



*The University Of*

**T A M P A**

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## **2024-2025 Research Innovation and Scholarly Excellence Grant Program (RISE) and Professional Development Award Program (PDA) Descriptions**

### **I. University of Tampa - Research Innovation and Scholarly Excellence Grant Program (RISE)**

#### **A. Grant Purpose and History**

RISE funds provide financial support for professional development projects that clearly contribute to faculty members' excellence as scholars, and therefore, more informed teachers. This competitive grant program is available only **for full-time faculty**. The project must result in scholarly output appropriate for the faculty member's field (see grant stipulations). Awards support projects for up to 12 months and can include support for resources and a faculty stipend for summer research. Examples of resources include but are not limited to equipment, supplies, publication costs, pay for student assistants, computer time, computer software/hardware (see grant stipulations), necessary travel, and/or tuition or fees for advanced coursework or seminars needed to complete the proposed project. **Competitive** proposals will be funded for eligible and justified expenses. **Please note that RISE grants may not be used for offloads or course proposals.**

This grant program is made possible by contributions from three funding sources: (1) University of Tampa money allocated for funding in recognition of Dr. David DeLo, who served as President of The University of Tampa from 1958 to 1971; (2) the Dana Foundation; and (3) the University of Tampa Alumni Association.

#### **B. Grant Stipulations**

1. A faculty member leaving The University of Tampa for any reason will not receive grant funding.
2. RISE grants are subject to all applicable UT policies for hiring (students, employees, non-employees, etc.), purchasing of services, goods, equipment, travel, and gift cards for research participants and must adhere to these policies, which can be found on Workday Help. See also the "Grant Award Policies" section.
3. The nature of the project should be such that it culminates in an **appropriate form of peer review**. Appropriate forms of peer review include the following: 1) submission

- of a paper to a scholarly journal, 2) presentation at a scholarly conference, 3) a recital, 4) an art show, and/or 5) the preparation of a proposal to send to a funding agency.
4. As the purpose of the program is to promote excellence among our teacher-scholars, proposals to support teaching innovations or purchase class supplies without any scholarly output will automatically be rejected.
  5. Travel for research purposes will be considered for funding. Please provide justification for travel (e.g., to view literary materials that are not easily or conveniently accessible by interlibrary loan, to work in a laboratory at another university, etc.). Travel to conferences is **not** covered because these funds are normally available from departmental and college budgets.
  6. Funds may be used for faculty stipends, but stipends may only be used to support University of Tampa Faculty. Stipends cannot exceed a maximum of \$4,000 per individual faculty member per funded period.<sup>1</sup> Faculty stipends will only support scholarly activities occurring during the summer. Therefore, any proposal requesting a faculty stipend must include a timeline with at least some activities taking place during the summer.
  7. The University of Tampa Grants may be used to fund student assistants if the work is appropriately justified. In addition to the total amount requested for student pay, proposals requesting these funds must provide an hourly wage, the total number of hours the student is expected to work, and why that number of hours will be needed to complete the work.
  8. The purchase of computers, software, books, and subscriptions may be funded **if all other funding avenues have been exhausted** (e.g., IT, library, departmental, and college funds) and if the item is clearly and closely related to the specific project. If you are requesting these specific items, please include appropriate documentation demonstrating that other funding sources have been exhausted in the appendices section of the grant application.
  9. Grant funds may not be used to incentivize participation by randomly awarding research participants, e.g., a lottery to award gift cards.
  10. Requests for publication costs will be considered for projects only where significant progress has been made toward publication and the cost has been fully justified.
  11. Any resultant scholarly product should acknowledge the grant in writing. Specific nomenclature will be provided by the Office of the Provost in award letters.
  12. Proposals requesting funding up to \$10,000 per grant for individual proposals and up to \$15,000 per grant for collaborative<sup>2</sup> proposals will be considered. Proposed budgets that exceed \$10,000 and \$15,000, respectively, will be automatically rejected by the committee unless the source(s) of the funds that will make up the difference

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<sup>1</sup> Fringe benefits must be added to the stipend and are included in the total budget request.

