

REQUEST FOR PROPOSALS
JAMES H. ZUMBERGE FACULTY RESEARCH & INNOVATION FUND
ZUMBERGE INDIVIDUAL AWARD



APPLICATION DEADLINE: 5 pm, Monday, March 7, 2022

PURPOSE

The purpose of the Zumberge Individual Award program is to help junior faculty launch and develop research, scholarly, or creative programs and projects that lead to sustained professional development and extramural funding.

The program provides from \$10,000 to \$30,000 in seed funds. Applicants may add a formal mentoring component to their project by including a senior faculty member; mentors in support of proposed Zumberge Individual Award projects receive \$2,000 for their own research or scholarly programs.

TOPICS ELIGIBLE FOR FUNDING

The Zumberge Individual program accepts proposals in a diverse range of research areas, scholarship, and artistic and cultural expression, including, *but not limited to*, social sciences, humanities, arts, literature, STEM, political sciences, social work, education, business, law, architecture, among others. As well, we encourage proposals that engage and benefit marginalized communities by advancing local economic, physical, health, cultural and/or social outcomes.

Projects do not need to be large. We welcome small projects that can make a difference in the field and to the applicant.

ELIGIBILITY

Applicants must be permanent full-time tenure-track or non-tenure (research) track Assistant Professors. RTPC faculty on (paid and unpaid) research leave are eligible; RTPC faculty in between contracts as well as visiting and adjunct faculty are not eligible to apply.

Current Research Support Limits: Faculty who have received significant internal or external support, in the form of faculty research start-up packages, ongoing laboratory support, research awards, grants or contracts, do not qualify for this program.

Specifically, faculty who hold start-up, research, or gift accounts with a *combined total in excess of \$150,000 in unexpended funds for research at the time of application* are not eligible to apply. An exception is made for non-tenure track (RTPC) faculty whose secured externally funded grants are covering their salary.

EXCLUSIONS WITH RELATED PROGRAMS

- The program will not fund the same work that is being funded under other Provost programs or by external sponsors.

- Previous recipients of a Rose Hills Award or a Zumberge Individual Award are not eligible to apply.
- Applicants may apply to the [Zumberge Diversity & Inclusion](#) award program during the same award cycle (applications will be reviewed individually). However, the program is unlikely to fund multiple proposals originating from the same laboratory.

FACULTY MENTOR CRITERIA AND ACTIVITIES

Applicants are encouraged to include a well-considered and substantive faculty mentoring component in their proposal. Any USC tenured-track or RTPC faculty member at the rank of Associate Professor or higher may serve as a mentor and support the applicant through activities including:

- Identifying prior and current scholarship, research or creative works relating to the proposed project.
- Assisting in preparing the research or project design or related activities such as publication or programming.
- Arranging forums for the presentation, dissemination, exhibition and/or critique of the applicant's proposed project.
- Identifying potential publication journals or exhibition venues and assisting in the preparation and submission of articles, manuscripts or applications.
- Connecting the faculty member/creator to other relevant collaborators at USC and at other institutions.
- Identifying external funding sources and assisting in the preparation of proposals.

ELIGIBLE BUDGET ITEMS

- Research and raw materials and supplies necessary to carry out the proposed project, including computers, software, digital records and data, lab materials, cameras, recording devices, specialized tools, etc.
- Research expenses related to data acquisition, including research participant incentives, use of core or shared resource facilities as well as fabrication costs.
- Salary support for postdocs, graduate student RAs, undergraduate researchers, and other student wages.
- Travel funds (US and international) related to conferences and research collaborations that lead to publications or other scholarly products. Guidance for COVID-19 related limitations on travel can be found [here](#). If, due to the pandemic, travel is not allowed at the time of proposal submission, it may not be included in the budget.
- Collection and purchase of archival materials and subscriptions to databases.
- Costs for publication, including manuscript, where grants will not cover page charges, as well as publication and picture permission fees, and catalogue documenting of event or exhibition.
- PI summer salary (up to \$5,000) plus fringe benefits.

GRANT CONDITIONS

- The Zumberge Individual Award is not intended to supplement currently funded efforts or to provide interim bridge funding. In support of large projects, other sources of funding can be used for *well-justified aspects not covered by this grant* (see Budget Justification below). If work extends beyond one year, there must be a clear product at end of the first year.
- Awardees have discretion in the budgeting and re-budgeting of funds to meet their research needs within the guidelines of the fund and the terms of the proposal. However, funds may not be transferred to another project or other universities and colleges.

