Fall 2017 RFP for OFAC Awards

DATE: August 18, 2017

TO: College of Education Faculty

FROM: Dr. S. Hector Ochoa, Dean
       Dr. Sylvia Celedon-Pattichis, Interim Senior Associate Dean for Research & Community Engagement
       Dr. Cathy Qi, OFAC Chair

RE: Request for Grant Proposals

I. INTRODUCTION

The College of Education is pleased to announce the call for proposals for 2017-18 OFAC grants. The Overhead Funds Allocation Committee (OFAC) Awards are for small-scale seed research. Depending on the availability of funds each year, the committee sends out an RFP to all COE faculty members to facilitate research activity. NOTE: OFAC will NOT fund travel requests in 2017-18. The Dean has established a separate travel funding account that will have its own call for proposals.

All full-time tenure/tenure-track faculty members are eligible and encouraged to apply for the OFAC research funds. Please note that faculty members who are junior in rank, untenured, or who have not received an OFAC grant in the previous two years are especially encouraged to apply.

Source of OFAC funds. Funded grants in the COE have a proportionate distribution of their F & A (indirect cost) returned to the Dean. The Dean allocates a percentage of this share to the Overhead Funds Allocation Committee (OFAC) for purposes of faculty research.

II. RESEARCH PROPOSAL REQUESTS

1) Research funds may be requested for expenses such as materials, data collection, and research assistance. Mobile devices, laptop computers, etc. can only be requested if essential for field based data collection. The research grant for 2017-2018 is capped at $2,000 per proposal.
III. SUBMITTING PROPOSALS

IIIA. Research Funds

Description and Submission
Each proposal must have the following: a contact page, a proposal cover page, a narrative proposal, and a budget page. The proposal must not exceed 1200 words excluding the references, the contact, cover, and budget pages (12 point font, double-spaced). **The absolute deadline to submit your proposal is by 11:59 p.m. on September 18, 2017. You will be notified of your grant status by mid October.**

If awarded, all budget items must be committed by **June 30, 2018**. Each of the four categories on the evaluation rating scale must be addressed in the proposal in order to qualify. OFAC members are a diverse academic review team, thus proposals must convey intent and be clearly written. OFAC members conduct a blind review of applications so please do not use your name or any traceable identifiers—such as in the header and footer, reference list, or in-text citations—on any part of the proposal, except on the contact page. In preparing the proposal, please refer to the attached pages that describe how the proposal must be formatted and how the committee will evaluate each proposal.

Please note that recipients of OFAC awards must submit a brief written report at the conclusion of their project or before the beginning of the next academic year, whichever is earlier. If you have received OFAC funds before and have not yet submitted a report, you will not be considered for future OFAC funding until such a report has been submitted. Research grant proposals should include statements about IRB status (e.g. in progress, submitted, or approved) as described in the “Application” section below. To apply for funds, submit your complete proposal as an e-mail attachment (MS Word document or PDF) to Dr. Sylvia Celedon-Pattichis, at the Dean’s Office (sceledon@unm.edu).

Application
As indicated earlier, your application should include the following: a) Contact page; b) Cover page; c) Body of the proposal; and d) Budget page. There is a 1200-word limit for the body of the proposal (double-spaced, 12 point font). The references as well as the contact, cover, and budget pages are excluded from the word count.

**Contact Page** This page should include the following:

a. Applicant's name, e-mail address
b. Applicant's Program, Department

**Cover Page** This page should include the following:

a. Rank
b. Years at UNM
c. Proposal title
d. Certification of the word count of the narrative proposal (1200 words limit)
e. Total funds requested: $ 
f. Category of proposal: ____________ (e.g., research; travel)
g. IRB status of your current research proposal – check one:
   i. In-progress ________
   ii. Submitted ________
   iii. Approved __________ (please provide approval number __________)
   iv. NA ________
Note: If IRB approval has not yet been received, you may still submit an OFAC request for research funds; in this case, OFAC will consider your request for conditional acceptance. If you receive conditional acceptance of your OFAC request, you must provide official IRB approval in order to receive OFAC funds. The disbursement of research funds, but not the submission of an OFAC application, is contingent upon IRB approval of your research proposal.

h. Have you received prior OFAC funding? Yes __No __
   i. If yes, most recent year you received ________
   ii. Check type of funding: Research _________ Travel _________