<sup>2</sup> Collaborative proposals are defined as two or more University of Tampa faculty working together on the same project.

are identified at the time of review of the proposals. There will be no prejudice towards applications with external funding.

13. Only one proposal from an individual faculty member will typically be given full consideration in any review cycle. If an applicant submits multiple proposals (either individual or collaborative) in the same review cycle, the Faculty Grants Committee (FGC) will take into account the multiplicity of requests to fund the same applicant, and this may have a negative effect in the review process.
14. Faculty members who have received a RISE award in the past academic year may apply for a consecutive award in the current year. The application may, however, receive a lower priority in funding decisions.
15. Instructional staff are not eligible to apply for RISE grants as lead or sole investigators.

### **C. Grant Timelines and Extensions**

1. RISE grants are awarded for 12-month periods, but faculty may choose to start their projects either at the beginning of May or September. **When applying, faculty will be required to select one of two possible start dates for funding: May 1<sup>st</sup> or September 1<sup>st</sup>** of the proposed funding year, which will result in two possible grant timelines per year: May 1<sup>st</sup> – April 30<sup>th</sup> or September 1<sup>st</sup> – August 31<sup>st</sup>.
2. All items purchased with grant funds must be received by the termination date of the grant timeline they have selected (i.e., April 30th or August 31st). Reimbursements cannot be made for expenditures made outside of this time frame. Requests for reimbursement should be made as soon as possible and must be made after the start date and no later than the termination date.
3. No advance funding can be given from grant awards. All items purchased using grant funds can either be reimbursed with receipts or requested through the standard University purchasing procedures.
4. Requests for a no-cost extension of six months beyond the project period may be considered only in extenuating circumstances (e.g., for programmatic reasons or for external events not under the control of the PI), provided the awardee submits a written justification for such an extension at least 30 days before the current termination date of their award. Extension requests must demonstrate that the funds will be used for the original proposal purpose only. Requests should be issued using a form that can be found in the Faculty Grants Committee's folder in the Senate Files Dropbox (Dropbox: 2023-2024 : Standing Committees : Faculty Grants).

## **I. Professional Development Awards**

### **A. Award Purpose**

1. Professional Development Awards (PDAs) promote the intellectual growth of full-time faculty who have taught at The University of Tampa for a minimum of two years.

This competitive program will support a one-course offload per award (or up to four contact hours per week) for faculty members so they may pursue the advancement of their professional intellectual development. This is a competitive award.

## **B. Award Stipulations**

1. The activities pursued should lead to (a) curricular innovations, (b) pedagogical enhancements, and/or (c) scholarly ventures. Proposals **must** (a) detail specific plans for activity in one or more of these three areas, (b) delineate anticipated benefits for the faculty member and The University of Tampa, and (c) identify specific activities and outcomes that will take place during the semester in which an offload is taken. No budget forms are required for a PDA proposal.
2. The program is intended to support the creative endeavors of faculty who are building on their own previously established work or experimenting with new ideas.
3. Offloads must be planned for spring semesters.
4. Normally, overload assignments may not be taken during the academic year in which a PDA is awarded. An exception may be made if the department and dean request that the faculty member take an overload to meet student needs.
5. Tenure-track faculty are ineligible to apply for a PDA because of the course off-load awarded after a successful pre-tenure review.
6. Instructional staff are not eligible to apply for a PDA.
7. PDA awards are awarded to individual faculty members, even with collaborative projects.
8. Faculty members who received a PDA in last year's grant award cycle may apply again but will receive a lower priority in funding decisions.

## **Grant Review Process**

The University of Tampa Faculty Grants Committee reviews the applications for all colleges and makes recommendations to the Provost on a **competitive basis**. The Faculty Grants Committee's evaluation of each proposal will be based on academic impact and significance, details of the proposed activities, justification of budget request, and other grant-specific criteria.

