are looking at your budget and other documents. They can do that review with just the abstract of your proposal, rather than the full proposal text. You can still make minor changes in the budget at a later stage as needed.

Still, the Georgia Tech approval process will take longer than you think. Especially when you are new at it, start the process at least ten days before the proposal needs to be sent to the funder. Everything will need to be in the hands of the person who submits the proposal for Georgia Tech (in the Office of Sponsored Research) three to five business days ahead of the submission date – check on the specifics of your proposal.

Help with proposal preparation

All these steps sound like bad news, but there is good news to go with it. IAC staff members are ready and eager to help you with the administrative aspects of the proposal process. Start with the designated person in your unit (usually your School's budget person), and if you run into any snags, contact Chris Fehrenbach in the Dean's Office. Chris has walked many new proposers (and many experienced ones as well!) through the proposal process, and is always there to help. Online training is available for an overview of the proposal submission process

(http://www.osp.gatech.edu/training_videos/proposal_process/ch1/ProposalProcessChapter1.htm) and one of the basic documents, the routing sheet

(http://www.osp.gatech.edu/training_videos/proposal_process/ch2/PP-Chapter2.htm),

Preparing your budget

There are tools available on the IAC Research Administration web site to help you in preparing your budget. Usually, proposers work with their School budget staff or with

Chris Fehrenbach in doing this. There are a lot of rates to be applied, and budget experts are really good in doing that. You will almost certainly have to add a fringe benefit rate to your salary, charge tuition for graduate students who will be involved, and top off everything with Georgia Tech's approved indirect cost rate. (If you don't know what an indirect cost rate is, please see <http://www.osp.gatech.edu/what-is-fa/>.)

Clearance for foundations

Before you approach a private foundation for funding, you must clear the request with Georgia Tech's Office of Foundation Relations. Send an email to the director of that office, Birgit Burton (birgit.burton@dev.gatech.edu) with a copy to the College development officer, Juan McGruder (juan.mcgruder@iac.gatech.edu) asking for permission. You should get an answer within a day or two. The reason for this rule is to avoid having multiple proposals from Georgia Tech interfere with each other in the decision process of the foundation. Requests from IAC to approach foundations are almost always approved.

Collaborative research ground rules

The College actively encourages you to work with other colleagues across campus on collaborative proposals. It is important both for you and the college for those collaborations to be symmetric and for your contributions to be accurately reflected. It is therefore College policy that when you are involved in such collaboration, some portion of your salary must be paid through the grant; and if that portion is a week or more, the support must be set up as a sub-award administered through the College. If you are supervising students under a collaborative grant, the student support must also be set up in the sub-award administered through the College. Any other costs for your participation (travel, supplies, etc.) should be included in the sub-award as well. These provisions assure that the Institute's record accurately reflect the participation of College faculty in interdisciplinary research projects and gives you appropriate credit for this work in your promotion, tenure, and review files. Please bring these policies to the attention of your collaborators. The sub-award amounts should also be reflected in the comments section of the cover sheet of the proposal when it is submitted.

Planning ahead on fellowships

The College is eager for faculty to receive prestigious research fellowships, such as ACLS, Fulbright, Guggenheim, or NEH fellowships. It is particularly important that you consult with your School Chair before submitting a fellowship application, however. He or she will be able to tell you whether the School can accommodate your being on leave for a year, and he or she will also start the discussion with the Dean's office about financing the fellowship year. Fellowship sources almost never provide full salary and benefits. If they provide about half your salary, Georgia Tech is likely to be able to make sure that the rest continues, but the Dean's office must approve this in advance. Georgia Tech cannot provide additional support for such items as housing, child care, etc., so you need to think through the financial implications of the fellowship carefully before you apply. There are some fellowship opportunities that you will not be able to afford.