Bonus points: if you check yes to any of the following, you receive a total of 5 bonus points for your current application

   If yes to #h, did you submit a final report to OFAC? Yes __No __
   If yes to #h, have you published from it? Yes __No __
   If yes to #h, have you presented from it? Yes __No __
   If yes to #h, did it lead to other funded support? Yes __No __

Body—Narrative Proposal (1200 word limit)

Please provide the following information within the body—narrative proposal:

o CATEGORY CRITERIA: SCHOLARSHIP
  ✓ Write the specific title of your proposed project
  ✓ Briefly articulate the scope, rationale, and research questions/objectives of the proposed project
  ✓ Clearly describe your methods, instrumentation, measurement, population, and sample
  ✓ Succinctly outline data collection procedures and analysis plan
  ✓ Provide adequate rationale if your request includes funds to travel to collect data or do field work

o CATEGORY CRITERIA: FUTURE RESEARCH DIRECTIONS
  ✓ Contribution(s) of the proposed research to the field
  ✓ Statement of plans to seek additional funding for this research or a description of additional funding if already received
  ✓ Description of the population who will benefit from the proposed work (e.g. COE, UNM, Albuquerque, NM region, US, students, and profession)

Budget Page
Please provide a detailed justification for each budget item requested. If you have supplemental sources of funds for the proposed project please describe these as well. Included on page 5 of this packet is an example of an acceptable budget. Please note that the example is not a specific template, but demonstrates the kind of information that is required for an OFAC budget.
Evaluation Criteria
This is for an applicant’s information only.

Criteria Rating Scale

Application #:  
Reviewer’s initials:  

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Future Research Directions</th>
<th>Budget</th>
<th>Bonus</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 points</td>
<td>20 points</td>
<td>15 points</td>
<td>5 points</td>
<td>100 points</td>
</tr>
</tbody>
</table>

Comments:

Category Criteria

Scholarship (60 points):

- CATEGORY CRITERIA: SCHOLARSHIP
  - Title of proposed project
  - Brief statement/description of the proposed project
  - Research or evaluation questions/objectives/hypotheses
  - Methods, instrumentation, measurement, population, and sample
  - Data collection procedures and analysis
  - Statement if your request is for funds to travel to collect data or do field work

- CATEGORY CRITERIA: FUTURE RESEARCH DIRECTIONS
  - Contribution(s) of the proposed research to the field
  - Statement of plans to seek additional funding for this research or a description of additional funding if already received
  - Description of the population who will benefit from the proposed work (e.g. COE, UNM, Albuquerque, NM region, US, students, and profession)

Future Research Directions:
(contributions to the field, 15 points; external funding, 5 points)
Proposed work has the potential to yield future research opportunities

- CATEGORY CRITERIA: FUTURE RESEARCH DIRECTIONS
  - Contribution(s) of the proposed research to the field
  - Statement of plans to seek additional funding for this research or a description of additional funding if already received
  - Description of the population who will benefit from the proposed work (e.g. COE, UNM, Albuquerque, NM region, US, students, and profession)

Budget (15 points):
The budget is clearly written, detailed, itemized, and within OFAC limits (See Budget Example below).
**Bonus (5 points):**
- Proposed work submitted by untenured, assistant professor;
- Faculty whose OFAC proposals include how the award may lead to external funding.

**BUDGET EXAMPLE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project assistant (PA)</td>
<td>(5 hr/day @ 11.00/hr X 30 days)</td>
<td>$1650.00</td>
</tr>
<tr>
<td>Field Travel – PI</td>
<td>contact by ground transportation for 15 days: mileage (.32 X 600 miles)</td>
<td>$192.00</td>
</tr>
<tr>
<td>Field Travel – PA</td>
<td>data collection for 15 days: mileage (.32 X 600 miles)</td>
<td>$192.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$2034.00</td>
</tr>
<tr>
<td>Requested amount</td>
<td></td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

**Budget Justification:**

Personnel: Project Assistant (PA) – Funds are being requested to hire one graduate student (or equivalent) that will assist in recruiting families and administering questionnaires. The PA is expected to work 150 hours and will be paid $11.00 an hour.

Also, if your estimated budget is more than the allowable OFAC amount, then indicate how you would cover the difference in order to complete your proposed project.