# **RISE GRANT and PDA APPLICATION INSTRUCTIONS**

## **General Grant Application Guidelines**

1. Grants must be written in a clear and accessible manner for a general audience of faculty from various disciplines. The entire proposal should be in 1) language devoid of discipline-specific terms (jargon) or 2) should provide clear definitions of discipline-specific jargon in layman's terms.

2. The nature of the proposed project must relate directly to the faculty member's field, and the outcome of the project should provide a positive benefit to The University of Tampa, either through published research, innovative educational programs, or community recognition.
3. The person who submits the application will be listed as the lead investigator on the project. This person will be the primary point of contact for communication about the award, entering and/or approving grant transactions in Workday, managing the budget within the timeline of the project period, and submitting the final report.

### **General Grant Application Instructions**

Applications must be made via the online application system Submittable at the link <https://faculty submissions.submittable.com/submit>. Though specific instructions can be found in the online application, you should be prepared to include all of the following:

- A. The project title, names of and information about co-investigators on the project (a coinvestigator is defined as any individual who makes a significant intellectual contribution to the project whose name will most likely be on the finished product), and the total amount you are requesting.
- B. Be prepared to upload additional documents. This may include budget quotes from vendors, your CV, and CVs of all named co-investigators (both at UT and outside of UT; if these CVs are not attached, your proposal will AUTOMATICALLY be denied). students are not considered co-investigators; therefore student CVs are not required. Other files may be needed as well (see IRB- and IACUC-specific information below).
- C. Select whether you wish to begin your funding period on May 1<sup>st</sup> or September 1<sup>st</sup> of the upcoming grants cycle.
- D. If your project involves humans in any capacity, you must check with UT's Institutional Review Board (IRB) to see if you need IRB approval.
  1. UT IRB approval is required even if the project has been approved by another institution's IRB process. Failure to obtain IRB approval or a waiver will result in the proposal being automatically denied.
  2. IRB approval must be obtained before you submit your application, and your approval letter must be included with your grant application. To ensure the IRB has enough time to review your research plan adequately, please submit your IRB proposal no later than the **first Friday in December**. The applicant is responsible for attaining approval prior to the submission of a RISE or PDA grant.
  3. The IRB letter must be addressed to the applicant or named co-investigator or the application will automatically be denied. If the title of the IRB project departs from the title of the grant proposal, applicants should attest that the IRB approval letter is congruent with this grant proposal.
  4. A faculty member may not self-determine whether IRB approval is needed or not. Faculty who believe their research involving humans does not require IRB approval should complete the "IRB: Waiver of IRB Approval" form on the Research Compliance Submittable page (see <http://www.ut.edu/irb>). If the IRB determines that the project does not require IRB approval, a confirmation email

will be sent to the applicant. The applicant should then upload the confirmation email when submitting a proposal for a RISE grant or PDA.

