



REQUEST FOR PROPOSALS

Faculty Grant Programs

Offices of the Chancellor and the Vice Chancellor for Research
Rutgers University–Camden
Fiscal Year 2024

Please read this document carefully before completing the application.

**Applications are due on or before 5PM
on Friday, April 21, 2023**

OVERVIEW

To streamline the application process for faculty, the Chancellor's Office and the Vice Chancellor of Research have merged the applications to submit grant proposals. This document stands as the RFP for the FY 2024 faculty grant programs. Faculty will be considered for all programs for which they are eligible but can only be the applicant PI on one award per application cycle. ***With the exception of recipients of the Vice Chancellor's Abbreviated Catalyst Grant, faculty whose projects were funded in the FY 2023 cycle are ineligible to apply during the FY 2024 cycle.***

The **Chancellor's 15 in 5** is a strategic initiative plan that offers competitive grants and awards to advance the student educational experience and to support the development of faculty and staff. The strategic initiatives align with the core mission and values of Rutgers University–Camden as an urban research institution dedicated to excellence and committed to community. The following programs will be accepting applications for FY24 funding:

- Grant for Assistant Professor Research Development
- Grant for Interdisciplinary Research Collaboration

The **Vice Chancellor's Fund for Research** seeks to advance Rutgers–Camden's research enterprise and increase the university's research competitiveness among its peers. The Multidisciplinary and Catalyst Grants Programs will provide seed funding to support Rutgers University–Camden faculty in pursuing new and innovative research endeavors leading to outside funding.

PROGRAM GUIDELINES

Chancellor's Grant for Assistant Professor Research Development

The Chancellor's Grant for Assistant Professor Research Development provides awards to Rutgers–Camden tenure-track assistant professors. These grants support projects where the aim is to build upon solid preliminary data already generated by the investigator where additional research effort is now critical to pivot competitively for external funding. The awards are also intended to support single- or first- authored research in preparation for journal submission (faculty in the Fine Arts may submit analogous projects). Assistant Professors are encouraged to apply before their tenure and promotion review year.

- Maximum Amount Per Award: \$20,000
- Award Duration: July 1, 2023 – June 30, 2024
- Eligibility: Full-time tenure-track assistant professors at Rutgers–Camden.
- Awards: Award funds may be used for compensation to research assistants or participants, travel to present findings from the research project at a professional conference, travel to conduct research, or equipment not already available for use. Awards may not be used for salary or any pay to the award recipient, membership fees, reimbursement of startup funds, or any purposes not directly and specifically required for this project.
- Project Description Page Limit: 3 pages (not including references, budget, or CVs)
- Evaluation Criteria 1) Intellectual merit; 2) Broader impact; 3) Potential for extramural funding; 4) Student involvement (graduate and/or undergraduate); 5) Potential for Career Advancement. Please be sure to include sections with these headings within the proposal. Please indicate target funder(s)/program(s) when referring to potential for extramural funding.
- Deliverables: PIs will be expected to provide a final report (3 pages max) within 30 days after the funding period summarizing the project activities, accomplishments, findings, outcomes, and plans to further the project beyond the grant period. Awarded PIs will also be asked for an update on project outcomes one year after project completion.

Chancellor's Grant for Interdisciplinary Research Collaboration

The objective of the Chancellor's Grant for Interdisciplinary Research Collaboration is to promote interdisciplinary collaborations among faculty colleagues across different academic fields. Rutgers–Camden faculty can collaborate with scholars from other Rutgers University departments, and/or external domestic or international institutions. The outcome(s) of the collaboration must further advance Rutgers–Camden's research initiatives by incentivizing collaborative research that will lead to the development of a grant proposal, a publishable work, cross-listed course, or creative/artistic production. Funding priority will be given to teams that contain a mix of senior and junior investigators.

- Maximum Amount Per Award: \$15,000
- Award Duration: July 1, 2023 – June 30, 2024
- Eligibility: The applicant PI must be a tenure or tenure-track faculty member at Rutgers–Camden. The team must include members from at least two academic fields. Teams may include faculty collaborators from Rutgers, other US institutions, and international partners.
- Awards: Awards are exclusively for research where the Rutgers–Camden faculty member serves as the applicant PI; awards may not be used to support research for external scholars who serve as the applicant PI. Examples of allowable expenses include compensation to research assistants or participants, travel to research sites, or equipment not already available for use. Awards may not be used for salary or any pay to the award recipient, membership fees, or any purposes not directly and specifically required for this project. No sub-awards will be allowed.

