Office of Research Development Collaborative Collision: COVID-19 Pandemic

Funding Opportunity Announcement

Sponsored by the Office of the Vice President for Research

Letter of Intent Due 5:00pm EST April 27th, 2020
Proposals Due 5:00 PM EST April 30th, 2020

Awards expected to be announced by May 8th for project periods of May 11th through August 18th, 2020

Contact:

Mike Mitchell
Program Manager
Strategic Initiatives and Proposal Development
Office of Research Development
mike.mitchell@fsu.edu

A. Program Description

The Office of Research Development is requesting proposals for short-term planning projects in response to the ongoing COVID-19 pandemic, and the expectation of significant amounts of federal stimulus funding later this year. **This unique *Collaborative Collision* seed fund opportunity will provide grants up to $20,000 for short term research and planning projects related directly to the health, social, or economic impacts of the ongoing COVID-19 pandemic, and which will position teams to compete for additional, external funding within in 90-120 days.** Typically, *Collaborative Collision* seed fund grants are highly competitive, with only one to two awards per cycle. **Due to the unprecedented nature of the current crisis, this round intends to fund as many high quality proposals as possible.**

Collaborative Collision grants are intended to allow teams to position themselves to seek external funding for a new research initiative by demonstrating a history of successful collaboration. This round of funding has unique characteristics, not found in previous *Collaborative Collision* Funding Opportunity Announcements (FOA). As detailed in this document, these changes are intended to facilitate rapid project development, and an accelerated competition cycle. Significant changes include a mandatory Letter of Intent and a reduction in proposal page limit. Additionally, teams may involve outside partners such as state or local government agencies, or nonprofit organizations in their efforts. **Proposed projects must be directly related to understanding and/or addressing the health, social, or economic impacts of the COVID-19 pandemic. Project teams are expected to propose clear deliverables such as preliminary reports or datasets that will allow them to transition the project to external funding quickly upon the expected release of federal stimulus programs or other new funding opportunities.**

B. Eligibility Requirements

Due to the special circumstances regarding this FOA, several changes have been made from prior rounds of the seed fund. By submitting a proposal to the *Collaborative Collision* seed fund, a PI certifies that all of the following conditions are true:

- Teams must be comprised of at least two tenure-track or research faculty members with an appointment at Florida State University.
- All proposed projects must be directly related to the health, social, or economic impacts of the 2020 COVID-19 pandemic and must explain the connection in the proposal.
- Faculty may serve as lead PI on only one proposal. There are no restrictions on the number of proposals on which they may be Co-PI.

C. Example Project Support

Faculty are encouraged to request financial support commensurate with their research goals, however, all project activities must be thoroughly justified within the project proposal. Example project activities include (but are not limited to):

- Collection of data
- Purchase of data sets
- Stipends for research assistants employed on the project (Note: students must be directly contributing to the proposed project)

D. Ineligible Project Costs

All project budgets are subject to review and approval by the Office of Research Development. The following project costs are ineligible to be funded by the *Collaborative Collision* seed fund:

- Faculty salary and/or benefits
- Tuition/matriculation fees for students
- Equipment, including computers and mobile devices
- All travel (Note: This is a change from standard seed fund FOAs, in response to ongoing travel restrictions.)

E. Content and Form of the Proposal

Proposals to the *Collaborative Collision* seed fund must be written in 12-point Times New Roman font, with 1-inch margins, and contain the following documents in the specified order:

1. Proposal Transmittal Form

Available for download at: https://www.research.fsu.edu/research-offices/sra/

2. Cover Page

List the project title, along with name, department affiliation, contact information, and ORCID ID for all project participants.

3. Project Summary (Limit: 1 page)

The project summary should provide a high level overview of the proposed project, including project goals, tasks/methods, and anticipated long-term outcomes. The project summary should be written in concise, non-technical language, such that it is understandable by the non-academic general public. Project summary must also include the specific deliverables that will result from the project.

4. Project Description (Limit: 2 pages)

The project description must contain the following sections:

I. *Project Activities:*

Describe the research methods/activities that will be conducted during the project period. Explain how these activities address the health, social, or economic impacts of COVID-19. If appropriate, briefly describe the related activities that will take place before and after the grant period. Proposed projects should be expected to start no earlier than May 11th, 2020 and be complete by August 18th, 2020.

II. *Project Deliverable(s):*

Clearly describe the expected products to be delivered from this project, and their relevance to anticipated external funding. Identify the funding agency and program that is being targeted, or is expected to be targeted.

III. *Research Team:*

Describe the composition of the research team, and how it was formed. Provide a brief description of each team members' qualifications, and how they will contribute to the project.

IV. *Appendix: On-Campus Research Procedures (not included in page limit):*

If the nature of the proposed project will require on-campus activity, all such activity must be thoroughly detailed and justified, including the measures that will be taken to maintain social distancing among the research team, including research assistants and staff. Additionally, the team must provide the full name, position, and contact information of all personnel proposed to be on-campus, along with the expected times in which they will be on-campus.