5. All questions about the IRB process should be directed to [IRB@ut.edu](mailto:IRB@ut.edu).
- E. If your project involves non-human vertebrates, you must check with the Institutional Animal Care and Use Committee (IACUC) committee to see whether you need IACUC approval. If the IACUC determines that your project is outside its purview, you must upload an email from the chair stating as such. A faculty member may not self-determine whether IACUC approval is needed or not. IACUC approval must be obtained before you begin your research project, and your approval letter must be provided to the Office of Sponsored Programs ([osp@ut.edu](mailto:osp@ut.edu)) as soon as it is available. Please note that the IACUC letter must list the applicant or named co-investigator, or the application will automatically be denied. Failure to obtain IACUC approval will result in denial of the proposal. All questions about the IACUC process should be directed to [IACUC@ut.edu](mailto:IACUC@ut.edu).
- F. A 250-word summary of your project. Should your application be selected for funding or support, this summary will be distributed to the larger UT community. As such, please make sure you write for a reader outside of your own discipline and refrain from using discipline-specific jargon. It should be comprehensive yet clear enough such that other faculty, the College Deans, Provost, President, and others can understand the project and what it will accomplish. This summary should be comprehensive enough to explain your project to someone who does not have access to the remainder of your application.
- G. The Committee is going to be assessing your previous internal funding history (RISE, PDA, Dana, Delo, or Alumni awards only) at the University of Tampa. Please provide results from prior UT support in the last five academic years, with the start and end dates for those RISE grants as well as any extensions. This information is required for each coauthor/co-investigator/collaborator for the current proposal. Applications that fail to include this information will be given lower priority in funding decisions.
  1. If any individual working on the project has received more than one UT award in that time, please describe each project. Be prepared to provide the title of the project on the original proposal and the funding year, a summary of the completed work on the project, and all outcomes associated with the work for each award.
  2. If a proposed discipline-specific peer-reviewed outcome was not accomplished, an explanation must be provided, including the current status of the project. The explanation should address, for example, the following questions: (1) Are there records of email submissions to journals/conferences that indicate progress toward peer review? (2) Is the proposed outcome no longer possible? Describe the circumstances.
- H. If this project is a continuation of a previously funded proposal, be prepared to differentiate this proposed work from any previously funded UT grant and explain the incremental difference or impact of this current proposal in 250 words or less.
- I. A description of your project that is no more than 1,000 words. As with the summary and remainder of your application, you should write the description in a language that is completely understandable to all disciplines. Include background, theories, significance,

and aims of your project. If your proposal includes a theoretical review, please be sure to cite your sources appropriately and include a Works Cited, Bibliography, or Reference List in the optional appendices.

- J. If you have co-authors, co-investigators or collaborators, be prepared to give their names and describe the role of each person. Individual students do not need to be identified. Be prepared to list stipend amounts being requested for each UT co-investigator and collaborator.
- K. Describe your proposed activities and project timeline with no more than 1,500 words. What, specifically, do you plan to do during your funding period? Please explain what work you will do to complete the project with sufficient details to fully describe your activity plan. You should also be prepared to provide a detailed timeline of your proposed activities and outcomes that is clearly tied to your proposed activities. Specific time periods and dates should be provided. Note: Any expenditures that are supported by the budget request must take place between the funding period selected (May 1<sup>st</sup> – April 30<sup>th</sup> or September 1<sup>st</sup> – August 31<sup>st</sup>). If you have co-investigators, please give their names and fully describe the role of each person.
- L. Describe your anticipated scholarly outcomes and potential outlets (such as journal articles and specific potential journal names, presentations and specific potential conference names, concert/art show, location, and specific venue name, workshop, location, and specific venue name, etc.). Describe any non-scholarly outcomes (such as a workshop, community outreach, etc.). Successful proposals will list multiple potential outcomes and outlets and clearly explain which specific outlets are peer-reviewed and non-peer-reviewed. Outcomes must be described in 1,000 words or less.
- M. Describe the project's merit with respect to its contribution to your discipline in 1,000 words or less. Also, explain how the project will enhance both your scholarship and teaching. If the proposed work impacts specific courses taught, list the courses and explain how the proposed project will affect them. Finally, explain how the project enhances your professional development and the University's mission.
- N. A detailed budget is required for RISE grants, along with a budget justification that clearly and directly explains how each budget item is related to the activities described in the proposal. All budget requests must adhere to all applicable UT policies, and all reimbursement requests must be made through Workday. ***In your justification, explain how you plan to spend the funds and justify each expense.***
  - 1. Budget items that are less than \$1,000 do not require a quote or bid generated from the vendor or provider of the good or service.
  - 2. Budget items that are \$1,000 or more but less than \$5,000 require a single quote or bid generated from the vendor or provider of the good or service.
  - 3. Budget items that are more than \$5,000 require three quotes or bids generated from different vendors or providers of the good or service. If you are not selecting the least expensive quote, you must provide an explanation. If it is impossible to provide all necessary quotes, you must provide an explanation.