- Project Description Page Limit: 4 pages (not including references, budget, or CV) that justify the interdependence on interdisciplinary collaboration and provide plans to disseminate the outcomes of the project or for furthering the project beyond the grant period.
- Evaluation Criteria: Proposals will be reviewed and scored on 1) Intellectual merit; 2) Collaborative nature; 3) Broader impact; 4) Potential for extramural funding; 5) Student involvement (graduate and/or undergraduate). Please be sure to include sections with these headings within the proposal. Please indicate target funder(s)/program(s) when referring to potential for extramural funding.
- Deliverables: The applicant PI will be expected to provide a final report (3 pages max) within 30 days after the funding period summarizing the project activities, accomplishments, findings, outcomes, and plans to further the project beyond the grant period. Awarded teams will also be asked for an update on project outcomes one year after project completion.

Vice Chancellor's Catalyst Grants Program

The Catalyst program is designed for individual investigators who are beginning new scholarly, research, or creative initiatives. These include projects from early career faculty (i.e., new investigators) who have not previously received funding for the work outlined in their proposal. If the proposal is from a more senior (tenured) faculty member, the work outlined in the proposal must include a compelling justification for why it is considered a “new initiative” for this investigator. Moreover, the senior faculty applicant should be able to show clearly that the proposed work is not just an extension of something they have already done and that they have not received funding for work similar to that outlined in the proposal over their career. These grants are not intended to be used as bridge funds or to fund ongoing scholarly or research initiatives. Applicants may also choose to designate their projects as either Community-Engaged Research or Student-Engaged Research and request additional funds; see designation sections below for requirements.

- Maximum Amount Per Award: \$7,500
- Duration of Award: July 1, 2023 – June 30, 2024
- Eligibility: Applicant PI must be a full-time faculty member of Rutgers–Camden. While these awards are geared primarily toward tenured and tenure-track faculty, a limited number of awards may be presented to non-tenure-track faculty members. Coadjutant appointees, teaching and research assistants, postdocs, as investigators.
- Evaluation Criteria: Proposals will be reviewed and scored on 1) Intellectual merit; 2) Broader impact; 3) Potential for extramural funding; 4) Student involvement (graduate and/or undergraduate). Please be sure to include sections with these headings within the proposal. Please indicate target funder(s)/program(s) when referring to potential for extramural funding.
- Project Description Page Limit: 3 pages (not including references, budget, or CV)
- Deliverables: The applicant PI will be expected to provide a final report (3 pages max) within 30 days after the funding period describing project goals, objectives, methodologies, and outcomes. The report must also include a plan for continuing the project beyond the grant period and for securing extramural funding. Award recipients will be invited and encouraged to present their project at one of the faculty events during Research Week.

Vice Chancellor's Multidisciplinary Grants Program

The multidisciplinary grants program provides awards to teams comprised of faculty from at least two different Rutgers–Camden departments or schools. The expectation is that these awards will spark new, synergistic interactions between investigators across the campus, leading to work of the highest quality and impact. These awards are not intended to support already-established projects or minimal



extensions of ongoing research or professional programs. Applicants may also choose to designate their projects as either Community-Engaged Research or Student-Engaged Research and request additional funds; see designation sections below for requirements. Funding priority will be given to teams that contain a mix of senior and junior investigators.

- Maximum Amount Per Award: \$15,000
- Duration of Award: July 1, 2023 – June 30, 2024
- Eligibility: Only full-time faculty members of Rutgers–Camden may apply. The applicant PI must be tenured or tenure-track. Co-PIs may be non-tenure-track faculty members. Coadjutant appointees, teaching and research assistants, postdocs, and visiting faculty members are not eligible to serve as investigators.
- Evaluation Criteria: Proposals will be reviewed and scored on 1) Intellectual merit; 2) Collaborative nature; 3) Broader impact; 4) Potential for extramural funding; 5) Student involvement (graduate and/or undergraduate). Please be sure to include sections with these headings within the proposal. Please indicate target funder(s)/program(s) when referring to potential for extramural funding.
- Project Description Page Limit: 4 pages (not including references, budget, or CVs)
- Deliverables: The applicant PI will be expected to provide a final report (3 pages max) within 30 days after the funding period summarizing the project goals, objectives, methodologies, and outcomes, with a particular emphasis on the benefit and of the multidisciplinary collaboration on the project. The report must also include a plan for continuing the project beyond the grant period and for securing extramural funding. Award recipients will be invited and encouraged to present their project at one of the faculty events during Research Week.

Designation of Community-Engaged Research

The inclusion of this designation is meant to support the growth of community-engaged research. There are varying degrees of community engagement in research, with the most intense being Community-Based Participatory Research (CBPR). Although CBPR projects would be welcomed, a project need not be CBPR to request the Community-Engaged Designation. [View a discussion of Community-Engaged Research from the health perspective.](#)

- Applicants may request \$2,500 additional funding for Multidisciplinary grants (\$17,500 in total) and \$1,250 additional funding for Catalyst grants (\$8,750 in total).
- To be considered, applicants must provide supporting evidence in the project narrative for why their project should be considered community-engaged.
- Additional evidence that could strengthen the proposal includes (but is not limited to) letters of support from a community group or organization and/or a record of previous community-engaged research.