ORD reserves the right to decline the proposal, or require revisions, if this information is not provided or is unsatisfactory. Further, all on-campus activity is subject to unannounced checks by the FSU Police Department to ensure that the proposed plan is being followed. Projects may be shut down and funds withdrawn if violations are found to occur.

V. *Appendix: References (not included in page limit):*

Include a references list, if applicable.

5. Budget and Budget Justification (not included in project description)

Provide a detailed budget description including the basis and necessity of each cost. Proposed budget and budget justification will be considered in the review criteria.

6. Curriculum Vitae

CVs are required for all team members, and must be limited to two (2) pages in length for each team member.

F. Proposal Review Process

Proposals will be funded at the discretion of the Vice President for Research, considering recommendations from the review committee. The committee will consider the following criteria when evaluating proposals:

1. Potential for project team to address the identified health, social, or economic impact of the COVID-19 pandemic.
2. Urgency and significance of the proposed research.
3. Appropriateness of budget request.
4. Potential for project to attract external funding.

The review committee may or may not be made up of subject area experts specific to individual efforts, and it is therefore imperative that that all proposals be written in clear, and concise language, avoiding technical jargon unless absolutely necessary. The Office of Research reserves the right to fund some, none, or all proposals, as the situation dictates.

G. Letter of Intent and Due Date

To facilitate the early selection of reviewers and the rapid review of proposals, all teams are required to submit a Letter of Intent (LOI) including the title of the proposal, the names of all PIs and Co-PIs, and a 50-100 word executive summary of the proposed project. LOIs may be submitted as the body text of an email, and do not require a separate attachment.

LOIs must be emailed to mike.mitchell@fsu.edu by 5:00 PM EDT on April 27th, 2020.

H. Proposal Submission and Due Date

Proposals must be submitted as a single Adobe PDF document following the format prescribed in Section E, Content and Form of the Proposal. Proposals must be submitted with all required College/Department signatures, but do not require approval by FSU's Sponsored Research Administration or Research Foundation.

Proposals must be emailed to mike.mitchell@fsu.edu by 5:00 PM EDT on April 30th, 2020

I. Post-Award Reporting and Management

The selected project will receive funding based upon the scope of work and budget submitted in the proposal. Projects will be managed by SRA according to standard grants management practices, including payment requests and disbursements.

A copy of the Terms and Conditions of *Collaborative Collision* Seed Fund Grants is attached to this FOA for reference.

J. Pilot Program Feedback

The *Collaborative Collision* Seed Fund is a pilot program intended to catalyze new research teams, and new areas of research at Florida State University. As such, the Office of Research Development welcomes and encourages feedback related to aspects of the pilot program such as eligibility, award amount, proposal requirements, etc. Feedback may be submitted to the program manager identified below and, if relevant and timely, may lead to changes to this FOA.

K. Questions

Please direct all questions regarding this Funding Opportunity Announcement to:

Mike Mitchell
Program Manager
Strategic Initiatives and Proposal Development
Office of Research Development
mike.mitchell@fsu.edu

Collaborative Collision Seed Fund
Conditions of Award
(Provided for Reference Only)

Project Title:
PI:
    Co-PI:
    Co-PI:
Award Amount:
Project Period:

Conditions:

1. Collaborative Collision Seed Fund grants are funded by the Office of the Vice President for Research (OVPR). Program management is provided by the Office of Research Development (ORD), and financial oversight is provided by Sponsored Research Administration. The Collaborative Collision Seed Fund Program Manager is Mike Mitchell (mike.mitchell@fsu.edu, 850-644-9511).

2. Collaborative Collision Seed Fund funding may only be used to support the project described in the project proposal (Attachment A), and must be spent according to the approved budget (Attachment B).
   a. Budget deviations greater than 10% per budget line item (cumulatively) require the prior written approval of the Collaborative Collision Seed Fund program manager, and are subject to review by the OVPR.
   b. OVPR/ORD reserves the right to withdraw remaining funds from a project if unauthorized spending occurs, and may also require misspent funds to be repaid by the PI/Department.

3. Scope of work or budget amendments must be requested in writing, and approved, before any project changes occur. Post hoc amendment requests will not be approved and may be grounds for project termination and repayment of funds by the PI/Department. All amendment requests must be submitted at least 30 days prior to the end of the project period. Due to the nature of the program, no-cost time extensions will not be allowed.

4. All on-campus activity is subject to approval by OVPR, and unannounced checks will be conducted by the FSU Police Department to ensure that appropriate social distancing precautions are being followed. Projects may be shut down and funds withdrawn if violations are found to occur.

5. Collaborative Collision Seed Fund recipients must submit a one (1) page final report detailing the overall project activities and expenditures. Print-outs from a College/Department's financial management system are acceptable.

6. The PI and PI's Department are responsible for the execution of the project, financial management of the award, and reporting requirements. Sub-awards and/or sub-accounts of any kind are not allowed.

The PI/Co-PIs and their respective Department Chairs hereby acknowledge and accept the conditions of award for the Collaborative Collision Seed Fund:

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NAME, PI

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NAME, Co-PI

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NAME, Co-PI

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NAME, Department Chair

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NAME, Department Chair