Institutional Review Board and other requirements

Depending on the specifics of your research plan, you will have to address a number of federal regulatory requirements as part of the proposal process. For example, if you are going to do your research outside the United States, you need to fill out an Export Control form. If you are going to involve a graduate student, you need a plan for ethics training for that person. If you are going to gather data from people, you need to seek either exemption or approval from the Institutional Review Board. All of these are routine processes, and Georgia Tech has developed routine responses, but the processes still take time. The IRB approval can be “pending” at the time of your submission, but you should start it at proposal time so that the process has worked its way through when your sponsor says they are giving you funds; otherwise, your funding could be delayed or perhaps even prevented. See Chapter Three of OSP’s online training for an orientation to the information system we use for the approval process, IRB Wise (http://www.osp.gatech.edu/training_videos/proposal_process/ch3/PP-Chapter3.htm). Again, College staff members are always willing to help you get oriented to these processes, and you can contact either Chris Fehrenbach or Associate Dean Susan Cozzens for help.

Getting exceptions

Requests for any exceptions to standard Georgia Tech rules on sponsored projects must go through the Associate Dean for Research, not directly from the faculty member to either the Office of Sponsored Programs or the Executive Vice President for Research. Allow at least a week for action on such a request.

The most common request we receive is to waive all or part of indirect costs. If the sponsor has a published policy that indicates that they will pay only a particular rate, then approval for this is automatic; just attach documentation to your routing and approval forms. Otherwise, exceptions are very rarely granted, and never on the rationale that without the waiver of indirect costs, the sponsor cannot afford the project. Under those circumstances, you should cut back the scope of what you are proposing to fit the funds the sponsor has available rather than asking Georgia Tech to subsidize. (Your school always has the option of subsidizing if it wants; any such subsidy should be indicated on a cost-sharing form when you submit your paperwork.)

Getting an answer and trying again

Unfortunately, more grant proposals are turned down than are funded. If yours is turned down, give yourself some time to cool down, then re-read the reviewer comments. Ignore what is completely off base and absorb what is true in them. Learn the lessons to be learned about who reviews for the program you submitted to and what they expect. Talk to the program officer about the reviews if you can. Then make a decision about re-submitting. Many agencies are much more likely to fund a well-revised resubmission than the original proposal. Be sure to do your revisions seriously and carefully. But do not be discouraged by an initial “No.” Proposal writing and re-writing is a learning process.

Managing your grant

Hopefully, your proposal will be answered with that wonderful word, “Yes.” Then the process of setting up a sponsored project at Georgia Tech begins. Tech spends nearly \$500 million under sponsored projects every year, so again, there are routines to be followed and rules and regulations to be met. Again, IAC staff members are happy to help you with these items. Online training in managing your grant makes up Chapters Four, Five, Six, and Seven of OSP’s online training (<http://www.osp.gatech.edu/on-line-training/>.)

Some money that comes from outside sources to Georgia Tech is treated as a gift, and the money goes into an account at the Georgia Tech Foundation. This is generally true if you do not have to deliver anything in exchange for the money. Other times, it is treated as a sponsored project and the money goes into a project at the Georgia Tech Research Corporation, a separate entity set up to handle GT sponsored projects. This is generally the case when there are “deliverables” – something someone expects in exchange. For more information on the difference, see the page on gifts vs. grants on the OSP site (<http://www.osp.gatech.edu/finding-funding/>).

The project initiation package

When your proposal is submitted, a record is started in the ICOL system -- Intranet Contracting Officers Log (ICOL). After the grant is made, more information is set up in the OSP Contract Information System. Links to both are found at <http://www.osp.gatech.edu/webwise/>, and online training is available at <http://www.osp.gatech.edu/on-line-training/>. You will seldom have to work directly with these systems, however, because IAC staff provides such good support for the functions they involve. A key item for you to keep in mind and check when your project starts is “deliverables” – which means the reports you owe your sponsor. Check at the beginning to make sure these have been entered correctly – otherwise, you will be unnecessarily hassled later.

Making charges to your project

You will also work with staff to charge various items to your project budget. When the project starts, you will get a project number, the key to charging correctly. Do not rely on staff to know the nickname for your project – be sure to give them the number each time a charge is made, to avoid inadvertent mistakes. It is important to charge any salary at the time the work is done, since retroactive changes are severely limited in the GT accounting system.

Budget information

The various IAC Schools use different systems for keeping faculty with sponsored projects up to date on the status of their budgets. You should get information from your budget support person once a month, and you should check to see whether everything that has been charged is correct and that all charges have appeared. It is important to do this since it is easy to catch mistakes early and very, very hard to get them corrected once a few months have passed. The official Georgia Tech version of your budget is available through the Sponsored Projects section of Techworks (<http://techworks.gatech.edu>). It is

a good thing to look at this regularly regardless of any information you get from your School.

