

## **I. Budget: Additional Information and Restrictions**

### *Faculty salary*

- Faculty may request salary up to a maximum of \$10,500. Salary support may be requested for each investigator, if working as part of a multi-investigator team.
- Faculty with nine-month appointments who are paid over 12 months may choose to be paid in equal amounts during the award period.
- If teaching will be conducted over the summer months, a detailed plan for allocation of time to research and teaching must be included in the budget section.

### *Direct research costs*

- Faculty may request direct research costs up to \$6,500 for single PI applications, and up to \$10,000 in direct costs for team applications.
- The PRAs are intended to be flexible and can be used to fit a variety of needs, including supplies or other miscellaneous items required to conduct the proposed work, and salaries for research support personnel, including undergraduate or graduate research assistants. Budget requests should be realistic estimates of the cost of the proposed work.
- Applicants should take care to justify each item in the budget. Justification of requests for research support personnel and supplies that are typically provided by the academic department (art supplies, computers, scanners, printers, etc.) should be specific. Any equipment purchased with PRA funds becomes University property and is to be housed in the grant recipient's department or in the Richter Library.
- Funds may be requested for travel associated with execution of the proposed work. However, the length of a stay and housing costs must be justified. PRA funds will cover ONLY the costs for the applicant(s) directly involved with the work.
- PRA funds MAY NOT be used for conference travel.
- Requests for travel to work with archives must include evidence that these archives are not available via the internet. Travel funding will be disallowed if archived information is available via the internet.
- Publication costs and membership fees will NOT be funded.

## **II. Instructions for Applying and Application Requirements**

**Instructions for Submission to the OVPRS:** Applications will be submitted to the OVPRS and will be reviewed by subject-matter experts from across the institution whose expertise aligns closely with the scholarship proposed. Questions about submitting your application to the OVPRS, including requests for help with the InfoReady system, should be directed to Eva Olivares at [eolivares@med.miami.edu](mailto:eolivares@med.miami.edu).

### **Format Requirements:**

All materials should be submitted using the following formatting guidelines:

- Font: use common font (Helvetica, Arial, or Times New Roman) at 11pt or larger,

- including figure legends, footnotes and captions
- Margin: at least 0.5" each side
- Single-spaced or larger-

The following materials must be included in your application:

1. *Project Summary (LIMIT: 200 words)*
  - The Project Summary should provide an overview of the problem, your objectives and approach, as well as outcome.
2. Research Plan (LIMIT: 4 pages; please adhere to the formatting requirements stipulated above)
  - The Research Plan should address the following points\*\*\*
    - Objectives and Rationale: Succinctly describe the objectives of your research and the rationale.
    - Significance: Describe how this project and its future direction will add to your field, and to your research trajectory.
    - Innovation: Describe the novel and innovative aspects of your project.
    - Background: Describe any preliminary data you have; concentrate on those directly related to the proposed project.
    - Methodology: Describe how you will accomplish your objectives.
    - Timeline: Provide a timeline with anticipated results.
    - Deliverables: What specific outcome(s) is/are expected from this award (including grant/fellowship proposals and timelines for submittal).
    - If previous PRA funding has been obtained, describe outcomes of that funding.
  - Note that there will be a section where you can upload a separate document with references or works cited, if desired (this will NOT be included in the 4 - page limit of the Research Plan).
3. Budget and Budget Justification
  - Please use the budget template included as an attachment on the InfoReady website or found at <https://www.uresearch.miami.edu/funding-opportunities/provosts-research-awards/index.html> to complete your budget and budget justification.
  - The budget justification must include clear explanations for each itemized expense. If there are co-applicants, each person's activities must be clearly justified.
  - If teaching will be conducted over the summer months, a detailed plan for allocation of time to research and teaching must be included in the budget section.
4. *Biosketch(es) and/or CV for applicant (and all co-applicant(s), if applicable)*
5. Additional Materials
  - Faculty seeking support for creative work may also submit supplementary material as an attachment. Supplementary material may only include images, videos, audio or other forms of illustrations that are directly related to the project.

