The Rose Hills Foundation
2014 Research Fellowship Application
Application Deadline: Friday, February 28, 2014

Rose Hills Fellowship

The Rose Hills Foundation is a legacy of the founders and directors of Rose Hills Memorial Park. The Foundation aims to fund research that has the potential to make a measurable impact to the greatest number of people, and that shows demonstrated benefits to the people of Southern California.

The primary purpose of the Rose Hills Fellowship is to provide junior faculty in the fields of science, technology, engineering and math (STEM), with seed funds to launch their scholarly research careers. It does so by providing grants that assist faculty in developing self-sustaining research programs or serve as a stepping stone to external funding agencies for faculty who do not already have significant sponsored research programs.

To achieve these goals, the Rose Hills Fellowship provides up to $75,000 in research support, renewable for a second year.

Eligibility

Assistant Professor: To be eligible, faculty must be of the rank of assistant professor (Ph.D. or MD) of any type (excluding visiting faculty).

Other Eligibility Requirements:

Faculty Rank: Applicants must be permanent, full-time faculty at USC at the start of the award period. Applicants who are not currently permanent faculty but expect to have a permanent appointment at the start of the award period should include a brief letter from their department chair or dean indicating the pending appointment. Research faculty are eligible. Tenure track and non-tenure track faculty are eligible. Individuals who are visiting faculty at the start of the award period are not eligible to apply.

External Funding: Among eligible faculty, potential for future external funding will be an important consideration in making awards, with priority given to awards that make an appreciable difference in faculty research potential. Applicants must have previously applied for external funding to federal or state agencies (such as the NSF or NIH) and are requested to submit reviewer comments from their previous submission as part of the application process.

Fields of Research: Research must be conducted in the areas of science, technology, engineering and math (STEM). Biomedical research is allowed, however, non-traditional STEM research, such as psychology or behavioral research, is not eligible.

Note: The program will not fund the same work that is being funded under other provost programs.
Types of Assistance

- Research materials, small equipment and supplies that are necessary to carry out the proposed research, including software, lab materials, etc.;
- Salary support for graduate student RAs and other student wages;
- Assistance with publication, including manuscript preparation and permission fees, where grants will not cover page and plate charges;
- Salary for applicant (up to one month at 100% effort), plus fringe benefits.

Grant Conditions

- Awardees have discretion in the budgeting and re-budgeting of funds to meet their research needs within the general guidelines of the fund and the terms of the proposal; however, funds may not be transferred to another project.
- Permanent equipment required for the conduct of a research project, and purchased with Rose Hills Fellowship funds, becomes the property of the University.
- Awards will include fringe benefits, but awards are not assessed Facilities & Administration Costs (formerly known as Indirect Costs).
- Awards are not transferable to other institutions. Recipients must be faculty of USC during the award period.
- Awards are not transferable to other researchers.

Research Proposal Evaluations

Research proposals submitted to the Rose Hills Fellowship are evaluated by interdisciplinary faculty panels. Normally, the reviewers are USC faculty members, but when the necessary expertise does not reside on campus, external reviewers may be used. The panels advise the Vice President of Research on which proposals merit funding and at what dollar amount.

In reviewing research grant requests, the faculty panel will consider:

a) The significance and originality of the proposed scientific research;
b) Evidence that the project can be completed within the proposed timeline;
c) The impact of funding on investigator’s ability to initiate scholarly research;
d) The likelihood that the project will lead to external funding;
e) The likelihood that the project will lead to a sustained program of scholarly research (whether externally funded or not);
f) Appropriateness of budget for proposed research, scholarly activity or artistic production.

Notification and Term of Award

In the event of a favorable panel recommendation, and approval by the Vice President of Research, faculty members will be notified of the amount and conditions of the award by the end of May 2014. Copies of the notification of the award will be sent to department chairs and deans.

Funds will not be available for expenditure before the fiscal year beginning July 1, 2014, and will expire as of June 30, 2015. Funds that are not expended at the end of a fiscal year will be returned to the Office of the Provost. A no-cost extension, not to exceed one year, will be considered under exceptional circumstances.
Reporting and Acknowledgement of Support

Awardees are asked to submit, by June 1, 2015, a brief yearly progress report (including an accounting of expenditures, any external support applied to, or received, and significant accomplishments achieved, as well as proposed research activities for the second year). Recipients are expected to apply for external peer-reviewed funding during the year of the award, and will be asked to share panel reviews within their progress report (if available). Reports will be reviewed to assess whether a second year of funding is merited. Portions of the report may also be reprinted to build support for the Rose Hills Fellowship among the university community and to make decisions about how best to use the fund to promote productivity in the future.

Any publication or creative endeavor arising from work supported by the fund should acknowledge the Rose Hills Fellowship. Copies of publications should be submitted to the Office of Research. The Office of Research should also be informed of any grant submissions/awards for which Fellowship funds were used.

