



The University Of

T A M P A

401 W. Kennedy Blvd., Tampa, Florida 33606-1490 U.S.A.

2025-2026 Request for Proposals for University Faculty Grants (RISE and PDA)

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|--------------------------------|---|
| PROPOSAL DEADLINE | 11:59 pm, January 6, 2025 |
| SUBMISSION | https://ut.submittable.com/login |
| OFFICE OF SPONSORED PROGRAMS | https://www.ut.edu/academics/office-of-the-provost/sponsored-programs/rise-and-pda-awards osp@ut.edu |
| FACULTY GRANTS COMMITTEE | fgc@ut.edu |
| FACULTY GRANTS COMMITTEE FORMS | Faculty Senate Dropbox Faculty Senate/2024-2025/Standing Committees/Faculty Grants |

1 OVERVIEW

The University of Tampa Faculty Grants Committee seeks proposals for grants to support academic research from faculty throughout the University. The committee assesses all qualified proposals based on their academic impact and significance, proposed activities details, budget justification, and other grant-specific criteria; it provides recommendations to the Provost, who awards the grants. Awards are competitive; unfortunately, not all meritorious proposals receive an award.

If you have any questions about the grant proposal process or the grant programs, you can contact the Faculty Grants Committee chairperson (fgc@ut.edu) or the Director of the Office of Sponsored Programs (osp@ut.edu).

1.1 GRANT AWARD STIPULATIONS

- A. The faculty member who submits the proposal will be listed as the Lead Investigator on the project and will be the primary point of contact for communication about the award, entering and approving grant transactions in Workday, managing the budget within the project's approved timeline, and submitting the final report.

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- B. A proposal that does not comply with the guidelines or follow the instructions is considered incomplete and disqualified (see Section 1.2).
- C. The proposed project's alignment with the faculty member's field is crucial. The project's outcome should benefit The University of Tampa through published peer-reviewed research, innovative educational programs, or community recognition.
- D. 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/Sponsored-Programs-Policy-Manual.pdf).
- E. All grant awards are non-transferable and must be used by the faculty member(s) receiving them as described in the proposal and the award notification letter.
- F. Upon receiving the award notification letter, usually by email, the Lead Investigator must email fgc@ut.edu and osp@ut.edu by the date provided in the letter to accept or decline the award formally.

1.2 PROPOSAL QUALIFICATION

The Faculty Grants Committee ensures that proposals are *qualified* to be assessed for a grant award. The table below summarizes the reasons a proposal will be disqualified. While best efforts have been made to ensure the table's completeness, all disqualified reasons described in the other sections of this RFP are enforced.

| Disqualification Reason | PDA | RISE | RFP Section |
|--|-----|------|-----------------|
| Incomplete proposals, e.g., missing title, Lead Investigator's name | ✓ | ✓ | 1.1, 3.1.3 |
| A Teaching Innovation without a Scholarly Output | | ✓ | 2.2.2 |
| A proposal with a budget that exceeds the maximum without clearly delineating the necessary additional funding sources to fund the budget fully. | | ✓ | 2.2.2, 3.3.6 |
| Missing any Curriculum Vitae(s) for the Lead or co-Investigators. CVs for students are not required. | ✓ | ✓ | 3.1.3, 3.3.1 |
| Missing the needed University of Tampa Institutional Animal Care and Use Committee approval, waiver, or letter addressed to the Lead Investigator or a named co-investigator | | ✓ | 3.3.4 |
| Missing the needed University of Tampa Institutional Review Board approval, waiver, or letter addressed to the Lead Investigator or a named co-investigator | | ✓ | 3.3.5 |
| Missing necessary vendor or supplier quotations or bids for budgeted items | | ✓ | 3.3.6.4 |
| Missing a supporting letter for university staff from their supervisor | | ✓ | 3.3.9 |

1.3 ELIGIBILITY

Table 1 below summarizes the grants faculty members can apply for.

