



**President's Research Grant
(PRG)***

***formerly the President's Faculty Research Development Grant (PFRDG)**

FY2025 Competition

Request for Proposals

Electronic Submissions Due in Cayuse:

January 22, 2024 5:00 p.m.

FY 2025 Application Submission:

<https://www.nova.edu/prg>

Click on "Pre-Award" (Application Submission) Menu Bar

1 TABLE OF CONTENTS

2	INTRODUCTION	2
3	IMPLEMENTATION TIMELINE	2
4	PROGRAM PURPOSE	3
4.1.1	The Research Development Track	3
4.1.2	The Research Scholar Track.....	3
5	ELIGIBILITY	3
6	ELIGIBLE AND INELIGIBLE COSTS UNDER PRG.....	4
7	APPLICATION PROCEDURES AND REQUIREMENTS.....	6
7.1	Proposal Deadline and Content.....	6
7.2	Collaborative Projects	6
7.3	Projects Involving Students.....	7
7.4	Required Academic Unit Dollar Match and Dean’s Commitment Form.....	7
8	APPLICATION ORGANIZATION AND PROPOSAL CONTENT	8
8.1	Important Tips for Using Cayuse and Submitting your Application	8
8.2	Required Application Form (<i>PDF Attachment</i>).....	8
8.2.1	Title & General Information.....	8
8.2.2	Personnel.....	9
8.2.3	Proposal Narrative.....	9
8.3	Attachments	11
9	PROPOSAL REVIEW PROCESS.....	11
10	AWARD RECOGNITION	12
11	POST-AWARD REQUIREMENTS	12
12	CONTACT INFORMATION	12

ADDENDA

Addendum I – Instructions for Creating and Completing an Application in Cayuse.....	13
Addendum II – Sample Application Form	21

2 INTRODUCTION

To meet the needs of its many constituencies, the University has developed a Mission Statement that addresses the contemporary needs of students, faculty and staff, and community members throughout South Florida, other areas in Florida, and other states and international locations served through distance education:

The mission of Nova Southeastern University - a selective, doctoral research university - is to deliver innovative academic programs in a dynamic, lifelong learning and research environment fostering integrity, academic excellence, leadership, and community service through engaged students, faculty, and staff.

In 1999, in support of the University's mission, and to recognize and support NSU faculty in their research endeavors, President Ray Ferrero, Jr. initiated the program now known as the President's Research Grant (PRG), formerly known as the President's Faculty Research and Development Grant (PFRDG). From the beginning, the NSU Board of Trustees allocated \$2,000,000 to sustain PRG, which is now entering its twenty-fifth application cycle.

Today, PRG directly supports Vision 2025's research-focused core values and strategic priorities by providing seed money for new research areas for which external funding will be sought, or to move current research initiatives to new levels of competitiveness for external funding. Because PRG leverages significant university resources to grow externally funded research activities, the program receives a considerable level of attention and support from the University's administration. A secondary PRG track also supports a small number of awards for scholarly research that contributes to general knowledge of the discipline, but for which external funding is not a likely or expected outcome.

In the history of the PRG program, the university has invested \$6.6 million in support of faculty research and scholarship. Recently funded studies include:

- Can the Vulnerable Humboldt Penguin be Saved? Deciphering Heavy Metal Offloading
- Characterizing Swallowing-Related Fatigue and Burden in Individuals with ALS
- Identifying Epigenetic Determinants of GWI Using Plasma Cell-free DNA
- Single Cell Transcriptomes to Identify Immune Biosignatures of ME/CFS
- How Population Dynamics of Aedes Mosquitoes Affect the VBD transmission in FL

Such projects not only improve societal knowledge, but also engage the NSU community in research and scholarship, enhance students' academic experiences, and foster faculty members' pursuits of externally funded research.

For more information about PRG, please refer to www.nova.edu/prg and the contact information provided on page 13 of these guidelines.

3 IMPLEMENTATION TIMELINE

The FY2025 President's Research Grant (PRG) implementation timeline is as follows:

- **January 22, 2024:** Electronic proposals in Cayuse by 5:00 p.m.
- January 23, 2024: Screening completed for routing to reviewers
- March 29, 2024: Ratings submitted by review panels to the OSP
- April, 2024: Final award selections made by the President
- May 13, 2024: Notification letters sent to the Principal Investigators
- July 1, 2024: Earliest date FY2025 awards may begin

4 PROGRAM PURPOSE

The PRG program is designed to support work that:

1. represents new or expanded research and development activity for the university;
2. falls within both the university's and the academic unit's identity, goals and mission;
3. expands the knowledge and understanding of the academic community;
4. is disseminated, through professional review, outside of the university; and
5. represents a new research area for which external funding will be sought; advances an existing research project to a new level of competitiveness for external funding (including developing new research technologies at NSU); or supports scholarly activities that contribute to general discipline knowledge, but are not expected to lead to external funding (see PRG Tracks below).

