REQUEST FOR PROPOSALS
JAMES H. ZUMBERGE FACULTY RESEARCH & INNOVATION FUND
DIVERSITY AND INCLUSION (D&I) IN RESEARCH AWARD

APPLICATION DEADLINE   5 pm, Monday, January 14, 2019

PURPOSE

Diversity in research is a key component of innovation. It enhances the creative process by bringing to the table new concepts and points of view and contributes to a culture of transformative scholarship. The *Zumberge Diversity and Inclusion (D&I) in Research Award* solicitation is aimed at supporting research and scholarship that addresses critical gaps in knowledge on equity, diversity, and inclusion, or which benefits diverse communities. To achieve these goals, the Zumberge D&I in Research Award provides up to **$30,000** in pilot research support.

To be considered for this award, applications must *(a)* plan to apply for an externally-funded grant on an eligible topic, *(b)* provide a realistic plan for sustained funding or support beyond the end of the award, and *(c)* demonstrate that a Zumberge award will make a difference in attracting further external research support.

The concept of diversity includes, but is not limited to, characteristics such as national origin, language, race, color, disability, ethnicity, gender, age religion, sexual orientation, gender identity, socioeconomic status, veteran status, educational background, and family structures.

TOPICS ELIGIBLE FOR FUNDING

Eligible topics include research that:

- is informed by and serves the needs of diverse communities so that the research findings reflect any unique aspects of diverse populations;
- collaborates (new or established collaborations) with minority-serving organizations, such as the USC + Los Angeles County Hospital, Historically Black Colleges and Universities (HBCU), Minority Serving Institutions (MI) and/or local non-profit or community organizations;
- targets Training and/or Career Development grants, enhancing the number of researchers or scholars from diverse population groups who are well prepared for careers in research addressing equity, diversity, and inclusion, or that benefits diverse communities.

ELIGIBILITY

The Zumberge D&I in Research award *does not* provide financial support beyond the duration of the award, nor are grants renewable. Rather, applicants should use these grants as a step toward securing external funding or other forms of support for a sustained research program. Additionally, the Zumberge award *will not* fund the same work that is being funded under other provost programs or external sponsors.

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, with a research profile, are eligible. Individuals who are visiting faculty are *not eligible* to apply. Among eligible faculty, potential for future external funding is an important consideration in making awards.

Previous Provost's Research Grant Award Recipient. Faculty who have previously received a Zumberge D&I Award *are not* eligible to apply.

The program will not fund the same work that is being funded under other Provost programs or the Clinical and Translational Science Institute (CTSI).

Applicants may also apply to the Zumberge Individual award program during the same award cycle (pending eligibility criteria); however, proposals *may not* address the same research question or scholarly work.

Awardees must commit to submit a proposal application to the identified external funding opportunity between January 1, 2020 and December 31, 2020.

TYPES OF ASSISTANCE

- Research materials, small equipment and supplies that are necessary to carry out the proposed research, including computers, software, texts, lab materials, cameras, recording devices, etc.;
- Costs of pilot research projects, designed to produce data that can lead to future external funding may be considered in areas where exploratory research grants are unavailable from external sources;
- Research expenses related to use of core or shared resource facilities;
- Salary support for post-docs, graduate student RAs and other student wages;
- Travel to meet with potential research sponsors, or to attract collaborators or visitors to USC;
- Travel funds related to the proposal including conferences and registration, and foreign travel, as well as for the conduct of research, to complete research that promises to lead to publication or other research product;
- Collection and purchase of archival materials, digital records and subscriptions to databases.

GRANT CONDITIONS

- Large equipment purchases and sub-contracts *are not* permitted under this program;
- Awardees have discretion in the budgeting and re-budgeting of funds to meet their research needs within the guidelines of the fund and the terms of the proposal. However, funds *may not* be transferred to another project or to other researchers or institutions;
- Awards include fringe benefits but *are not* assessed facilities & administration costs (i.e., indirect costs);
- Recipients have *12 months* from the date funds are received to complete projects. Funds not expended by that time are returned to support other Zumberge grants;
- Awards *do not* fund faculty salary for the PI or collaborating PIs; recipients must be faculty of USC during the award period.
- Awards *do not* pay for consultants;

- Awards *do not* fund student tuition and other student fees (such as health insurance);
- All USC rules, with respect to conflict of interest, human subject research, animal research, etc., apply to projects funded under this program. Funding *will not* be provided until all pertinent reviews are complete.

RESEARCH PROPOSAL EVALUATIONS

Research proposals submitted to the James H. Zumberge Faculty Research & Innovation Fund are evaluated by interdisciplinary faculty panels. Typically, the reviewers will be USC faculty members; however, when the necessary expertise does not reside on campus, external reviewers may be used.

Grant Proposals will be evaluated by referees with expertise in the area of research and by the Office of Research. In reviewing research grant requests, the referees will consider:

a) The potential impact on diversity research and practice and the potential for encouraging further research in diversity at USC, and/or the potential benefit to community members or collaborating organizations;
b) Likelihood that the research will receive external funding;
c) Intrinsic significance and originality of the proposed research;
d) The project design (to effectively carry out the proposed work);
e) The proposed budget and timeline;
f) The principal investigator(s) credentials to successfully carry out the research project, based on his/her prior involvement in diversity research.

NOTIFICATION AND TERM OF AWARD

In the event of a favorable panel recommendation, and approval by the Vice President of Research, applicants will be notified of the amount and conditions of the award by beginning of **June, 2019** and funds will be available to awardees **August, 2019**. Funds that are not expended at the end of the award period will be returned to the Office of the Provost**.** Copies of the notification of the award will be sent to school research deans.