Table 1 Grant Eligibility

| FACULTY | PROFESSIONAL DEVELOPMENT AWARD | RESEARCH INNOVATION AND SCHOLARLY EXCELLENCE GRANT |
|----------------------------|--|--|
| FULL-TIME TENURE | With at least two years of teaching at UTampa | Eligible |
| FULL-TIME TENURE-TRACK | <i>ineligible</i> | Eligible |
| FULL-TIME Non-TENURE-TRACK | With at least two years of teaching at UTampa | Eligible |
| INSTRUCTIONAL STAFF | <i>ineligible</i> | <i>ineligible</i> |
| VISITING FACULTY | <i>ineligible</i> | <i>ineligible</i> |
| UNIVERSITY STAFF | <i>ineligible</i> | Eligible as a participant |

1.4 END OF GRANT PROCESS

At the conclusion of the grant, the Lead Investigator must submit an end-of-grant report that includes a summary of the completed grant's outcomes. Reports must be uploaded to Submittable no later than 90 days from the termination date. Contact osp@ut.edu to request that Submittable be opened to enable report submission. A Lead Investigator who does not submit the report by the deadline will not be eligible for grant funding the following year or in subsequent years if the report remains outstanding.

2 GRANT DESCRIPTIONS

2.1 PROFESSIONAL DEVELOPMENT AWARDS (PDA)

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

2.1.1 Eligibility

As shown in Table 1, any full-time tenured or non-tenure-track faculty member who has taught at the University of Tampa for at least two years is eligible for a PDA. Untenured tenure-track faculty are ineligible because they receive a course off-load after a successful pre-tenure review, and instructional staff are ineligible for a PDA.

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2.1.2 Stipulations

- A. The activities pursued should lead to (a) curricular innovations, (b) pedagogical enhancements, 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 information, bids, or quotes are required with a PDA proposal.
- B. The program is intended to support faculty's creative endeavors, whether they build on their previously established work or experiment with new ideas.
- C. Offloads must be planned for spring semesters.
- D. 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 chair and Dean request that the faculty member take an overload to meet student needs.
- E. A PDA is awarded to individual faculty members, even with collaborative projects.
- F. Faculty members who received a PDA in last year's grant award cycle may apply again but will receive a lower priority in awarding decisions.

2.2 RESEARCH INNOVATION AND SCHOLARLY EXCELLENCE GRANT (RISE)

RISE funds provide financial support for professional development projects that clearly contribute to faculty members' excellence as scholars and, therefore, more informed teachers. The project must result in scholarly output appropriate for the faculty member's field (see 1.1 [Grant Award Stipulations](#)). Awards support projects for up to 12 months and can include support for resources and/or a faculty stipend for summer research. Examples of resources include but are not limited to equipment, supplies, publication costs (see [Publication Costs](#)), pay for student assistants, computer time, computer software or hardware (see [Computers, Software, Books, Subscriptions](#)), necessary travel (see [Travel](#)), or tuition or fees for advanced coursework or seminars needed to complete the proposed project. Selected 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.

2.2.1 Eligibility

As shown in [Table 1](#), all **full-time** faculty are eligible for a RISE grant. Visiting faculty and instructional staff are ineligible for a RISE grant; University staff may participate in proposed projects (see [Section 3.3.9](#) below).

2.2.2 Stipulations

- A. A faculty member leaving The University of Tampa for any reason will not receive grant funding.
- B. The nature of the project should be such that it culminates in an appropriate form of peer review, including 1) submission of a paper to a scholarly journal, 2) presentation at

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a scholarly conference, 3) a recital, 4) an art show, or 5) the preparation of a proposal to send to a funding agency.

- C. As the RISE Grant aims to promote excellence among our teacher-scholars, proposals to support teaching innovations or purchase class supplies without scholarly output will be disqualified.
- D. All property acquired with institutional grant funds must be tagged as *Property of the University of Tampa*; however, the faculty member receiving the award shall have exclusive use of said 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.
- E. Any scholarly product that results should acknowledge the RISE Grant in writing. The Office of the Provost will provide specific vocabulary in the Award Notification Letter.
- F. Proposals shall be limited to \$10,000 for an individual researcher or \$15,000 for collaborative (a project with two or more University of Tampa faculty) researchers. Proposals will be disqualified for exceeding these funding limits unless the source(s) of the funds that will make up the difference are identified in the proposal. There is no prejudice towards proposals with external funding.
- G. Lead Investigators should familiarize themselves with all applicable university hiring, purchasing, and travel policies and adhere to them when administering a RISE Grant award. Investigators are encouraged to contact the university Accounts Payable Office or the Office of Sponsored Programs well before submitting a proposal to clarify specific questions about the applicability of these policies to the proposal's budget. The goal is to ensure that proposals align with university policies before being submitted for review by the Faculty Grants Committee.
- H. Typically, only one proposal from an individual faculty member will be considered for review. However, should a faculty member be included in multiple proposals (individual or collaborative), the Faculty Grants Committee will consider the various proposals, which may impact their assessment outcomes.
- I. Faculty members who received a RISE Grant in the past academic year may apply for a consecutive award in the current year. However, the proposal's assessment may result in a lower priority, and the prior year's award will not ensure this year's award.