Deliverables and reports

Georgia Tech takes deliverable deadlines very seriously, because most of its sponsors do as well. You will get email reminders when they are due, and Chris or other support staff can help you with getting them submitted online once you have them prepared.

Spending out and closing out

As your project draws to a close, you will want to watch expenditures closely. Any overruns are charged to your School, and make your School Chair very grouchy, to say the least. If you are not finished your project when the closing date comes, and if you still have money to spend, you can ask some sponsors for a “no-cost extension” (NCE). If you think you will need this, start about two months ahead to find out the procedure for requesting it. Sponsors are grouchy about last minute requests and may not grant them.

Going for the Big Stuff

In general, when you are starting on the search for external funding, you want to start small, with a project budget well under \$100,000 in most cases. This gives you experience with the proposal process as well as building a track record that will help you get larger amounts. Reviewers notice if junior academics apply for huge projects, and are justifiably skeptical about whether they can carry them off, and whether project management will interfere with getting their research careers started.

At some point, however, you will want to move up to larger projects, perhaps in the range of \$400-500,000 over several years. As you reach this capacity, you may want to involve colleagues from Georgia Tech as co-investigators. And you will almost certainly want to involve some graduate students, to help in the research and to receive on-the-job training.

A few people in the College go beyond this level and get much larger grants, \$1 million or more in total, usually over several years. The Dean has a “Million Dollar Club,” through which she recognizes the significant contributions these investigators are making to the life of the mind in the College.

Others have the opportunity to be involved in very large grants as collaborators. For example, NSF has a program of “Integrated Research and Education Graduate Training” (IGERT), which provide \$1 million or more per year for graduate student support. Some IAC faculty have been involved in the teams that have brought those grants to campus. Others have been involved in bids for Engineering Research Centers and Science and Technology Centers, or major center programs from the Department of Energy.

We encourage you to think in this direction after your tenure decision. Cross-campus collaboration is the lifeblood of Georgia Tech’s excellence, and IAC should be both an active partner and a leader in this work.

Since large proposals have even larger administrative components, be sure to approach the Associate Dean for Research to help you locate appropriate support services for your effort.

Appendix: Application Forms and Formats

Indirect Cost Returns (formerly ISERF2)

To request these funds, send an email to the Associate Dean for Research outlining the purpose for which the funds will be used. This can be sent any time before February 1 of the year in which the funds are to be used.

GTRC allocation application instructions

This request can be sent by email. The subject line of the email must contain the words "Request for IAC GTRC funds." The email should be forwarded by the relevant school chair with his or her endorsement. The email should go to the Associate Dean for Research, with a copy to the Dean's Director of Finance Administration.

The body of the email must provide the following.

1. Name and position of requestor:

2. Item requested (one of the following):

- Equipment replacement
- Major proposal development
- Ph.D. safety net funding
- Graduate student travel support
- Support of sponsored research
- Support of recruitment of graduate students
- Support of addition of new research faculty
- Patent or IP expenses

3. Justification for expense, if other than graduate student travel support:

4. Matching funds for graduate student travel request (maximum \$300 domestic, \$500 international):

- a. Name and web site of national or international meeting
- b. Title and authors of accepted paper (include copy of acceptance)
- c. Total estimated cost (airfare, hotel, meals, other)
- d. Other sources of funds (adviser or school must cover an amount equal to the GTRC request)

International Travel Grant

Georgia Tech Foundation, Inc.
Ivan Allen College

Send hard copy with signatures to Greg Abrams in the Dean's Office.

Name _____ Position _____

School _____

Sources and amounts of current external support: _____

Purpose for which grant is to be used and value to Georgia Tech: _____

Date(s) of previous Foundation grant(s) received and amount of funding: _____

Requested from Foundation \$ _____

Paid by individual \$ _____

Paid by School \$ _____

Other \$ _____

Estimated Cost

Airfare _____

Other Trans _____

Meals _____

Lodging _____

Registration _____

Honorarium _____

Materials/Supplies _____

Other expenses _____

Date of Departure _____

Date of Return _____

In accordance to the Institute's policy 1st class airfare is not permitted

Budget Year Foundation Funds: FY _____

RECOMMENDED:

Chair/Director: _____ Date _____

APPROVED:

Dean _____ Date _____

Proposal Development Training (formerly ISERF1)

Submit this application as one document.

