



INTERCAMPUS RESEARCH FUND

Information and Guidelines

Research and the University Graduate School provides funds to encourage intercampus cooperation among the faculty and students of Indiana University. Activities eligible for funding involve individuals from two or more campuses of Indiana University or an individual on one Indiana University campus who needs to use facilities on another campus of Indiana University. Excellence of the proposed intercampus activity is the major criterion employed in the evaluation of proposals. Applications for the Intercampus Research Fund are reviewed by an advisory committee. Awards are announced about two months after the application deadline.

Grants from the Intercampus Research Fund will be made for a maximum of \$10,000, although it is anticipated that many awards will be made for considerably smaller amounts. The Fund is intended to support the initiation of new research activities or to supply modest support at critical times for ongoing projects. The projects should result in one or more of the following: a proposal for outside funding, a publishable manuscript, or a creative activity such as a painting or sculpture. The Intercampus Research Fund does not provide support for faculty teaching activities, seed grants for research ideas in a preliminary stage, or intercampus meetings and uses of facilities that are not directly related to a specific project. The Fund can be used to support graduate and undergraduate research assistants, travel, lodging and per diem for visits to IU campuses, research materials, expenses for meetings, and non-routine supplies and equipment that are essential to the specific research enterprise. Expenses for publicity, academic year and/or summer salaries, lecture fees for IU faculty, travel to professional conferences, computers or standard software packages, and routine supplies and equipment will not be supported.

Deadlines for the receipt of grant proposals are November 1 and April 1 (if the first day of November or April falls on a Saturday or Sunday, the application submission deadline will be the first *business day* in November or April). Applications should be submitted on the form titled "Application Form, Intercampus Research Fund." Supporting memoranda from the deans of schools or colleges and/or the chancellors of the campuses involved in the proposed project may be submitted with the application. Proposals and supporting memoranda should be sent to Fraya Fox, Research and the University Graduate School, Bryan Hall 104, Bloomington campus.

Nine copies of each application, including relevant biosafety, animal, and human subject risk approval forms, must be submitted. Proposals submitted without the proper number of copies or beyond the stated deadline cannot be considered until the next round of competition.

Eligibility. All tenure-track faculty, librarians and those with titles in research ranks at IU are eligible to apply for grants.

Application Procedures. A complete application consists of:

- 1. A proposal prepared by the applicants.**

Proposals must be written in prose that is free of the jargon of a particular discipline. The plan of work and specific methodology should be clearly outlined. Budgets should be specific. The review panel is comprised of representatives of different disciplines, most of whom are unlikely to be specialists in the applicant's field.

Projects including the use of human subjects, warm-blooded animals, recombinant DNA technology, or biologically hazardous materials should provide evidence that relevant

University requirements and regulations have already been met.

The application should list all current, pending, and planned support, giving titles of the project and the amount of support. A copy of the abstract should be supplied for research grants currently in effect. If efforts are not being made to secure funds from outside sources, an explanation should be furnished; undergraduate students should ignore this requirement.

2. A current curriculum vitae if an applicant is not a student.

3. Two letters of recommendation for each applicant.

Each applicant should request a memorandum from the departmental chairperson plus one additional recommendation. Letters of recommendation should address (a) the applicant's general scholarly competence, (b) the value of the project in relation to scholarship in the field, and (c) the applicant's ability to complete the described project successfully in the time schedule presented. Recommendations should also be concerned with the quality and concept of the research plan. The possibility of additional or future external funding for the applicant should be addressed. In addition, if appropriate, the chairperson's memorandum should describe how this study relates to department priorities. If a conflict of interest exists or appears to exist (e.g., a recommendation or chairperson's memorandum for a spouse or relative), it should be noted by the applicant and an **additional** recommendation supplied.

Evaluation of Proposal. The members of the committee who review applications are instructed to rate each proposal of 1) originality, 2) significance, 3) quality of concept and planning, 4) competence of investigator, and 5) prospects of accomplishment. The possibility of support from an outside source is also considered; such applications are judged without regard to rank, seniority, or current salary. The quality of research plan, competence of the investigators, and prospects of accomplishment will be emphasized.

Additional Information. Further information and application forms may be obtained from Fraya Fox (ffox@indiana.edu; telephone: 812-855-8913), Research and the University Graduate School, Bryan Hall 104, Bloomington campus.