Special priority will be given to activities that include an interdisciplinary, collaborative component while achieving the above stated objectives.

There are two categories of funding, as described below.

4.1.1 The Research Development Track

This track provides funding up to \$15,000 for research projects needing seed money for a new research area for which external funding will be sought, or that will move an existing project to a new level of competitiveness for external funding, including developing new research technologies at NSU that enhance capacity to generate preliminary data.

4.1.2 The Research Scholar Track

This track provides up to \$3,000 for a small number of scholarly research projects that contribute to general disciplinary knowledge, but for which external funding is not a likely or expected outcome. Funding will support activities such as publications in scholarly journals, book chapters, or exhibitions, as examples. Applicants in the disciplines of Humanities and Social Sciences (including Education, Business and Law) are encouraged to participate.

5 ELIGIBILITY

Individuals who are eligible to apply for external awards under the [NSU Principal Investigator Eligibility Policy](#) can apply for PRG awards. This includes full-time faculty members, full-time research scientists, associate research scientists, full-time administrators with faculty rank, and professional staff (when research is part of their official duties). *Individuals requiring an exception to apply for external funds under the Principal Investigator Eligibility policy **are not eligible** to apply to the PRG program.* Individuals who serve as reviewers for the PRG competition are eligible to submit an application.

All individuals must have non-sponsored effort available in order to serve either as an applicant or a reviewer. Applicants who are 100% funded by sponsored awards must obtain certification from their Dean that effort will be adjusted, in accordance with any sponsor requirements, prior to any PRG award being made so that sufficient non-sponsored time is available to work on the project.

Eligible applicants are only allowed to submit one PRG application per grant cycle as lead Principal Investigator (PI), but an individual may participate as a collaborator on multiple applications. Applicants may not apply for both a Research Development and Research Scholar track in the same year.

Note that postdoctoral fellows, adjuncts, temporary employees, and visiting faculty members and scientists may serve as Co-Principal Investigators but are not eligible to apply as the primary Principal Investigator of the project.

Past/current PRG recipients: FY2024 recipients may submit a proposal to the FY2025 competition, but **ONLY** if the project will be completed, with final report signed and submitted to prg@nova.edu, no later than April 15, 2024; otherwise, the proposal will not move forward for funding consideration. Applicants who have received a PRG in other past competitions are eligible to apply, subject to the following conditions:

- Lead PIs receiving a PRG Research Development Track award within the past three years (i.e., awarded a PRG that started on 7/1/2021 or later) must have submitted at least one proposal for external funding as a PI or Co-I on or after 7/1/2021 (which must be on file and verifiable by the Office of Sponsored Programs) in order to be eligible to apply for a FY2025 PRG award.
- PRG recipients with active awards that are in a no-cost extension period will be eligible to submit a new application; however, the active project must be complete with final report submitted, **prior to June 30, 2024**. **Failure to submit the Final Report by this date will result in forfeiture of new FY25 funding as well as ineligibility to submit in the next year's PRG competition.**
- Past PRG recipients who have overdue final PRG reports ***will not be eligible to submit a proposal***, unless the final report has been received by the FY2025 PRG deadline of January 22, 2024.

Past recipients with questions about the status of their reports should contact prg@nova.edu.

PRG and Quality of Life: Applicants should **not** submit the same project application for funding to **both** the PRG and the Quality of Life (QOL) Grant, but should select the program that best fits the nature of their research. Information about the QOL application and review procedures can be accessed at www.nova.edu/qol.

6 ELIGIBLE AND INELIGIBLE COSTS UNDER PRG

The following items are examples of eligible expenditures for PRG awards:

- Students hired through the Office of Student Employment.¹
- Other temporary employee assistance.
- Equipment (to be owned by the university). Applicants are permitted to submit a brief quote (no more than one page) within their appendices to further justify their budget costs.
- Research supplies and instruments, including test materials or other specialized materials.
- Core facilities costs, lab services, or other specialized service costs needed for the research (include under “Other”). NSU core facilities should be utilized if the needs of the project call for core facilities available through NSU. If NSU does not have the services and an outside provider is utilized, this will not impact scoring.
- Incentive payments to human subjects involved in the research. This includes direct costs for items such as stipends, registration fees, travel allowances and/or other incentives (i.e. gift cards) paid to human subjects involved in the research project. The amount of incentive payments should be well-justified based on the research.
- Special promotional activities (i.e., advertising for special clients or student’s participation, special seminars or conferences to promote activities, etc.).
- Focused travels for specific consultations/collaborations.
- Travel for formal presentation of scholarly work in professional venues.
 - Note: International travel **must** be included in the original budget. Re-budget requests for international travel after the proposal has been selected for funding will not be permitted.*
- Travel to collect data.
- Consultants²

The following costs **will not be** supported through PRG:

- Faculty development travel (i.e., attendance at professional meetings when not presenting).
- Faculty release time or supplemental pay.
- Salaries of regular full-time/part-time employees, excluding temporary employee assistance.
- Cash advances for any non-travel related expenses.
- Payments to collaborating institutions or consultants, which exceed 30% of the total project costs (i.e., if a project budget is \$15,000 no more than \$4,500 may be requested for a subrecipient/consultant). This does not include payments to vendors for services.
- Conference travel costs for the purposes of dissemination of research results that exceed \$3,500 (*This restriction is only applicable to the Research Development Track*). There is no limit for travel associated with field activities necessary for the research.