4. Please familiarize yourself with the applicable UT policies regarding research participant incentives. **Gift cards** may be purchased as research participant incentives; however, no individual research subject may receive more than one \$75 gift card or cards of a lesser denomination that total more than \$75 during a calendar year. Payments beyond the \$75 maximum must be processed by Accounts Payable if a non-employee and are subject to tax reporting. Applicants are encouraged to reach out to UT Finance to ensure that they are aware of the additional taxing and reporting requirements. Gift cards may not be given to UT employees.
  5. Budget requests, including student assistants, require an hourly wage, total expected hours worked, and a justification for the number of hours proposed.
  6. Budget items for which quotes or bids are required but not supplied will BE DENIED AUTOMATICALLY.
- O. Proposals for Professional Development Awards must justify the need for a course offload.
- P. If you are utilizing a UT staff member on your project, including instructional faculty, a letter of support from their supervisor must be uploaded in your application.

### **Important Information**

- A. Proposals that are incomplete, do not comply with the guidelines, and/or do not follow the instructions may be disqualified. At a minimum, these applications will be given the lowest priority in the funding process.
- B. For services paid to an individual (e.g., transcriptional services, etc.), all invoices must contain a taxpayer ID number (not a social security number). Additional restrictions apply for UT employees; see Office of Sponsored Programs for assistance when preparing your application.

### **Grant Award Policies**

- A. All grant awards, both external and institutional, are governed by the Office of Sponsored Programs policy manual, which serves as the official University Policy on grants ([https://www.ut.edu/uploadedFiles/Academics/Provost/Sponsored\\_Programs/OSPPolicyManual.pdf](https://www.ut.edu/uploadedFiles/Academics/Provost/Sponsored_Programs/OSPPolicyManual.pdf)). In addition, applicants should familiarize themselves with all applicable UT policies for hiring, purchasing, and travel and adhere to these policies when administering their awards.
- B. All grant awards are non-transferable. They must be used by the faculty member receiving them in the manner described and approved in the application. Any faculty member needing to alter their proposal/expenditures after the award has been made will need to complete a Budget Change Request Form (found on the Faculty Grants Committee Blackboard page in the current year's Standing Committee's folder in the Faculty Governance course) and get written approval by the Faculty Grants Committee, who will notify the Office of Sponsored Programs. Similarly, any requests for Extensions must be made on the Extension request form, which can be found in the same location as



the Budget Change Request form. Please be prepared to follow the guidelines on those respective forms. Approval must be obtained prior to proceeding.

- C. All property acquired with institutional grant funds must be tagged as The University of Tampa property, but the faculty member receiving the award shall have exclusive use of such property while employed at The University of Tampa. If the faculty member leaves The University of Tampa, the property reverts to the appropriate College office for dispensation.
- D. Purchase of alcoholic beverages using grant award funding is not permitted. Any receipts submitted for the purchase of alcoholic beverages will be denied.
- E. Successful applicants must email [fgc@ut.edu](mailto:fgc@ut.edu) and [osp@ut.edu](mailto:osp@ut.edu) to formally accept or decline an award by the date provided in the award letter.

### **End-of-Grant Processes**

At the conclusion of the grant, the faculty member must submit an end-of-grant report. These reports must include a summary of the completed grant outcomes. Reports should be uploaded to Submittable no later than 90 days from the termination date. When you are ready to submit your final report, please request that it be opened for you in Submittable by emailing [osp@ut.edu](mailto:osp@ut.edu). A faculty member who does not submit the report by the deadline will not be eligible for grant funding the following year. The faculty member will not be eligible for grant funding in subsequent years if the grant report remains outstanding.

Any questions about the application process or the grant programs can be directed to the current chairperson of the Faculty Grants Committee ([fgc@ut.edu](mailto:fgc@ut.edu)) or to the Director of the Office of Sponsored Programs ([OSP@ut.edu](mailto:OSP@ut.edu)).