APPLICATION FORM
INTERCAMPUS RESEARCH FUND

Research and the University Graduate School
Bryan Hall 104
855-8913

Deadline for Grants: _____ November 1 _____ April 1

1. APPLICANTS

Applicant: _____ Soc. Sec. Number: _____ Date: _____

Faculty Rank or Year in School: _____

Department and Campus: _____

Telephone: Office: _____ Campus Address: _____

Home: _____

Applicant: _____ Soc. Sec. Number: _____ Date: _____

Faculty Rank or Year in School: _____

Department and Campus: _____

Telephone: Office: _____ Campus Address: _____

Home: _____

Applicant: _____ Soc. Sec. Number: _____ Date: _____

Faculty Rank or Year in School: _____

Department and Campus: _____

Telephone: Office: _____ Campus Address: _____

Home: _____

Attach additional pages if there are more than three applicants.

2. TITLE OF PROJECT OR ACTIVITY: (use at most 80 letters and spaces)

3. **ABSTRACT** (Limited to this space)

4. **BUDGET:** Details of Budget: **TOTAL AMOUNT REQUIRED:** _____
(Attach additional page if necessary)

5. **SPECIAL NEEDS: DOES THIS PROJECT REQUIRE:**

Use of Human Subjects Laboratory Animals Biosafety Review

If you have checked one or more of the items above, please complete and submit the appropriate approval form with this grant application. All forms are available from the appropriate office on the campus through which the proposal is being submitted.

6. **DESCRIPTION OF PROJECT (Not to exceed two typewritten pages)**

Please describe your project in concise and jargon-free terms. Your description should make clear the specific aims and purpose of the project, its scope and presumed contribution to knowledge, and a definite plan of work. Please indicate as well when work commenced on this project, your progress to date, and an envisioned time for its completion. Where applicable, please explain how this project may relate to more general problems in this or other fields. Publications or related creative work by the applicant bearing on the project should be listed.

6. DESCRIPTION (continued)

6. DESCRIPTION (continued)

7. Have you applied elsewhere for support of this or a closely related project?
YES ____ NO ____ If yes, please furnish details.

8. Please discuss briefly the prospects that internal support at this time may lead to future external support.

9. **References** (Each applicant should request a memorandum from the departmental chairperson and an additional supporting letter. The additional letter may be submitted on the recommendation form included with this application. Please see

Information and Guidelines for the policy about potential conflicts of interest.) Please list names, titles, addresses and telephone numbers of those from whom we should expect to receive supporting letters.

- 10. List other sources and amounts of support for research received in the last five years by the applicants. Include fellowships (from IU or other sources) and grants.

TITLE: SOURCE: AMOUNT: DATE:

11. AGREEMENT

In signing this application, the applicants signify that they have read and agreed to the conditions stated below.

- 1. We shall assume the responsibility for managing the budget for this grant within the amount awarded and for the payment of any overdrafts should they occur.
(1a) We understand that substantial deviations from the budget are not to be made without the authorization of Research and the University Graduate School and any funds not needed should be promptly returned.
(1b) We understand that these grants are limited to a duration of two years from the time of the award. Funds remaining at that time will be returned to the general research grants fund. (If needs for the project continue past that time, a request for an extension should be submitted).
2. If we apply elsewhere for funds to support this or a closely related project, or if we receive full or partial support from other sources for this project, we will promptly notify Research and the University Graduate School.
3. We will submit a brief but meaningful summary of the project at the termination of the award. No future support will be considered unless such a report has been submitted for previous awards.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Submit your application to Research and the University Graduate School, Bryan Hall 104, Bloomington, IN 47405.

LETTER OF RECOMMENDATION
INTERCAMPUS RESEARCH FUND

Applicant's Name _____ Department _____

Title of Project _____

This form is provided for your convenience in writing a letter of recommendation for the above named individual. It is expected that the applicant will supply you with information about his or her proposal. The review panel is particularly interested in your comments regarding:

- a. The applicant's general scholarly competence, recent performance, and promise of distinction in his or her field of interest;
- b. The value of the project in relation to scholarship in the field, and;
- c. The applicant's ability to complete the described project successfully in the time schedule presented.

Recommendations should also address the originality of the project and the quality and concept of the plan. The possibility of additional or future external funding for the applicant should be addressed. Evaluations, where possible, should compare this researcher or student not only with individuals in the same field or rank at Indiana University but also those at similar institutions.