When completing your application in the InfoReady portal to the OVPRS (if selected to move forward by your School/College), you will also be asked to:

1. Indicate whether you have previously received a PRA
2. Provide any major results from prior PRA(s) (this is essential to reviewers' understanding

- of your stewardship of previous PRA(s))
3. Indicate whether your proposed project is currently supported by other sources , or overlaps with any currently supported project (and if so, list the active funding sources)
  4. List available equipment, facilities, and other resources that are relevant to the proposed project. (In addition to School resources, please also consider contacting the library for a list of available equipment and other resources.) Please note that any equipment purchased in support of PRA-funded projects will become the property of the university at the conclusion of the project.
  5. Describe the potential for peer-reviewed outcomes of this project (e.g., grants, publications, exhibits, potential external funding opportunities and timeline for external grant submissions)
  6. Certify that you have completed the “Conflict of Interest” training within the last four years in the [CITI system](#)
  7. Certify that you have disclosed your financial interests to UM at least annually through the [UDisclose System](#)

### III. Frequently Asked Questions

**Question:** My interdisciplinary team is interested in applying for a PRA. Are we eligible to apply and, if so, how much can we budget for in direct research costs?

**Answer:** Yes – interdisciplinary teams are eligible and encouraged to apply for PRA funds. Multi-PI applications can request up to \$10,000 in direct research costs and \$6,500 in salary support for each of the team members.

**Question:** This year you are requiring that applicants certify that they are up to date on their COI training in CITI and have disclosed their financial interests to UM at least annually. I am unfamiliar with this requirement. Can you provide additional information?

**Answer:** The University of Miami (UM) Conflict of Interest (COI) in Research [policy](#) requires that all Investigators complete training on COI every four years in the [CITI system](#) (entitled “*Conflict of Interest*”) and disclose their financial interests to UM at least annually through the [UDisclose System](#) (if necessary, request access to the system using this online [form](#)). This year, your proposal will not be considered until all team members have completed the training and disclosed their outside interests. For more information, contact the Office of Disclosures & Relationship Management (DRM; [DRM@miami.edu](mailto:DRM@miami.edu)) or see the UDisclose system [instructions](#) on the OVPRS website (<https://www.uresearch.miami.edu/uresearch-services/index.html>).

**Question:** How are PRAs reviewed at the OVPRS level? Will I receive feedback from reviewers on my application?

**Answer:** Your application will be reviewed by at least 3 reviewers selected across the university for their expertise relative to your proposed work. Reviewers will review your proposal independently, and then meet to discuss and assign final scores. Final funding decisions will be made by the OVPRS based on the reviews and available funding. Reviewer feedback will be summarized and made available to the applicant shortly after the award decisions are announced.

**Question:** I am new to writing a grant application, do you have any tips for submitting the most successful application?

**Answer:** One of the most common tips for any first-time grant applicant is to **avoid technical jargon and acronyms**. Your application should be clear, easy to read, and make well-reasoned arguments for why your scholarship should be funded. Getting feedback from others is also useful for writing a competitive application. Consider soliciting feedback from the writing center <https://english.as.miami.edu/writing-center/index.html>, your school/college's research dean, colleagues who do work within your area (and also outside of your area), or a family member/friend. The importance of a well-written application cannot be understated. Even the best ideas won't be funded if the application is hard to follow or difficult to read.

**Question:** In the request for applications, it says awardees will need to submit progress reports within three months after the end of the award period. What should I anticipate needing to submit as part of this report?

**Answer:** You will be asked to provide the following:

- A detailed summary of all relevant activities (research/scholarly/creative/teaching) performed during the period of the award
- A list of all publications and other scholarly/creative outcomes of work directly supported by the award
- A financial summary including expenditures and any remaining balance
- A list of external funding applications or proposals submitted or planned