2.2.3 Timelines and Extensions

- A. RISE grants are awarded for twelve months starting in May or September, which the faculty may choose. Therefore, two possible grant timelines exist: May 1st to April 30th and September 1st to August 31st.
- B. All items purchased with grant funds must be received by the termination date of the chosen grant timeline (see [A above](#)), e.g., April 30th or August 31st. Reimbursements can only be made for expenditures made within this time frame. Further, requests for reimbursement must be submitted within the timelines outlined in the university's purchasing policies and must be submitted before the termination date.

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- C. No advance funding can be given from grant awards. All purchases using grant funds can be reimbursed with receipts or requested through the standard university purchasing procedures.
- D. Requests to extend the project's timeline must be submitted by the Lead Investigator at least 30 days before the project's current termination date by completing the Extension Request Form (see [Faculty Grants Committee Forms](#) for the location), including the extension justification, the revised timeline, and associated activities. Requests to extend a project's approved timeline by more than six months may be considered only in extenuating circumstances, e.g., programmatic reasons and external events not under the Lead Investigator's control.
- E. Should the project's budget need to be changed, the Lead Investigator must submit a Budget Change Request Form to fgc@ut.edu and osp@ut.edu (see [Faculty Grants Committee Forms](#) for the location). This form includes the justification for the change, the revised budget, and supporting quotations, as needed.
- F. The Faculty Grants Committee will review the submitted Extension Request and Budget Change Request Forms, provide written approval, and notify the Office of Sponsored Programs. The requested changes are in effect upon receipt of the Committee's written approval.

3 PROPOSAL INSTRUCTIONS

3.1 GENERAL GUIDELINES

Proposals must be submitted online using Submittable (see [Submission](#) in the table at the top of the RFP). Though specific instructions are in Submittable, be prepared with everything below.

3.1.1 Proposal Appendices

3.1.1.1 Curriculum Vitae (CV)

A CV must be included with the proposal for the Lead Investigator (see Section [3.1.3 below](#)) and each named co-investigator(s), excluding students (see Section [3.3.1 below](#)).

3.1.1.2 Tables, Charts, and Diagrams

Tables, charts, and diagrams are informative and valuable and may be included with a proposal as an attachment. However, the uploaded attachment does not replace entering the text into each Submittable question; the committee primarily uses this entered text to assess a proposal.

3.1.2 Proposal Language

- A. Proposals must be written in a clear and accessible manner for a general audience of faculty from various disciplines. The proposal should 1) be in language devoid of discipline-specific terms (jargon) or 2) provide clear definitions of discipline-specific jargon in layperson's terms.
- B. The proposal is not a journal article but a request for funds or time to support a scholarly pursuit. Therefore, it should emphasize the purpose and benefits the grant will engender rather than the theoretical basis or benefit of the resulting scholarly

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accomplishment. In other words, throughout the proposal, tell a story about why the grant should be awarded to enable the proposed project.

3.1.3 Lead Investigator

Provide the Lead Investigator's name, academic title (e.g., Professor, Associate Professor, Assistant Professor), college, and department. The Lead Investigator's current Curriculum Vitae (CV) must also be provided. Failure to provide any of this information will disqualify the proposal.

3.1.4 Prior Grant Awards

The Committee will assess the University of Tampa grants awarded to investigators (RISE and PDA awards only) for the past five academic years. RISE proposals must include information for each co-investigator included in this proposal. Proposals that fail to include this information will be given lower priority in funding decisions. Please include the information below for each award.

1. The funding year of the award and its type (e.g., RISE, PDA).
2. The project's title from the original proposal.
3. A summary of the completed work on the project.
4. A description of the project's outcomes. If a proposed discipline-specific peer-reviewed outcome was not accomplished, an explanation must be provided, including the project's current status. For example, the explanation could address the following: (a) Are there records of email submissions to journals or conferences that indicate progress toward a peer review? (b) Is the proposed outcome no longer possible? Describe the circumstances.

