

[Applicant Eligibility](#)

[Project Eligibility](#)

[Budget](#)

[Collaborations](#)

[Human/Animal Subjects](#)

[Proposal Format](#)

[Electronic Submission](#)

Applicant Eligibility

1. May I submit a DRC proposal if I was awarded an ORSP small grant or an ORSP Intensive Methodological training grant?

A: Yes, as long as there is no budgetary or project overlap. Please check with the program director if you are not sure. Also see FAQ #5.

2. I am a Lecturer. Am I eligible for this awards program?

A: Unfortunately no, not for this opportunity.

3. I am currently participating in the FERP program. Am I eligible to apply for Individual Investigator/Collaborative Group funding?

A: No. Only current full-time tenured/tenure-track faculty members may apply.

4. I will be on sabbatical in Spring 2015. May I still apply?

A: Yes. Tenured/tenure-track faculty who will be on sabbatical during part of the funding period are eligible. A sabbatical can be an ideal period in which to focus on research and creative activity. Be sure to state your sabbatical leave, however, in your application. Also, you may apply for future DRC funding during a sabbatical period.

5. I currently have internal funding through SF State. Do I still qualify to apply for this awards program?

A: Yes. In your application, please identify the sources of all funding for the past two years, including start-up funds if applicable. It's a good idea, with any previous or current funding, to

briefly describe the concrete progress you have made as a result of that support. Funds requested should complement, not directly duplicate, items currently funded by other sources.

6. I've never been funded by any funding source before. Will that limit my ability to compete for this opportunity?

A: No. Investigators, scholars and artists at all levels, especially those who are early in their careers and/or have not previously received grant funding, are all encouraged to apply. Your proposal will be evaluated, in part, based on the information you provide in the proposal, as relevant and appropriate to your specific career stage.

Project Eligibility

7. My professional work is oriented toward the delivery of programs and services. Is that an appropriate focus for this awards program?

A: No, proposals solely related to direct services without a focus on developing original research or creative works are not eligible.

8. I am interested in obtaining funds to do a secondary data analysis. Is that allowable under this awards program?

A: Yes.

9. May I submit a proposal for funds to support part of a larger project?

A: All proposed projects should be directed towards obtaining tangible results such as a journal article, book prospectus, seminar, colloquium, conference paper, public exhibition, concert, community project, or grant proposal submission,. Such tangible results may be a part of a more extensive project. If this is the case, please explain within your proposal narrative the larger context of the work for which you are requesting DRC funds.

10. May I apply for a DRC to be used in conjunction with funding I have already received from another source?

A: Concurrent funding from another source doesn't prevent you from holding a DRC award, as long as it is non-duplicative. That is, you may not request funding for line items that are already covered by your other funder. Clarify this explicitly in your budget justification.

11. The FOA says that all proposed projects should be directed at obtaining a tangible result (e.g., journal article, book prospectus, etc.). What about the preparation of a grant proposal? Would that be considered a suitable tangible outcome?

A: Yes, if the proposal will be submitted within six months of the project end date. Please specify in your narrative the deadline date and prospective funder for the intended submission. The proposal may also be for a pilot study with outcome that would support a grant proposal.

12. Is it possible to submit a proposal for travel only?

A: No, travel-only proposals are not eligible.

13. May I submit a proposal for funds to support student thesis work?

A: No, the award is not for student thesis work. It's to further your own professional development (and of your field). You can put a student on the budget for assisting you in your project, however.

Budget

14. Is there a minimum budget amount for this FOA?

A: No, there is no minimum budget.

15. I would like to budget for release from teaching a course. Is that allowed?

A: Yes. You must obtain written approval from your Chair before you submit your application. This is accomplished by the Chair's signature on the cover page.

16. My Individual project budget is likely to exceed the \$8,000 limit. May I ask for more?

A: Unfortunately no. And keep in mind that the reasonableness of the budget is one of the review criteria. The reviewers will determine whether the amount you have requested is justified, and will score your proposal accordingly.

17. My proposed project involves key persons from multiple institutions. May I request funds in my budget to support personnel in other organizations? What about foreign organizations?

A: Yes. In projects involving multiple institutions, whether domestic or foreign, note that SF State must be designated as the prime institution.

18. May I budget funds to pay collaborators who are not affiliated with any academic institution or official entity?

A: Yes. Please list these individuals as Consultants in your budget.

19. May I request summer salary or intersession pay in my budget?

A: Yes, make sure to demonstrate how your work in the summer will significantly contribute to your scholarly agenda.

20. Are there sample budgets I can look at?

A: We have provided a template in Appendix II of the application guidelines.

Collaborations

21. Most of my collaborators are at other universities. Will this affect the competitiveness of my application?

A: Outside collaborations, are desirable and encouraged. The outcome of your review, of course, depends on additional factors as specified in the FOA. Be sure to state what the roles of the collaborators are in your narrative and budget justification.

22. I plan to collaborate with an industry partner (for-profit business). Are there any special factors I should take into account?

A: Please review the [SF State Intellectual Property Policy](#) posted on the Academic Senate site. If you have an invention from externally sponsored work, as described in the IP Policy, please complete the [SF State Invention Disclosure form](#) and submit it to ORSP to ensure that your and the university's intellectual property are protected during the collaboration. Depending on the circumstances, it may be advisable for you to file a provisional patent and/or to have the industrial partner sign a non-disclosure agreement.

Human/Animal Subjects

23. My proposed project involves work with human volunteers (and/or animal subjects). Should I contact ORSP now about submitting a protocol?

A: Not yet. If you are awarded a grant, one of your first steps *after* receiving formal notification of funding will be to contact Human and Animal Protections at ORSP to begin the protocol approval process.

Proposal Format

24. What is the page limit for the narrative?

A: The narrative portion of the proposal must not exceed two pages (8.5 x 11", single-spaced, minimum # 11 font, one-inch margins all around) not including references.

25. What other document formatting specifications should I keep in mind?

A: Use a font that is clearly legible (minimum #11). It is to your advantage to submit an attractively formatted, easily readable document.

26. I would like to cite relevant literature to help establish the significance of my work. Where should I place this information?

A: Anywhere you feel it would be most effective within your proposal. Please note that any list of references will not be considered part of your proposal narrative for purposes of this FOA and thus will not count towards the word limit.

27. Is there a preferred referencing format in proposals?

A: No. Use the format most commonly employed in your discipline, and use it consistently. Note, however, that author order should be exactly shown as published.

28. Can I include an appendix?

A: No. You need to keep your proposal narrative to the appropriate word/page length.

Electronic Submission

Currently we do not have electronic submission available for this award program.