Faculty member name:

School:

Rank:

Link to web-based biosketch and resume:

Proposal collaborators (if any):

Planned funding source with web link:

Deadline for submission:

Are you requesting funds to visit the sponsor? YES or NO

Description of project to be proposed [250 word maximum]:

Small Grants for Research (SGR)

Submit this application as one document.

Faculty member name:

School:

Rank:

Link to web-based biosketch and resume:

Description of Project to be Completed [500 words maximum]:

Be sure to cover theoretical significance, practical significance, and approach or methods. Write for an interdisciplinary audience; your peers from across the College will review the statement.

Budget (do not include tuition, benefits, or indirect costs):

Faculty salary for ...	
Graduate Student (x months @ y rate)	
Research materials	
Travel (provide breakout of costs below)	
TOTAL	

Budget justification:

Special Research Awards (SRA)

Submit this application as one document.

Faculty member name:

School:

Rank:

Link to web-based biosketch and resume:

Semester in which SRA would be used:

Teaching release _____ OR Graduate Student Assistant _____

Description of Project to be Completed [500 words maximum]:

Be sure to cover theoretical significance, practical significance, and approach or methods. Write for an interdisciplinary audience; your peers from across the College will review the statement. Make the case for how the SRA will contribute to project completion.



GT Fire Announcement from 2010-11

The GT strategic plan envisions innovations in research and education. The office(s) of the Provost and EVPR are pleased to request proposals under a new program, GT-FIRE – **Georgia Tech Fund for Innovation in Research and Education**. The program has two goals: a) facilitate planning for large extramural proposals and b) support feasibility studies of high-risk, transformative ideas in research and/or education with significant emphasis on their transformative potential. GT-FIRE has two levels of funding for which funds may be requested.

Planning Funds to Aid Large Extramural Proposal Preparation (Large proposals are defined as ones with strategic value to GT and with >500k direct costs/year): Funds may be requested for workshops, meetings, retreats, or limited travel to facilitate large proposal submission by groups of faculty to brainstorm proposal ideas and prepare for large extramural submissions. Support can be requested year round up to \$4000 per group. A one page proposal with the following information is requested: i) opportunity being pursued; ii) group of faculty to be invited to attend the workshop/retreat; iii) purpose of the workshop/retreat, iv) Two-page CV of PI. There is no deadline, and every attempt will be made to make decisions within 2 weeks. To ensure quick turn around, these proposals will be reviewed administratively. As a deliverable, a one page, planning document outlining future steps must be submitted within 30 days of the meeting/workshop being concluded.

Fund for Transformative Research and Education: Funds may be requested for high-risk, potentially transformative, innovative ideas in research or education. Funding decisions will be made with a heavy emphasis on innovation and transformative potential of the ideas. Of particular interest in education are novel ways of increasing student faculty interaction in the classroom, as well as projects with the end goal of nurturing innovation/creativity in our students. Single investigators or teams may apply for up to \$40,000 in funding for up to two years. Investigators can be PI on only one proposal. Faculty salary support is not encouraged, but will be considered under exceptional circumstances that are justified. Deadline for requests is January 10, 2011 for January 31 2011 start. A two page request should be submitted with the following information: i) Proposed Transformative idea and its potential impact; ii) A specific sustainability plan subsequent to receipt of this funding; iii) Potential significance of the proposed research or educational idea being explored and measure of success; iv) Two-page CV of the PI and team members (not included in page count); v) a budget (also not included in page count). Proposals will be reviewed by GT faculty.

Proposals should be submitted to research@carnegie.gatech.edu. Technical and Programmatic Questions may be directed to Ravi Bellamkonda (ravi@gatech.edu) or Ray Vito (ray.vito@provost.gatech.edu). Please contact Ray Vito for information on CULC or other space/technology resources available for educational initiatives. Questions regarding submission or procedural matters can be addressed to Monique Tavares (Monique.tavares@carnegie.gatech.edu).