

# CUSE Grants Program 2022

Program Overview and Submission



# 2022 CUSE Grant General Information Session Agenda

- Welcome by Ramesh Raina
  - Interim Vice President for Research
- Session Agenda
  - Program Review - Christina Leigh Docteur, Director of Proposal Support Services
  - Proposal Formatting - Chetna Chianese, Associate Director of Proposal Support Services
  - Review Process - Stuart Taub, Director of Sponsored Programs
- Q&A *Please type questions in the chat throughout the presentation!*

# What are CUSE Grants?

- Support faculty research and various forms of scholarly activities in all disciplines .
- Expected outcomes include pursuit of extramural funding and the production of significant scholarly products

# 2021 CUSE Grants results

- 79 projects funded across the sciences, humanities and creative research areas (2021 results):
  - Seed Grants (\$5K): 21 funded
  - Innovative & Interdisciplinary Research (\$30K max): 35 funded
  - Good to Great Grant (\$30K max): 8 funded
  - Interdisciplinary Seminar Grant (\$7.5K max): 2 funded
  - \*Covid-Relief Grant (\$15K): 13 funded; \*not offered in 2022
- Stronger competition expected for 2022 due to reduction in funding to \$500K.

## 4 Grant types within CUSE Grants

1. Seed Grant
2. Innovative and Interdisciplinary Research Grant
3. Good to Great Grant
4. Interdisciplinary Seminar Grant

### For all programs:

- Individuals & teams eligible to apply. To be competitive, individual applications must demonstrate innovative nature of work, and team applications must be interdisciplinary.
- 2-year project periods

# Seed Grant (Seed)

- **Seed Grants** characteristics:
  - For new or small-scale projects.
  - Funding is capped at \$5,000, per application.
  - Project Narrative section is 3 pages.
  - Has supported travel to archives, domestic travel to conduct interviews, funds to host small workshops, salary to support student research.

# Innovative and Interdisciplinary Research Grant (I&I)

- **I&I Research Grants** characteristics:
  - Funding is capped at \$30,000, per application.
  - PI/team should demonstrate success in their field(s) and/or how they are competitively positioned for continued success.
  - Project Narrative up to 6 pages.
  - Has supported graduate and undergraduate student support, research trips, publication costs, human subject incentives, small equipment purchases (max. \$10K), consultants (limited to 25% of budget), and faculty salary (limited to 1 month).

# Good to Great Grant (G2G)

- **Good to Great Grant** characteristics:
  - PI must have submitted unsuccessful (not funded) extramural proposal as lead PI, which received high ranking, good reviews, and/or encouragement to reapply.
  - Funding is capped at **\$30,000**, per application.
  - Need statement of support from School/College's Associate Dean for Research (ADR).
  - Project Narrative up to 6 pages.
  - Funds are to enable work to produce a competitive resubmission.



## Interdisciplinary Seminar Grant (Seminar)

- **Interdisciplinary Seminar Grant** characteristics:
  - Funding is capped at **\$7,500**, per application.
  - Designed to cover costs of a seminar or workshop series (e.g.- refreshments, space rental, travel and/or honoraria for invited speakers).
  - Not for research activity or for departmental seminars but has supported interdisciplinary symposia.
  - Project Narrative section is 3 pages.

# Summary of Changes for 2022 1 of 2

- Introduction of a priority area for diversity, equity, inclusion and accessibility (DEIA)-related proposed projects.
- Discontinuation of the separate COVID-Relief grant type, but inclusion of a request to identify any COVID-related challenges for proposed projects in the rationale section of the project narrative.
- Inclusion of a prohibition for postdocs serving as PIs.
- Change in formatting of required Conflict of Interest (COI) form to one form per project.
- Requirement of the Current and Pending form for all CUSE Grant applications.
- Inclusion of requirement for a one-year gap between CUSE Awards held by PI.
- Requirement for PI and Co-PIs to each submit 1 pg each “results from prior CUSE Grant” as applicable. Must be compelling to be competitive.

# Summary of Changes for 2022 2 of 2

- Change of the evaluation scale from a five-point scale to a ten-point scale.
- Revision of review criteria to better align with intent for the CUSE program and with proposal contents.
- Inclusion of an acknowledgement of Syracuse University intellectual property (IP) policies.
- An encouragement that all CUSE grant applicants attend or view a CUSE Grant information session, and that awardees attend other proposal development training hosted by the Office of Research, especially those awardees with little or no prior grant experience.
- Innovative and Interdisciplinary Research Grant “I2” grant now referred to as “I&I.”