- Awards include fringe benefits but are not assessed Facilities & Administration Costs (formerly known as Indirect Costs).
- Recipients have 12 months from the date funds are received to complete projects. Funds not expended by that time will be returned to support other Zumberge grants.
- Recipients must be USC faculty during the award period.
- Awards do not fund student tuition and other student fees (such as health insurance).
- Awards do not pay for non-USC consultants. However, well-justified budget requests to hire specialized vendors to support, for example, digital renderings and CAD drawings, studio assistance, specialized fabrication, documentation, (image and video), website/digital specialists, as well as installation/de-installation, shipping and crating of artistic installations and renting temporary studio space/renting time in a specialized lab(s) will be considered on a case by case basis, *if such services are not available at USC*.
- All USC rules, with respect to conflict of interest, human subject research, animal research, etc., apply to projects funded under this program. Funding will only be provided following confirmation that all pertinent reviews have been submitted for approval by relevant committees (e.g.: IRB, IACUC).
- Faculty funded by the NSF are required to complete the Responsible Conduct of Research. Funding will only be provided following confirmation of course completion. Click [here](#) for more information prior to transfer of award funds.

RESEARCH PROPOSAL EVALUATIONS

Research proposals will be evaluated by interdisciplinary faculty panels, by the Office of Research Initiatives & Facilities and by the Office of Research. Typically, reviewers are USC faculty members with expertise in the area under review and may also include non-USC faculty.

Review criteria include:

- The significance and impact of the proposed research, scholarly or creative programs and projects.
- The originality of the proposed research, scholarly, or creative programs and projects.
- Evidence that the project can be completed within the proposed timeline.
- Appropriateness of budget.
- The proposed milestones are identified and achievable.
- The impact of funding on investigator's ability to initiate scholarly research or creative programs and projects
- The artistic merit and significance of the project in reaching beyond local/national boundaries in terms of audience and effects (if applicable).
- Potential to create public facing cultural forms and relationships and to expand USC networks locally, nationally and internationally (if applicable).
- The likelihood that the project will lead to a sustained program of scholarly research or creative work.
- The likelihood that the project will lead to external funding or to further scholarly or creative projects.

NOTIFICATION AND TERM OF AWARD

Awardees will be notified of the grant amount and conditions of the award by June 30, 2022. Copies of the notification of the award will be sent to the PI's school research dean. Funds will be available by August,

2022, and will expire as of September 30, 2023. Grants are not renewable. Funds not expended at the end of the grant period will be returned to the Zumberge Program. No-cost extensions may be granted but must be requested and well-justified; contact the Office of Research Initiatives and Facilities at orif@usc.edu for additional information.

REPORTING AND ACKNOWLEDGEMENT OF SUPPORT

Awardees are asked to submit a brief grant report by October 31, 2023 (including an accounting of expenditures and external support received). A formal request for the report will be sent to awardees at the close of the grant period, indicating required information. Portions of the report may be reprinted to build support for the fund among the university community and to make decisions about how best to use the fund to promote productivity in the future.

Any publication or creative endeavor arising from work supported by the fund must acknowledge the *James H. Zumberge Faculty Research and Innovation Fund at the University of Southern California and the USC Office of the Provost*.

The Office of Research Initiatives & Facilities should be informed of any grant submissions/awards and/or any publications for which Zumberge funds were used.

FURTHER INFORMATION AND PROGRAM CONTACT INFORMATION

Questions about the Zumberge Individual Award or the application submission process can be directed to Melody Pham at orif@usc.edu.

For submission instructions, see the Proposal Guidelines.

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GUIDELINES

PROPOSAL GUIDELINES:

Before preparing a proposal, applicants should read closely the program description, grant conditions and eligibility requirements.

Proposals must be submitted using the Office of Research Initiatives & Facilities online application system ([here](#)).

Format: Proposal documents should be written using a standard font, 12 point, single-spaced, with one-inch margins.

PROPOSAL COMPONENTS

Cover page information (*to be filled out on-line*)

- a) Principal Investigator contact information & 10-digit USC ID number.
- b) Proposal title.
- c) Budget, total requested.
- d) Is USC Committee approval required? (Indicate all that apply: IACUC, IRB, etc.).
- e) Have you previously been awarded a Zumberge Individual or Rose Hills award?
- f) Mentor contact information & 10-digit USC ID number (as applicable).

Sections to be uploaded: Please follow instructions carefully and do not submit additional materials not requested by this RFP. Information that is uploaded beyond what is requested will not be included in the proposal package provided to reviewers.