Further Information and Program Contact Information

These guidelines can be downloaded at the Office of Research USC Research Awards webpage: http://research.usc.edu/for-investigators/funding/usc/.

For additional information or inquiries about the Rose Hills Fellowship, please contact:

Melody Tang
Office of Research
CUB-325
Mail Code: 0706
Email: melodyta@usc.edu
Phone: 213-740-6709

See Proposal Guidelines below along with submission instructions
The Rose Hills Foundation
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GUIDELINES

PROPOSAL GUIDELINES:

All proposals must be submitted using our online application. Uploaded elements should be in a standard font (e.g., Times New Roman, 12 point), single-spaced, with one inch margins. The following elements are required unless otherwise noted.

1. **Abstract** *(One-half page or less)*
   Describe the primary objective of the proposed research, the specific aims and the key components of the research design or scholarly activity, and its significance and innovation in general terms.

2. **Project Proposal** *(Not to exceed 5 pages, excluding references; to include the following sections below)*
   
   A. **Research Question or Project Objective**
   Specify your research question(s), hypotheses, or aims of your project. Describe the project’s design and placement in the literature of the field. Proposals should be addressed to a broad audience of reviewers who may not be from the same discipline. It should be clearly explained why the questions, hypotheses or the aims of your project are significant and original, and the ways in which your project will provide novel and important insights.

   B. **Research Methods**
   Describe the research activities to be carried out. State your research design, and explain how it will allow you to address the questions and hypotheses of interest. Explain what obstacles you might encounter and how you might overcome these.

   C. **Expected Results and Impact on Long-Term Research Program**
   Describe the expected outcomes and deliverables from your research. Explain how the project and its findings are part of, or will help lead to, a sustained research program that will generate scholarship beyond the period of the award.

   D. **Opportunities for Attracting External Funding**
   Describe how scholarship supported by a research grant can help to secure subsequent external funding, and include references to specific funding agencies, foundations, or programs. Describe what research steps or outcomes need to be achieved in order to be competitive for these opportunities.

   E. **Timeline**
   A clear timeline with specific milestones for the completion of the work should be included in the application. Work is not required to be completed within one year, although financial
support is limited to one year. If work extends beyond one year, there must be a clear deliverable prior to the end of the first year.

No other ancillary text, appendices, etc., will be accepted. All substantive descriptions of the project (including tables, graphics, etc.) must be contained within the proposal itself.

3. Reviewer Comments of Previous Grant Submission (No page limit)
   Provide a copy of the reviewer comments of your most recent grant submission (to a major external funding agency, such as the NIH, NSF, DOE, etc.).

4. Sources of Support (Up to two pages)
   On a separate page, list all other sources of internal and external support awarded during the past three years or pending, including start-up funding, both as PI or co-PI. For each, give the title, period, amount, sponsor, and describe the relationship of each to the current proposal. Statements of sources of support will be verified by the Office of Research. Failure to list sources will be a cause for rejection. In cases in which existing funding appears to be similar to the proposed project, take special care to explain the differences.

5. Budget Form (Online form, plus one explanatory page)
   Fill in appropriate fields on the online budget form as completely as possible. Separately, upload a budget explanation not longer than one page. Clarify the role of individuals for whom salary support is requested. Justify any request for salary support in terms of the objectives of the project. If applicable, explain how travel funds will be used to conduct the research. List major equipment and materials purchases, and describe how they are necessary to carry out the proposed research. No specific format is required so long as the budget and explanation contain the relevant information.

7. Vita (Not to exceed 5 pages)
   Summary vitas should be provided (applicants may use any standardized c.v. format, or institutional ones such as those for submissions to NIH, etc.).

8. Signatures
   By submitting the proposal in Step 4 of the online application process, applicants indicate their agreement to comply with the terms and conditions of the Rose Hills Fellowship as well as all other applicable USC policies. After submission of the proposal, the applicant’s dean will review the application to ensure that the applicant’s school can support the use of resources and facilities listed in the proposal. If it does, the dean will approve the proposal, entering it into the pool of Rose Hills applications. Dean’s approval indicates acknowledgement that any overdrafts on the researcher’s account will be the responsibility of the dean.

If review committees’ approval is required for the applicant’s project, approval must be received prior to funding.
APPLICATION SUBMISSIONS:

All proposals must be submitted using our online application by **5:00 pm, Friday, February 28th, 2014**. To start your application you will need to log in at [http://web-app.usc.edu/web/research/](http://web-app.usc.edu/web/research/) using your USC NetID (or “username”) and password:

**IMPORTANT:** You may experience problems with the online application when using the Internet Explorer browser. If you experience problems, please access the online application system through a different browser, such as Mozilla Firefox or Google Chrome.

For questions regarding the proposal submission process, please contact Melody Tang in the Office of Research ([melodyta@usc.edu](mailto:melodyta@usc.edu) or 213-740-6709).