3.1.5 Project Anticipated Outcome

Describe the anticipated scholarly outcomes and potential outlets (such as peer-reviewed 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 or community outreach). Successful proposals 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.

3.1.6 Project Description

Provide an up to 1,000-word description of the proposed project that includes:

1. the project's aims (i.e., the overall purpose of the project) and goals (i.e., what the project will achieve), and
2. the rationale for conducting the project (e.g., the background, theoretical basis, significance).

If the proposed project includes a theoretical review, the optional appendices should include a preliminary Works Cited, Bibliography, or Reference List.

As with the summary and remainder of the proposal, write the description in understandable language for all disciplines.

Clearly describe the investigators' previous work and the contribution of the research to the field.

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3.1.7 Project Merit and Professional Growth

Provide an up to 1,000-word description of the project's merit that includes:

1. how it will contribute to your discipline,
2. how it will enhance your scholarship and teaching (Should the proposed work impact specific courses taught, list such courses and explain the effect of the proposed project on the courses), and
3. how it will enhance your professional development and the *University's mission*.

3.1.8 Project Summary

Provide a 250-word summary of the project that is comprehensive enough to explain the project to someone who does not have access to the remainder of the proposal. Should the proposal be selected, the Project Summary will be distributed to the larger University of Tampa community. As such, write for a reader outside your discipline and refrain from using discipline-specific jargon, i.e., it should be comprehensive yet clear enough that other faculty, the College Deans, the Provost, the President, and others can understand the project and what it will accomplish.

3.1.9 Project Title

Provide a clear, concise, descriptive title of the proposed project.

3.2 PROFESSIONAL DEVELOPMENT AWARDS

3.2.1 Course Offload Justification

Provide an up to 250-word justification for the need for a course offload.

3.2.2 IACUC and IRB Approval

Should the proposed project involve non-human vertebrates, Section [3.3.4 below](#) applies. Similarly, Section [3.3.5 below](#) applies should the project involve humans in any capacity.

3.2.3 Proposed Timeline and Activities

Using up to 1,500 words, describe the proposed project timeline and the associated activities, i.e., what do you plan to do during the offloaded semester? Provide sufficient details to fully describe the plan of activities to complete the proposed project, including a detailed timeline of the proposed activities and outcomes. Specific time periods and dates should be provided.

3.3 RESEARCH INNOVATION AND SCHOLARLY EXCELLENCE GRANT

3.3.1 Co-Investigators

A *co-investigator* is any individual expected to make a significant intellectual contribution to the proposed project and whose name will most likely be on the finished product; this includes co-authors and collaborators. For each co-investigator, provide their name, academic title (e.g., Professor, Associate Professor, Instructor), and project contribution percentage. Provide a CV for each co-investigator (University of Tampa investigators and investigators from outside the university). Proposals without all co-investigator CVs will be disqualified. **No student information**, including their CV, is required, regardless of their contribution.

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3.3.2 Continuation of Prior Funded Research

If the proposed project is a continuation of a previously funded proposal, provide a description (up to 250 words) of the difference between this proposed work and the previously awarded proposal's work; explain the incremental difference or impact of this proposal.

3.3.3 Funding Period

Select whether you wish to begin the funding period on May 1st or September 1st of the upcoming grants cycle.

3.3.4 IACUC Approval

Should the project involve non-human vertebrates, the Lead Investigator must check with the university's Institutional Animal Care and Use Committee (IACUC) to determine whether IACUC approval is needed.

1. Failure to submit for IACUC review will disqualify the proposal.
2. IACUC approval must be obtained before beginning the research project, and the approval letter must be provided to the Office of Sponsored Programs (osp@ut.edu) as soon as it is available.
3. The IACUC letter must be addressed to the Lead Investigator or a named co-investigator; otherwise, the proposal will be disqualified.
4. Investigators may not self-determine whether IACUC approval is needed. Should the IACUC determine that the project does not require its approval, it will provide a confirmation email that must be submitted with the proposal.
5. All questions about the IACUC process should be directed to IACUC@ut.edu.

3.3.5 IRB Approval

Should the project involve humans in any capacity (e.g., interviews, experiment participants, observation, students, surveys, data collection that identifies a person), the Lead Investigator must check with the university's Institutional Review Board (IRB) to determine if IRB approval is needed.