- a) **Brief description** (*not to exceed 60 words*) A succinct description of the proposed work.
- b) **Abstract:** (*not to exceed 20 lines of text*) A stand-alone description of the proposed work.
- c) **Project Narrative:** (*a single PDF file not to exceed 5 pages*) Page limits are inclusive of figures and tables. Scholarly references may be provided but must be included as part of the page limits. Headers (below) should be included in the narrative:
 - i. **Research Question or Artistic/Cultural Objectives and Goals**
Specify project research question(s), hypotheses, or aims, design and placement in literature and/or the field. Address a broad audience of reviewers who may not be from the same

discipline. Clearly explain why the questions, hypotheses, or aims of your project are significant and original, as well as the ways in which your project will provide novel and important insights. Describe the short- and long-term goals of the research/creative project. Provide evidence that the creative project reflects on-going, serious and exceptional aesthetic investigation. Describe the role of the faculty mentor, if applicable.

ii. *Project Design / Research Methods*

Describe the scholarly, research and/or artistic/cultural activities to be carried out. State your research design, and explain how it will allow you to address the questions and hypotheses of interest. Explain what obstacles you might encounter and how you might overcome these. For artistic projects, describe the creative and inventive use of the medium; describe the artistic strength, including vision, originality, understanding of the craft, and ability to engage the community.

iii. *Expected Results and Impact on Long-Term Research Program*

Describe the expected outcomes and deliverables. Explain how the project and its findings will help generate scholarship beyond the period of the award or assist in launching or further establishing the PI's scholarly, research or artistic career. Describe plans for documentation and dissemination of the project results and, if applicable, the potential to serve and/or reach individuals whose opportunities to experience the arts/cultural projects are limited by geography, ethnicity, economics, or disability.

iv. *Opportunities for Attracting External Funding*

Describe how scholarship or creative project supported by the grant will help to secure subsequent external funding or other professional and/or artistic opportunities, including references to specific funding agencies, foundations, and programs. Describe the steps and outcomes needed to be competitive for those opportunities. If applicable, describe the community impact and involvement.

v. *Timeline*

Provide a clear timeline with specific project milestones. Work is not required to be completed within one year, although financial support is limited to one year. If work extends beyond one year, there must be a clear product at end of the first year. Describe, as applicable, the quality, quantity, extent, and degree of the outcomes to be achieved in order to realize the project goals.

- d) **Budget Justification: (not to exceed one page)** Clarify the role of individuals for whom salary, M&S, and other support is requested relative to the objectives of the project. No specific format is required. Explain how travel funds will be used to conduct the research (guidance for COVID-19 related limitations on travel can be found [here](#)). If, due to the pandemic, travel is not allowed at the time of proposal submission, it may not be included in the budget of the project.

In support of large projects, if other sources of funding have been secured for the proposed project, the budget justification must clearly specify, in detail, how Zumberge funds will be used and demonstrate there will be no overlap in use of Zumberge funds with those already secured for the project. As well, applicants must demonstrate that Zumberge funds (alone or in addition to other already secured funds) would be sufficient to complete the proposed project.

- e) **Current Funding: (up to two pages)** List all other sources of internal and external support awarded during the past three years, current or pending, including start-up funding, both as PI or co-PI. For each, give the title, period, award amount (if co-PI or collaborator on a grant, indicate amount received), sponsor, and describe the relationship of each to the current proposal. Statements of sources of support will be verified by the Office of Research. If existing funding appears similar to the proposed project, explain the differences.

- f) **Letter(s) of Support:** A Letter of Support is required from your department chair or school. The letter should indicate the specific support provided, such as core facility/school resources (as applicable).
- g) **Mentor Statement: (not to exceed one page)** Faculty mentors must prepare a statement outlining the role they will play and the activities they will undertake. The statement should briefly describe the relationship of the applicant's project to the mentor's own research and/or artistic/cultural activities. Describe the specific and concrete actions the mentor will carry out as well as provide an underlying rationale for the mentoring activities (e.g., the mentor's ongoing participation in an interdisciplinary or inter-university scholarly or cultural network, or the mentor's previous experience with potential funding or other opportunities).
- h) **Curriculum vitae: (not to exceed 5 pages)** Applicants may use any standardized CV format, or institutional ones (such as the NIH Biosketch, NEH, NEA, etc.).

PROPOSAL SUBMISSION

Submit your application proposal utilizing the Office of Research Initiatives and Facilities application submission and reporting portal.

Click [here](#) to log in (or create an account for yourself), using your USC email address.

APPLICATION DEADLINE: 5 pm, Monday, March 7, 2022

Proposals submitted after to the above-mentioned deadline will be rejected without review.

Signatures: By submitting the online application, applicants (and mentors, as applicable) indicate their agreement to comply with the terms and conditions of the Zumberge program as well as all other applicable USC policies.

FURTHER INFORMATION AND PROGRAM CONTACT

For additional information or inquiries about the Zumberge Individual Award program or the application submission process, please contact Melody Pham at orif@usc.edu.