# Proposal Requirements

Proposal Format, Submission, and Documents Required by Grant Program

# Proposal Formatting

- A. Font 11 points+, Arial, Calibri, Times New Roman or Computer Modern. Other font faces/sizes may be used for formulas, equations, figures, tables, captions but text must still be readable.
- B. Single-spaced 8.5” x 11” pages, 1” margins all sides (except budget, current & pending, and conflict of interest documents).
- C. Each section uploaded as single PDF document, naming convention last name + proposal component, ex. “PILastName\_ProjectNarrative.pdf.”

**Compliance with proposal formatting guidelines is important!**

Questions on contents, formatting, or preparation of any documents?

Sign up for office hours: February 4th, 9th, 14th, and 17th ,10:00-4:00

# Proposal Submission 1 of 3

Apply on the [Syracuse University Application Portal](#):



Click “Apply,”  
click blue button for  
“Syracuse University Login,” use NetID  
and Password to create new application!

A screenshot of the Syracuse University Application Portal. The header is orange with "Syracuse University" and "Syracuse University Application Portal" in white. Below the header is a dark grey bar with "SYRACUSE UNIVERSITY" and "CALENDAR" in white. The main content area is white. On the left, there are two login sections. The top section is titled "Login for Syracuse University Users" and contains a text input field for the username, a password input field, and a blue button labeled "Syracuse University Login". The bottom section is titled "Login for Other Users" and contains a text input field for the email address and a password input field. On the right, there is a sidebar with the title "Application Tools" and a button labeled "Apply". Below this, there is a section titled "Competition Files" with several links: "CUSE Grant 2021 - Program Budget Template", "CUSE Grant 2021 - Sample Budget Justification", "NSF-BioSketch Format Example", "Note: this is an older format for NSF, but it still acceptable for the CUSE Grant program.", "NEH-NSF hybrid biosketch Format Example", "CUSE Grant 2021 - Conflict of Interest Template", "CUSE Grant 2021 - Current and Pending", and "CUSE Grant Guidelines FY21".

The [2022 CUSE Grant Program](#) page contains links to the request for proposals ([RFP](#)), frequently asked questions ([FAQs](#)), and the Application Portal.

For more on How To Apply, please refer to the [narrated slide deck](#), also posted on the CUSE Grant Program page.

# Proposal Submission 2 of 3

## Online Application Form (Continued)

### D. Complete application details screen:

- PI appointment title, tenure status, school/college, dept/center/institute, department chair name and email, and if prior CUSE Grant recipient
- Co-PI roles & information
- Type of application (Seed, I&I, G2G, Seminar)
- Proposal Title
- Total funding request
- Indicate if project involves: Human subjects; Animal research; Hazardous materials; Existing (protected) IP; Potentially non-routine data management (HIPAA etc.); Export controls
- Indicate if previously awarded CUSE funding
- ***Project Summary*** - Text box limited to 250 words

# Proposal Submission 3 of 3

## Proposal Components

- i. Project Narrative
- ii. Results from Prior CUSE Grant\*
- iii. References Cited
- iv. Response to Previous Review\*
- v. Budget
- vi. Budget Justification
- vii. Biographical Sketch
- viii. Current and Pending Support
- ix. Conflict of Interest

\* Indicates to include only if applicable



# Documents Required by Grant Program

	Seed Grant	Innovative and Interdisciplinary Research Grant (I&I)	Good to Great Grant (G2G)	Interdisciplinary Seminar Grant (Seminar)
<b>Project Narrative</b>	3pp max	6pp max	6pp max	3pp max
<b>Results from prior CUSE</b>	If applicable, 1pg/person	If applicable, 1pg/person	If applicable, 1pg/person	If applicable, 1pg/person
<b>References Cited</b>	No page limit	No page limit	No page limit	No page limit
<b>Response to previous review</b>	If applicable, 1pg max	If applicable, 1pg max	Required, 4pp max	If applicable, 1pg max
<b>Budget</b>	\$5K max	\$30K max	\$30K max	\$7.5K max
<b>Budget justification</b>	3pp max	3pp max	3pp max	3pp max
<b>Biographical sketch</b>	PI & Co-PIs, 5pp/person max	PI & Co-PIs, 5pp/person max	PI & Co-PIs, 5pp/person max	PI & Co-PIs, 5pp/person max
<b>Current and pending</b>	PI only	PI only	PI only	PI only
<b>Conflict of interest</b>	PI & Co-PIs	PI & Co-PIs	PI & Co-PIs	PI & Co-PIs

# Project Narrative (Upload)

- Conform to formatting requirements & observe page limits for CUSE grant program to which you are applying.
- Each Project Narrative should include:
  - Introduction
  - Rationale, Significance, and Broader Impact
  - Approach and Resources
  - Intent to leverage CUSE funding
- *Note:* Avoid excessive jargon in proposal narratives, as reviewers may not be experts in your specific area.
- 3-6 pages max, depending on program type.