REPORTING AND ACKNOWLEDGEMENT OF SUPPORT

Zumberge D&I in Research awardees are asked to submit a brief report by **October, 2019** (including an accounting of expenditures and any external support received). A formal request for the final report will be sent to awardees at the close of the grant period, indicating required information. Reports will be reviewed and portions of the report may be reprinted to build support for the fund 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 must acknowledge the **James H. Zumberge Faculty Research and Innovation Fund at the University of Southern California.** The Office of Research should also be informed of any publications and grant submissions/awards for which Zumberge funds were used.

FURTHER INFORMATION AND PROGRAM CONTACT INFORMATION

Questions about award or the application submission process can be directed to Melody Pham at vprsch@usc.edu or 213-821-8163.

For submission instructions, see Proposal Guidelines.

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PROPOSAL GUIDELINES

Before preparing a proposal, applicants should read closely the program description, including the sections on eligibility and evaluation criteria.

Proposals must be submitted using the Office of Research online application system (see p. 6).

Format*:* Proposal documents should be written using a standard font (e.g., Arial or Times New Roman), **12 point, single-spaced, with one inch margins**. Documents should be uploaded as PDFs. Apart from use in formulas, preferably do not use symbol text format (use "alpha" instead of "α").

PROPOSAL COMPONENTS

Cover page information (*to be filled out on-line*)

   a) Principal Investigator (PI) contact information;
   b) Proposal title;
   c) Keywords: provide up to 5 key words that best describe your research interests;
   d) Budget: total requested for Zumberge award;
   e) Is USC Committee approval required? *(Please indicate all that apply)*;
   f) Link to the specific funding opportunity targeted *(if the RFP has not yet been released, provide the link to the most recent RFP available)*;
   g) Amount requested to the external sponsor;
   h) Expected date of proposal submission to external sponsor;
   i) Co-PI contact information *(if applicable).*

Sections to be uploaded: It is requested that applicants follow instructions carefully and *do not submit* additional materials not requested by this RFP. Information that is uploaded beyond what is requested *will not* be included in the proposal package provided to reviewers.

   a) ***Abstract:* (*not to exceed 30 lines of text*).** The project abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the application.

   b) ***Project Narrative:* (*not to exceed 5* pages).** No other ancillary text, appendices, etc., will be accepted; page limits are inclusive of figures and tables and must include the following components (use headers below):

   i. *Research Description*
       Describe the area of research to be supported from the following perspectives: What are the important research questions for the topic? What is the goal in terms of advancing

fundamental knowledge? What benefits will be felt by study participants and/or collaborators (diverse populations, community partners)? What is the goal of the research in terms of benefits to society and in advancing diversity and inclusion? In general, what is the importance of the project to promote diversity at USC, its research community and society? Who at USC is engaged in the area of research and how would their research be integrated through the proposed project?

ii. *Project Design*
Describe what activities will be undertaken to accomplish the project goals, as well as the research methodologies involved. Activities may include pilot data collection and analysis, workshops or seminar series that involve groups of researchers, or other relevant activities. Identify key collaborators, community organizations, or other partners, and describe their roles and participation in the project. Describe preliminary planning or research activities that have already been carried out for this project.

iii. *Sustainment*
A target for future funding must be specific to the proposed topic and must be external to the university. Describe the plan for sustaining the research beyond the award period. Name the *specific* **solicitation or program** of the externally-funded grant that is being targeted to support future work, the **planned submission date (between January 1, 2020 and December 31, 2020), the amount that will be requested and the link to the RFP or award site**. It is important for the proposal to present a clear plan of action to be competitive for a specific funding opportunity. Explain how the Zumberge award will make a difference in attracting further research support.

iv. *Expected Results and Impact on Long-Term Research Program*
Describe the expected outcomes and deliverables from your research.

v. *Timeline*
A clear timeline for the completion of the work should be included in the application, identifying specific milestones associated with project goals.

vi. *Commitment Statement*
The proposal *must* include a statement in which applicants commit to submit a proposal to the intended funder/target program. This statement will be an obligation for the investigators and participating schools.

c) ***References:* (*not to exceed one page*).**

d) ***Budget Justification:* (*not to exceed 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. Explain how travel funds will be used to conduct the research. No specific format is required so long as the budget and explanation contain the relevant information.

e) ***Letter(s) of Support:*** A letter of support is not required but may be submitted. The letter should describe any financial support provided by the PI's school and should state why the proposed activity is important for their schools. The letter should also describe any commitments to sustain the activity upon project completion.

f) ***Curriculum vitae:* (*not to exceed 5 pages*).** Summary vita, per PI, should be provided. Applicants may use any standardized CV format, or institutional ones (such as those for submissions to NIH, NEA, etc.).

PROPOSAL SUBMISSION

Submit your proposal application utilizing the Office of Research application submission and reporting portal.

Go to: https://app.wizehive.com/webform/USCgrants to log in (or create an account for yourself), using your USC email address.

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Signatures: By submitting the online application, applicants indicate their agreement to comply with the terms and conditions of the Zumberge program as well as all other applicable USC policies.

FURTHER INFORMATION AND PROGRAM CONTACT

For additional information or inquiries about the Zumberge Diversity & Inclusion in Research Award application submission process, please contact: Melody Pham at vprsch@usc.edu or 213-821-8163.