Designation of Student-Engaged Research

Each project seeking funding through the Vice Chancellor's Fund for Research will have a component of their evaluation tied to student involvement in the project. However, the student-engaged research designation is available to those applicants who make an extra attempt to engage students (graduate and/or undergraduate) as part of their research team.

- Applicants may request \$2,500 additional funding for Multidisciplinary grants (\$17,500 in total) and \$1,250 additional funding for Catalyst grants (\$8,750 in total).
- To be considered, applicants must include in their project narrative a compelling case for why the project should be considered student-engaged.
- Pay for student researchers should be included in the budget.

APPLICATION REQUIREMENTS

Please complete the application in [InfoReady](#). Required elements include:

1. Proposal Narrative see below
2. Budget and Justification see below
3. References
4. CVs or biosketches for all project personnel (**2-page max** for each CV)
5. Optional elements include audio/visual files, syllabi, or other appropriate representations of your work

Proposal Narrative:

Proposals should be written using a font size of 11 or greater. The project description page limit does not include references, budget, or CV. There is no preferred citation format. When describing your project, put yourself in the position of the reviewer who is familiar with your field in general, but does not know the specifics. Explicitly state the problem, why the problem is important, and how the problem is to be solved. Please make clear reference to the potential and plans for attaining extramural funding, including identifying the target opportunity. Do not include copies of publications or photocopies of grant applications you have submitted to federal or other funding agencies. Provide a full but concise description of your project that addresses the following:

- Project goals and objectives
- Background work already accomplished
- Rationale
- Experimental design and methods (optional)
- Intellectual merit (importance of the project to the field)
- Broader impact (importance of the project to the larger society—including the campus)
- Student engagement in the project
- Potential for extramural funding, including identification of a target funder/program
- Plans for disseminating the outcomes of the project
- The **Vice Chancellor's Multidisciplinary Grant** requires a description of the collaborative nature of the project among the investigators from different Rutgers-Camden departments or schools. For additional designations, please justify why the project qualifies for the designation.
- The **Vice Chancellor's Catalyst Grant**, proposed by a senior faculty member, requires justification that the project is a new initiative and not an extension of previous work. For additional designations, please justify why the project qualifies for the designation.

Scholars working in music and the visual arts may submit, in support of their application, tapes, photographs or other appropriate representations of their work. Upon request, these items will be returned via campus mail after the review process is complete.

Budget:

When constructing your budget, please describe how each budgetary item is necessary for



the successful completion of the project. Funds can NOT be used for personal computers, smartphones, tablets, other types of office equipment and supplies, professional membership dues, or purchase of books or journals for a personal library, or any portion of the applicants' salary (including summer). These grants cannot be used to reimburse startup funds. ***All budgetary expenditures must comply with Rutgers University policies and procedures.***

Provide a budget for your project according to the following categories:

- **Equipment:** Requests to purchase equipment must be accompanied by a letter from a Chairperson or Director stating that the equipment is not already available for use. List each piece of equipment, along with the cost. Equipment is defined as tangible property with a useful life of more than one year and a purchase price of \$5,000 or more.
- **Travel:** describe the purpose, location, and duration of each trip.
- **Research Assistant Costs:** provide a justification of need, including the number of hours and hourly rate.
- **Project-Specific Supplies:** specify in detail and justify need.
- **Other:** specify in detail and justify need.

AWARDS

Actual award amounts may be less than requested. Award notifications, conditional upon funding availability, will be sent via email. Project activities may commence July 1, 2023. The grant duration for all FY 2024 programs ends on June 30, 2024.

Candidates may receive funding from other sources internal and external to Rutgers University but may not be funded by multiple Chancellor-level grants for the same project. Please note that failure to receive a grant will in no way prejudice future applications under this program. All budgetary expenditures must comply with Rutgers University policies and procedures. Reimbursement policies/guidelines may be accessed at: <https://research.camden.rutgers.edu/grants/reimbursement-process/>.

DELIVERABLES

Unless otherwise indicated, a final report describing outcomes must be submitted within 30 days after the funding period. The report must also include a plan for outcomes beyond the grant period if applicable. As a public research University, Rutgers has an obligation to disseminate the results of its research. There is an implicit duty to inform the public of research findings. Award recipients may be asked to present their project at a campus faculty research event.

QUESTIONS

Please direct questions about these guidelines to [Jeannie Garmon](#), Director of Research Development.