1. The University of Tampa IRB approval is required even if another institution's IRB process has approved the project. Failure to obtain IRB approval or a waiver will disqualify the proposal.
2. IRB approval must be obtained and included with the grant proposal. Please submit an IRB application by the first Friday of December to ensure the IRB has enough time to review the research plan adequately. The Lead Investigator is responsible for attaining approval before submitting a grant proposal.
3. The IRB letter must be addressed to the Lead Investigator or a named co-investigator; otherwise, the proposal will be disqualified. If the IRB project's title departs from the proposal's title, the Lead Investigator must attest that the IRB approval letter is congruent with this proposal.
4. Investigators may not self-determine whether IRB approval is needed. Investigators 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

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<http://www.ut.edu/irb>). Should the IRB determine that the project does not require its approval, it will provide a confirmation email that must be submitted with the proposal.

5. All questions about the IRB process should be directed to IRB@ut.edu.
6. The IRB evaluates any research instrument used in human-subject research. A significant effort in certain projects may be required to create this instrument, and grant support would be beneficial. However, the IRB cannot approve the entire project without the research instrument. In this circumstance, the project should be divided into 1) an instrument design proposal and 2) a human-subject research proposal in different academic years. While the proposed instrument design project should not require IRB approval, the IRB should be contacted as described above. Receiving an award for the instrument design proposal does not ensure the award for the subsequent proposal.

3.3.6 Proposed Budget

A detailed budget and its justification are required; it must clearly and directly explain how each budget item is related to the proposed timeline and activities, **how the funds will be spent**, and a **justification for each expense**. Any expenditure in the budget must occur within the selected funding period (May 1st – April 30th or September 1st – August 31st). Reimbursement requests must be made through Workday. All budget requests must adhere to the applicable University of Tampa policies, including the items below. The budget review can result in 1) adjusting the requested budget items' amount, 2) eliminating requested budget items, or 3) disqualification of the Proposal if the committee deems the budget is insufficient to sustain the proposed project.

3.3.6.1 Alcoholic Beverages

Purchase of alcoholic beverages using grant award funding is not permitted. Such requested funds will be excluded from the budget, and any receipts submitted for purchasing alcoholic beverages will be denied.

3.3.6.2 Computers, Software, Books, Subscriptions

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 requesting such items, the proposal must include appropriate documentation in the proposal's appendices that demonstrates that other funding sources have been exhausted; otherwise, such requested funds will be excluded from the budget.

3.3.6.3 Publication Costs

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.

3.3.6.4 Quotations

A quote(s) or bid(s) must include information identifying the vendor or provider of the goods or services, the goods or services provided, and the total cost. The number of quotes or bids that must be submitted is shown in the table below. Failure to provide the necessary quotations or bids will eliminate the budgeted cost for the good or service and could disqualify the proposal.

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| COST OF GOODS OR SERVICE | NUMBER OF QUOTES OR BIDS |
|-------------------------------------|--|
| Less than \$1,000 | none |
| \$1,000 to less than \$5,000 | one |
| \$5,000 or more | Three <i>Note: The proposal must explain the reason for not selecting the least expensive quote. The proposal must explain why it is impossible to provide all necessary quotes.</i> |

3.3.6.5 Services from an Individual

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 University of Tampa employees; contact the Office of Sponsored Programs (osp@ut.edu) for assistance when preparing the proposal.

3.3.6.6 Stipends

Funds may be used for faculty stipends, but stipends may only be used to support University of Tampa Faculty. Stipends can be a maximum of \$4,000 per individual faculty member per funded period, and the associated fringe benefits (8.33% of the requested stipends) are included in the total budget request. (See sections [3.3.6.7](#) and [3.3.9](#) below regarding Student Assistants and University Staff funding.) 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.

3.3.6.7 Student Assistants

Student assistants may be funded 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.

3.3.6.8 Travel

Travel for research purposes will be considered for funding. Please justify travel (e.g., to view literary materials 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 usually available from departmental and college budgets.

3.3.7 Gift Cards

Grant funds may not be used to incentivize participation by randomly awarding research participants, e.g., a lottery to award gift cards, nor can gift cards be provided to university employees.

Lead Investigators should familiarize themselves with the university policies regarding research participant incentives; please contact University Finance regarding the additional taxing and reporting requirements.

