

**UNIVERSITY OF
DELAWARE RESEARCH
FOUNDATION (UDRF)**

2010 GRANT GUIDELINES

Research Office
University of Delaware
210 HULLIHEN HALL Newark, DE 19716
Phone: (302) 831-4007

UNIVERSITY OF DELAWARE RESEARCH FOUNDATION (UDRF)

UDRF MISSION STATEMENT

The University of Delaware Research Foundation, Inc. is a nonprofit, tax-exempt organization for the support of fundamental research in all fields of science. Although an independent corporation, it is chartered primarily to support the University's research mission. In 1994, the UDRF Board of Trustees redefined its mission as follows to focus on assisting only early-career permanent faculty as follows:

“The mission of UDRF is to support the research mission of the University of Delaware in strengthening research and increasing national and international distinction of select graduate programs. In so doing, we will:

- ◆ *Provide grants supporting the highest quality engineering and scientific research;*
- ◆ *Focus on assisting early-career, untenured, tenure-track faculty in areas of primary interest to the University, and*
- ◆ *Provide funds that supplement, but do not supplant, funds available from the University or other sources.”*

ELIGIBILITY FOR UDRF GRANTS

UDRF will support high quality engineering and scientific research projects by early-career, untenured, tenure-track faculty. Regular Grants will no longer be awarded to tenured faculty, and block grants are not being awarded at this time. Previous recipients of UDRF grants are not eligible for additional UDRF grant support unless all scientifically worthy proposals are awarded to first time recipients and there remains funds for distribution. Previous recipients of UDRF grants must have a final report on file before submitting a new proposal.

AWARD ADMINISTRATION

University of Delaware Research Foundation grants are awarded on the basis of eligibility and merit and administered by the UD Research Office. Proposals are screened for eligibility by the university and each proposal must have a match from the dean of the college and the Provost. Evaluation of merit and award recommendations are made by the UDRF Research Committee which is composed of engineers and scientists from area industry. The UDRF Board of Trustees makes the final award decisions at its annual meeting. Grants are made primarily in the fields of engineering and the natural and physical sciences, but any proposal that uses scientific methods and promises quantitative results is eligible for a grant, regardless of academic department.

The University's patent, copyright, and publication policies, which can be found in the Handbook for Faculty (www.udel.edu/provost/fachb), apply to research conducted under a UDRF grant.

PROPOSAL BUDGET

The typical project budget is \$35,000 of which \$25,000 can be requested from the sponsor with an additional \$5000 each in match from the Provost and the respective college Dean. Special circumstances which warrant additional personnel can be addressed and larger budget amounts will be considered. Budget items may include up to one month of summer salary for the principal investigator. Other costs covered include graduate student or technical assistance, equipment, supplies, travel, undergraduate REU, etc. There are no indirect costs associated with the awards.

The stipend for the principal investigator is limited to \$5,000 or one-ninth of the academic year salary, whichever is less. Fringe benefits are not included for principal investigators with nine-month appointments but may be required for other salaries.

PROJECT DURATION

UDRF grants are awarded for two years, June 1 through May 31. The project period may be extended when circumstances warrant. Requests for no-cost extensions must be made in writing to the Asst. Provost for Research Management & Operations in the UD Research Office.

PROCEDURE FOR SUBMITTING PROPOSALS

All UDRF grants require matching funds from the Principal Investigator's (PI) college and the Provost's Office. A formal match commitment must accompany all proposals submitted to UDRF for funding consideration. To obtain the required match commitment, PIs must submit an abstract of 250 words or less outlining the proposed research program through their college for consideration and action. In addition to a brief overview of the technical program to be conducted, the abstract must also specifically address future research plans if the award is granted and potential sources of future funding for the program. This online submission (<http://www.researchoffice.udel.edu/udrfabstract>) requires the applicant to print a confirmation page & route the hard copy for signatures to commit the matching funds.

The full proposal must be created in the provided Adobe PDF or Microsoft Word format. The online submission (<http://www.researchoffice.udel.edu/udrfproposal>) includes the upload of the proposal document. In addition, one paper copy of the proposal must accompany the confirmation/signature page when routing to the chair and dean to complete the proposal submission to the Research Office. Font size may be no smaller than 10 point.

Proposal information must be entered on the UD Grants System and a proposal approval summary webform routed to appropriate individuals. This information will be used to generate the award, should the proposal be approved for funding by the Foundation.

DEADLINES

The following schedule has been established for proposal submission for the year 2009-2010 funding:

Abstract to Chair	November 12, 2009
Abstract to Dean (with recommendation for match)	November 19, 2009
Abstract to Research Office (with commitment of match)	December 7, 2009
Full proposal to Chair	January 7, 2010
Full proposal to Dean	January 14, 2010
Full proposal to Research Office	January 21, 2010
Awards Announced	May 13, 2010
Funding Available	June 1, 2010

**UNIVERSITY OF DELAWARE
UNDERSTANDINGS CONCERNING**

UNIVERSITY OF DELAWARE RESEARCH FOUNDATION GRANTS

UDRF research grants are made with the following understandings. Acceptance of the award includes acceptance of these understandings.

1. The primary purpose of the research grant is to further the professional development of the recipient. Selection for funding is based on:
 - ◆ Be an original contribution (20%)
 - ◆ Be an important contribution (20%)
 - ◆ Be something the faculty member might be expected to complete in 1-2 years (20%)
 - ◆ If successful, lead to significant, continuing funding by outside sources (e.g. NIH, NSF, states, industry, etc.) (30%)
 - ◆ Clarity of presentation (10%)
2. Research grants are generally awarded to early-career, untenured, tenure-track faculty members of the University. Acceptance signifies intent to continue at the University for the following academic year.
3. The University exercises no direction or supervision over the details of the research to be performed, but it does require adherence to the original objectives and purposes of the research. It also requires that a report on the research be submitted to the Research Office no later than ninety (90) days after the termination date of the grant (see Attachment 1 for format). Each grantee is requested to furnish one copy of any resulting papers, books, or other publications to the Research Office.
4. Every publication directly resulting from a research grant must include an acknowledgment that the research was carried out with the support of the University of Delaware Research Foundation.
5. Unless arrangements to the contrary have been included in the proposal as accepted, financial income derived from the project will be returned to the University, up to the amount of the award. This is not meant to conflict with University policies on patents, copyrights, and publications.

Attachment 1
UNIVERSITY OF DELAWARE RESEARCH FOUNDATION
(UDRF) Format for Final Report on Research Grants

Date

1. Project title
2. Name and department of investigator
3. Amount of funds awarded
4. Summary of research accomplishments from this project*
5. Names of students supported by this grant, and their expected (or actual) degrees and completion dates.
6. List publications or manuscripts
(Send one copy of each publication related to this grant to the Research Office.)
7. List of external proposals submitted and grants awarded that build on the results from this grant.
8. Signature of investigator

**Please write this report in language that can be understood by readers who are not specialists in your field.*