# Intent to Leverage CUSE funding (subsection of narrative)

- Discuss how *you will* leverage CUSE funding to pursue extramural funding sources.
  - List funding agencies & specific programs you will apply for & how CUSE funding will be impactful.
- And/or demonstrate how you will show impact from this grant external to SU.
  - For disciplines where external funding is limited, describe how CUSE grant will enable you to leverage success to enhance the reputation of the University, through increased competitiveness for prestigious awards, creation of significant new scholarship, or through or through creation of unique educational programs or collaborations. Be specific!

# Results from Prior CUSE Grant (Upload)

For the PI and/or each Co-PI who is a prior recipient of a CUSE Grant, include (up to 1 page per each person) a description of prior CUSE Grant results, including:

- 1 paragraph summary of original grant purpose; and
- 1 paragraph summary of results for each prior CUSE Grant.
- The description of results is not intended to be a full accounting (per required annual CUSE Grant reports), but instead a summary of evidence of the successful use of CUSE Grant funds to achieve program goals of growing the University's research enterprise, enhancing interdisciplinary collaborations, and increasing extramural funding and high-quality scholarly output.
- *If not applicable, do not upload a document in this section.*

# References Cited (Upload)

- This section lists all work cited in the text.
- References must be complete, including titles and all co-author names in a professional style appropriate to the primary discipline.
- No page limit.
- If you have no references for your proposal, please include a document titled “References” and note “None” in the body of the document.

# Response to Previous Review (Upload)

Only for projects previously unsuccessfully submitted for funding.

- **Response to Previous CUSE Review - (1 page max)**
  - Required for all previously submitted Seed, I2, or Seminar proposals.
  - Respond to review panel summary and include how project has changed.
- **Response to Extramural Reviews - (4 pages max)**
  - Required for G2G proposals only. Include:
    - 1) The Pls response to extramural grant reviews, including how the G2G proposal will help make a subsequent extramural submission more competitive.
    - 2) A statement of assessment of the competitiveness of the G2G application from the Associate Dean for Research of the college/school (email ok).
    - 3) A copy of the external agency review (not subject to page limitations for this section) - compile these three documents into one PDF attachment.
- *If not applicable, do not upload a document in this section*

# Budget (Upload) - Allowable Costs

- Utilize [CUSE Grant Budget Template](#) provided on the CUSE Grants web page.
- Funds can be requested for the following allowable costs:
  - Salaries & Wages *for PIs and Co-PI's* - limited to one (1) month.
  - Other Salaries & Wages - For I&I & G2G grants, allowable for postdocs, students, and essential staff. *“The CUSE Grant program recognizes the importance of graduate and undergraduate training and strongly encourages the PI to involve graduate and undergraduate students in CUSE Grant activities.”*
  - Fringe Benefits - budget template automatically assigns fringe.
  - Equipment - Items greater than \$5,000. Total is limited to \$10,000 I&I and G2G.
  - Travel - Must be directly related to CUSE grant project activities.
  - Other Direct Costs - Materials & Supplies (ex. meeting supplies, books), Consultant Costs (limit 25% of budget), Purchased Services (ex. transcription or translation costs), Rental of Off-site Facilities, Human Subject payments, and other relevant costs (ex. archive fees, food & beverages for all-day workshops). Event costs for any CUSE funded project should include [ASL Interpreting/CART Services](#) fees as appropriate.

# Budget – Unallowable Costs

- The following items are unallowable costs on a CUSE grant:
  - Subcontracts to external institutions
  - Office Supplies
  - Cell Phones/Internet service
  - Memberships/subscriptions
  - Computer peripherals, software, iPads and computers\*\*
  - Tuition
  - Indirect costs
- \*Project-specific software package(s) and/or computer purchases *maybe* allowed if:
  - (1) Predominately used for the project
  - (2) The work proposed *cannot be completed without the item(s)*
  - (3) A highly detailed justification is provided



# Budget Justification (Upload)

- A narrative justification to the items requested in your Project Budget.
- An opportunity to thoroughly explain what budget allocations are needed and why they are important to complete the goals and objectives of your project.
- \*Required for all grant types, including Seed Grant applications.
- A [budget justification sample](#) is provided on the CUSE Grants web page.
- 3 pages max

\*Denotes change from 2021

# Biographical Sketch (Upload)

- Provide a biographical sketch for the PI and any Co-PIs, limited to academic & research credentials (5 pages max). [Templates](#) for a standard NSF and a hybrid NSF/NEH biographical sketch are provided on the Application Portal for reference. Biographical sketches prepared in any extramural agency format (e.g., NIH, NSF, DOD) or generated from SciENCv are acceptable.
- However, if not utilizing an extramural agency format, please include the following information:
  - Brief summary of investigator's qualifications for proposed project
  - Brief summary of teaching, scholarship, and research expertise
  - Education history (degrees) and relevant employment history
  - Relevant honors and awards (limit to five)
  - Relevant products, including: Peer reviewed publications, books, book chapters, or other academic/artistic outputs consistent w/discipline, such as scores, films, productions, performances or artworks.
- Multiple biosketches must be combined and uploaded as a single document.

