

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



APPLICATION DEADLINE 5 pm, Monday, February 22, 2021

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 is aimed at supporting research and scholarship that addresses critical gaps in knowledge on equity, diversity, and inclusion, or that benefits under-represented and/or disenfranchised communities. To achieve these goals, the Zumberge D&I in Research Award provides up to \$30,000 in research support.

TOPICS ELIGIBLE FOR FUNDING

This program is primarily intended to support research addressing equity, diversity, and inclusion, and/or that benefits under-represented and/or disenfranchised communities. The concept of diversity includes 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.

ELIGIBILITY

Faculty Rank: Full-time tenure track and non-tenure track faculty are eligible. Visiting and adjunct faculty are not eligible to apply. While proposal applications from individual PIs are eligible, we encourage applicants to propose collaborative research activities that are interdisciplinary and involve faculty from multiple schools across USC.

Topics eligible for funding from the [Southern California Clinical and Translational Science Institute](#) or the [Ming Hsieh Institute](#) are not eligible for Zumberge D&I Awards. Applications proposing such topics will be rejected without review.

Previous Provost's Research Grant Award Recipient. Faculty who have previously received a Zumberge D&I Award as the PI are not eligible to apply; collaborating PIs on previous Zumberge D&I awards are eligible to apply. Previous awardees are listed [here](#).

Applicants may not apply to the [Zumberge Individual](#) award program during the same award cycle.

ALLOWABLE BUDGET ITEMS

- 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.
- Research expenses related to use of core or shared resource facilities.
- Salary support for post-docs, graduate student RAs and other student wages.

- Travel is supported to conduct research, meet with potential research sponsors, and attend conferences. Guidance for current COVID-19 related limitations on travel can be found [here](#); if, due to the pandemic, travel is not allowed at the time of proposal submission, it should not be included in the budget of the project.
- Collection and purchase of archival materials, digital records, and subscriptions to relevant databases and datasets.

GRANT CONDITIONS

- PI and co-PIs must be full-time faculty at USC.
- 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 subject to indirect costs.
- Recipients have 12 months from the date funds are received to complete projects; funds do not extend beyond the end of the grant nor are the grants renewable. Funds not expended by the grant period are returned to support other Zumberge grants.
- Awards do not fund faculty salary for the PI and co-PIs, consultants, tuition, health insurance or subcontracts.
- All USC rules, with respect to conflict of interest, human subject research, animal research, etc., apply to projects funded under this program. Funding will only be provided following confirmation that all pertinent reviews have been submitted for approval by relevant committees (e.g.: IRB, IACUC).

RESEARCH PROPOSAL EVALUATIONS

Research proposals will be evaluated by interdisciplinary faculty panels and by the Office of Research. Typically, reviewers are USC faculty members; however, when the necessary expertise does not reside on campus, external reviewers may be involved.

Review criteria include:

- a) Potential impact on equity, diversity, and inclusion research, scholarship and practice and the potential for encouraging further such research at USC, and/or the potential benefit to under-represented and/or disenfranchised communities or collaborating organizations.
- b) Intrinsic significance and originality of the proposed research.
- c) Project design.
- d) Proposed budget and timeline.
- e) Qualification(s) of investigator(s).

NOTIFICATION AND TERM OF AWARD

Awarded individuals and their deans will be notified by June, 2021 and funds will be available in August, 2021. Funds not expended at the end of the award period will be returned to the Office of Research.

REPORTING AND ACKNOWLEDGEMENT OF SUPPORT

Awardees are asked to submit a brief report by October, 2021 (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 grant submissions/awards and links to any publications, 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.

For submission instructions, see the 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 are submitted using the Office of Research online application system ([here](#)).

Format: Proposal documents should be written using a standard font, 12 point, single-spaced, with one-inch margins. Documents should be uploaded as PDFs.

PROPOSAL COMPONENTS

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

- a) PI and Co-PI (as applicable) contact information and 10-digit USC ID number.
- b) Proposal title.
- c) Budget, total requested.
- d) Is USC Committee approval required? (*Check box to indicate all applicable, such as IACUC, IRB, etc.*).

Sections to be uploaded: Please 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*). A stand-alone succinct description of the proposed work.
- b) **Project Narrative:** (*a single PDF file not to exceed 5 pages*). Page limits are inclusive of figures and tables; headers (below) should be included in the narrative:
 - 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? If applicable, what benefits will be felt by study participants and/or collaborators (under-represented and/or disenfranchised populations, community partners)? What is the goal of the research in terms of benefits to society and in advancing equity, diversity and inclusion? In general, what is the importance of the project to promote diversity at USC, its research community and society?
 - ii. **Project Design / Research Methods**
Describe the scholarly and research activities/methodologies to be carried out. Identify key collaborators, community organizations, or other partners, if applicable, and describe their role/participation in the project. Describe preliminary planning or research activities that have already been carried out for this project. Explain what obstacles you might encounter and how you might overcome these.

- iii. *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 will help generate scholarship beyond the period of the award.
 - iv. *Opportunities for Attracting External Funding*
Describe how scholarship supported by the grant will help to secure subsequent external funding, including references to specific funding agencies, foundations, and programs. Describe research steps and outcomes needed to be competitive for those opportunities.
 - v. *Timeline*
Provide a clear timeline with specific project milestones. 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 product at end of the first year.
- c) **Budget Justification: (not to exceed one page).** Clarify the role of individuals for whom salary, M&S, and other support is requested relative to the objectives of the project. No specific format is required. Explain how travel funds will be used to conduct the research (guidance for COVID-19 related limitations on travel can be found [here](#)). If, due to the pandemic, travel is not allowed at the time of proposal submission, it may not be included in the budget of the project.
 - d) **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 to the schools. The letter should also describe any commitment(s) to sustain the activity upon project completion, if applicable.
 - e) **References: (not to exceed one page).**
 - f) **PI and Co-PI (as applicable) curriculum vitae: (not to exceed 5 pages each)** Applicants may use any standardized CV format, or institutional ones (such as the NIH Biosketch, NEH, etc.).

PROPOSAL SUBMISSION

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

Go to <https://research.usc.edu/usc-grants/> to log in (or create an account for yourself), using your USC email address.

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Proposals submitted after to the above-mentioned deadline will be rejected without review.

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

FURTHER INFORMATION AND PROGRAM CONTACT

For additional information, please contact: Melody Pham at vprsch@usc.edu.