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3.3.8 Proposed Timeline and Activities

Using up to 1,500 words, describe the proposed project timeline and the associated activities, i.e., what do you plan to do during the funded period? Provide sufficient details to fully describe the plan of activities to complete the proposed project, including a detailed timeline of the proposed activities and outcomes. Specific time periods and dates should be provided.

3.3.9 University Staff

University staff, including instructional faculty, may be funded if the work is outside their routine duties and appropriately justified. The proposal must also include a letter of support from the staff member's supervisor, including any additional enumeration that is agreed upon. Failure to provide the letter or a letter from the incorrect university member will disqualify the proposal.



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4 FREQUENTLY ASKED QUESTIONS

Q1. How are Proposals evaluated?

In 2023-2024, the Faculty Grants Committee assessed proposals using the rubric below. While the rubric can assist in preparing a proposal, the committee may alter it before reviewing this year’s proposals.

| Category | Exceeds Expectations | Meets Expectations | Below Expectations |
|-------------------------|---|---|---|
| Language | The language is completely understandable to all disciplines. | The language is generally understandable to all disciplines. | Uses technical language or jargon. |
| Project Overview | The Project Overview is clear and complete. | The Project Overview is reasonably clear and mostly complete. | The Project Overview is unclear and incomplete. |

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| Category | Exceeds Expectations | Meets Expectations | Below Expectations |
|---|---|---|---|
| <i>Project Description</i> | The projects' background, theories, significance, and aims are clearly explained. If the proposal is a continuation of a previously funded proposal, the proposed work and incremental difference or impact of the current proposal are well explained. | The projects' background, theories, significance, and aims are somewhat explained. If the proposal is a continuation of a previously funded proposal, the proposed work and incremental difference or impact of the current proposal are partially explained. | The projects' background, theories, significance, and aims are not clearly explained. If the proposal is a continuation of a previously funded proposal, the proposed work and incremental difference or impact of the current proposal are not well explained. |
| <i>Activities/ Collaborators</i> | The project's activities are clearly and comprehensively detailed. The roles of co-investigators and collaborators are clearly delineated and differentiated from those of the Lead Investigator. | The project's activities are at least partly detailed. The roles of co-investigators and collaborators are partly defined and differentiated from those of the Lead Investigator. | The project's activities are not clearly and comprehensively detailed, and the roles of co-investigators and collaborators are not clearly delineated and differentiated from those of the Lead Investigator. |
| <i>Outcomes</i> | Three or more potential scholarly outcomes and outlets are listed or described. Peer-reviewed vs. non-peer-reviewed products are clearly indicated. | One or two potential scholarly outcomes and outlets are listed or described. Peer-reviewed vs. non-peer-reviewed products are somewhat clearly indicated. | Potential scholarly outcomes and outlets are not listed or described. Peer-reviewed vs. non-peer-reviewed products are not indicated. |

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| Category | Exceeds Expectations | Meets Expectations | Below Expectations |
|--|--|--|--|
| <i>Timeline</i> | A clear and detailed timeline tied to activities and specific time periods and dates is provided. | A reasonably clear timeline, somewhat tied to activities and specific time periods and dates, is provided. | A clear and detailed timeline is not provided for activities and specific time periods and dates. |
| <i>Contribution to Discipline</i> | Contribution to discipline is well explained. | Contribution to discipline is partially explained. | Contribution to discipline is not explained. |
| <i>Professional Growth</i> | Enhancement to the investigator’s scholarship, teaching, and professional development is well explained. | Enhancement to the investigator’s scholarship, teaching, or professional development is reasonably well explained. | Enhancement to the investigator’s scholarship, teaching, or professional development is not explained. |
| <i>UTampa Mission</i> | Enhancement to UTampa’s mission is fully explained. | Enhancement to UTampa’s mission is partly explained. | Enhancement to UTampa’s mission is not explained. |
| <i>Justifications</i> | The plan to spend funds or class offload is clear and justified. | The plan to spend funds or class offload is somewhat clear and justified. | The plan to spend funds or class offload is unclear and not justified. |

Q2. Where do I find the instructions for completing the sections of the Proposal?

General instructions for grant proposals are in the Request for Proposal located at the University’s Sponsored Programs RISE and PDA Awards web page (<https://www.ut.edu/academics/office-of-the-provost/sponsored-programs/rise-and-pda-awards>)

Q3. What are some of the most common application mistakes or omissions in Proposals?