# Conflict of Interest Form (Upload)

- A.k.a. Collaborators and Other Affiliations - utilize [COI form](#) on CUSE Grants page .
- **\*One combined form required for PI and all Co-PIs, but not for other personnel.**
- Intended to minimize potential conflicts of interest in the review process
- Include the following:
  - Syracuse University co-authors on publications within the past three (3) years, including pending publications and submissions;
  - Syracuse University collaborators on projects within the past three (3) years, including current and planned collaborations; and
  - All Syracuse University thesis or postdoctoral advisees/advisors.
- If no University-based conflicts for PI or any Co-PI(s), enter PI's name at the top of template, and "None" on first line of table, and save and upload the completed spreadsheet as a PDF document.

\*Denotes change from 2021

# Current and Pending Support (Upload)

- Utilize the Current and Pending form provided on the CUSE Grants web page to provide a listing of all proposals that are Pending, Awarded, or Planned for Submission. **Required for the PI of the CUSE Grant only.**
- \*Required for all grant applications.
- No page limitation.
- If there are no current and pending proposals or awards (external or internal) to disclose, enter PI's name at top of template, and "None" on first line of the table, and save and upload the completed spreadsheet as a PDF document.

\*Denotes change from 2021

# Review Process

# Review Process

## 1st Stage Screening

- 1<sup>st</sup> level screening will consist of checking margins, page limits, font sizes, line spacing, and inclusion of required sections, etc.
- Program specific items will be checked (e.g. external reviews for G2G).
- Compliant proposals will then be prepared for distribution to review panels.

# Merit Review Process 1 of 2

- Review panel
  - SU faculty and research related staff with grant experience.
  - Goal of representing expertise across disciplinary and research areas.
- Evaluation Criteria
  - Overall merit (25%)
  - Potential success for extramural funding, increased scholarship, enhanced reputation, and success with past intramural funding (25%).
  - Significance of the project, relevance and alignment of the project with CUSE Program priorities and current and future research trends, and the potential for broader impacts (25%).
  - Qualifications of proposed project personnel and adequacy of facilities (25%).

# Merit Review Process 2 of 2

- The review panel for each proposal will provide comments and a rating for review criteria. The ratings for each criterion will be weighted equally and combined into an overall score using the \*point values in the table:
- Funding decisions based on evaluation rankings & availability of funds

Rating	Points
Exceptional	10 points
Outstanding	9 points
Excellent	8 points
Very Good	7 points
Good	6 points
Satisfactory	5 points
Fair	4 points
Marginal	3 points
Poor	2 points
Insufficient	1 point

\*Denotes change from 2021



# CUSE Review Process - 2021

- 16 review teams formed, with 3 reviewers per application.
- Alternate reviewers were brought on to minimize COIs.
- Reviewers were asked to complete non-disclosure agreements to maintain confidentiality.
- Expertise of review teams were matched with proposals to the degree reasonable/practicable
- Each review team assigned between 4-11 proposals to review/score.
- Teams were multi-disciplinary, with lead reviewer assignments made with intent of most closely aligning expertise to proposals.

# CUSE Grant Submission

- Must be submitted by **5:00 pm Thursday, February 24, 2022**
- Early submission *strongly encouraged!*
- Submit electronically to [the Syracuse University Application Portal](#).
- An email acknowledgment of receipt will be sent once the CUSE grant application is received.
- For questions about the CUSE Grant RFP, please contact Christina Leigh Docteur [cdocteur@syr.edu](mailto:cdocteur@syr.edu). For questions regarding use of the Application Portal, please contact Jeff Falchi [jtfalchi@syr.edu](mailto:jtfalchi@syr.edu).

# Questions?

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Phone x2195

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Stuart Taub  
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## CUSE Grant Humanities and Arts Information Session

January 26, 2022, 10:00a.m. to  
11:30a.m.

## CUSE Grant Office Hours

February 4th, 9th, 14th, and 17th  
10:00a.m. to 4:00p.m.