Below are several common mistakes and omissions.

- a. Failing to describe the grant’s proposed activities adequately.
- b. Failing to describe how your proposed grant activities will impact your discipline, teaching, scholarship, and the University mission.
- c. Not specifying the anticipated peer-review outcomes of the proposed project, e.g., specific journals, conferences, exhibitions, and/or performances.

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- d. Inconsistencies in your budget and/or itemized items throughout the proposal.
- e. Not including specific vendor or supplier quotes for any required budget item(s), i.e., one quote for budget items that are \$1,000 or higher and two for items that are \$5,000 or higher.
- f. Exceeding the stated word limitations.
- g. Failing to identify the source(s) of additional required support for the project.

Q4. Do I need to complete all of the sections of the Proposal?

Yes. All questions in Submittable must be completed.

Q5. I plan to work with a collaborator. What information do I need to provide for collaborative projects?

Identify each non-student collaborator. You will need the collaborators' first name, last name, UTampa ID number, department name, College, title, tenure status, and their percentage of contribution. A CV for every collaborator must also be submitted.

Q6. The scholarly work that I engage in is quite technical. How do I deal with this when writing my Proposal?

Be sure to describe your project and activities in language that UTampa faculty colleagues from all disciplines, including the Provost and President, can understand.

Q7. How should I present my timeline?

Be sure to include a detailed timeline sufficient for the reader to understand precisely what activities are planned for each time period. Time periods ideally should be delineated monthly. While the timeline can be created in a table and submitted as an attachment, the **reviewers will use the text-only timeline entered in the form**. Below are examples of a text-only and table timeline.

Time period: Planned activity (Investigator)

Month 1: Activity 1 (1), Activity 2 (1 & 2), Activity 3 (1 & 2)

Month 2: Activity 4 (1), Activity 5 (2)

Month 3: Activity 6 (1 & 2)

Month 4: Activity 7 (1v 1)

| TIME PERIOD | ACTIVITY | INVESTIGATOR |
|-------------|------------|--------------|
| MONTH 1 | Activity 1 | 1 |
| | Activity 2 | 1 & 2 |
| | Activity 3 | 1 & 2 |
| MONTH 2 | Activity 4 | 1 |
| | Activity 5 | 2 |

| | | |
|----------------|------------|-------|
| MONTH 3 | Activity 6 | 1 & 2 |
| MONTH 4 | Activity 7 | 1 |

Q8. Do I need Institutional Review Board (IRB) approval to submit a Proposal?

The IRB oversees any research involving human participants on UTampa’s campus or by UTampa researchers. So, if your proposal involves collecting information from humans, you need to seek IRB approval. Research involves the systematic collection of data to contribute generalizable human knowledge. Some activities, such as making a documentary or performing art, are not covered by this definition, so those activities are beyond the purview of the IRB. However, the IRB must review the investigation into pedagogical techniques, naturalistic observations, and using previously collected data sets. When in doubt, please ask. More information can be found at www.ut.edu/irb, and specific questions can be asked by emailing irb@ut.edu.

Q9. Are screenshots appropriate for budget quotes on items that are \$1,000 or higher and travel

Yes, screenshots from the specific vendor providing the budgeted items are appropriate.

Q10. What is the maximum amount of non-salary funding each distinct project can receive from all grants for each academic year?

The maximum funding for an individual faculty member is \$10,000 per project. For projects with collaborating UTampa faculty, it is \$15,000 per project.

Q11. How many contact hours of offload can I take using a Professional Development Award?

Professional Development Awards support taking one-course offloads for up to four contact hours per week.

Q12. What if I do not know which outlet (e.g., journal, conference, exhibition, publisher) I will disseminate my scholarly work?

Provide a list of your intended scholarly outlets and outcomes, which might change as your scholarly work develops.

Q13. Should I include the specific courses that I teach and describe how my scholarly work might enhance them?

Yes

Q14. Which of the UTampa grant programs are competitive, and which are non-competitive?

Both the RISE Grant and PDA are competitive.

Q15. How does the committee assign reviewers to a Proposal?

Three committee members are assigned to each Proposal; at least one reviewer will be from the same college as the Principal Investigator. The committee Chair and Associate Chair review all proposals.