¹ Student employees are permitted to work up to 20 hours a week when classes are in session and up to 37.5 hours a week when classes are not in session. The PI will determine the salary range which must be at least minimum wage. The PI will work with their College and the Office of Student Employment after a PRG award account is set up to create any student employment position.

² Consultants are members of a particular profession or who possess a special skill who are not NSU employees. Costs of consultants are allowable when reasonable in relation to the services rendered. Payment for consultants should be comparable to the normal or customary fees charged for comparable services. Anticipated consultant services must be justified and information must be furnished on each individual’s expertise, primary affiliation, daily compensation rate, and the number of days of expected service. Consultants’ travel costs, including subsistence, may be included. If the applicant’s project is awarded, the consultant will be asked to provide his/her insurance information and execute an independent consulting agreement. Consultants do not include commercially available vendor services.

7 APPLICATION PROCEDURES AND REQUIREMENTS

Proposals must be submitted via Cayuse, which can be accessed from the PRG web site at <https://www.nova.edu/prg> or directly at <https://nova.app.cayuse.com/sp/proposals>. Instructions for using Cayuse can be found in Addendum I of this RFP.

7.1 PROPOSAL DEADLINE AND CONTENT

Completed applications are due no later than **January 22, 2024 5:00 p.m. EST.** The completed application package must include:

1. Cayuse Proposal Form (created in Cayuse, refer to section 8.1 and Addendum I)
2. Documents to Be Uploaded to Cayuse Proposal Form:
 - a. PRG Application Form (pdf), (refer to Section 8.2 and Addendum II)
 - b. Dean's Commitment Form (refer to Section 7.4 and 8.3 for further instructions)
 - c. Other Attachments (refer to Section 8.3 for further instructions)

7.2 COLLABORATIVE PROJECTS

According to NSF's Grant Proposal Guide: "A collaborative proposal is one in which investigators from two or more [academic units or] organizations wish to collaborate on a unified research project." True collaboration involves multiple investigators working towards a common goal that advances the mission of all participating units and/or organizations. A project identified by the applicant as a collaborative project must demonstrate true collaboration through the description of the collaborators' roles in the narrative, and for external collaborators, by providing a Letter of Commitment (see below). **Collaborative projects with entities internal and external to the university are encouraged and will receive *up to* an additional 5 points.**

External Collaborations: If the project includes an *external collaborator*, the proposal will require a Letter of Commitment* on official letterhead from the external collaborator. The Letter of Commitment should address:

1. What is the main purpose of the collaboration?
2. What is the time period of the collaboration?
3. What are the responsibilities of the collaborator?

Note: A proposal can only receive a maximum of *up to 5* extra points for collaboration, regardless of how many academic units/organizations are involved. **It will be the decision of the review panel to determine if the proposal meets the criteria for collaboration and how many of the additional 5 points will be awarded. While external collaborations are documented by a Letter of Commitment*, internal collaborations are documented by signature of the participating researcher's Dean on the Dean's Commitment Form (see Section 7.4 and 8.3 on following pages), which is required for additional points to be given.**

*Each Letter of Commitment must be uploaded as a PDF file in the **Attachment** section of the Cayuse Proposal Form (see Section 8.3 below). All Letters of Commitment should be readable and current. If the Letter of Commitment for the external collaborator(s) is not submitted with the application, *no additional points will be given.*

7.3 PROJECTS INVOLVING STUDENTS

Student involvement means that one or more students will directly benefit from the project and be involved at the author-level (e.g. by participating in the production of a paper, poster or presentation from the project's results). A project identified as involving students must include a description of the students' roles on the project within the narrative. PRG projects that involve students at the author-level will receive *up to* an additional 5 points.

While projects involving students are strongly encouraged, **the faculty member's research should be the primary focus**, in accordance with the purpose of the PRG program. **To this end, support for a student's thesis or dissertation is only permissible if the PRG project is demonstrably advancing the PI's own research and capacity to pursue external funding, which should be evident in the proposal.**

Note: Whether or not an investigator involves one or more students in the project, the proposal can only receive *up to* a maximum of 5 extra points for student involvement. **It will be the decision of the review panel to determine if the proposal meets the criteria for student involvement and how many of the additional 5 points will be awarded.**

7.4 REQUIRED ACADEMIC UNIT DOLLAR MATCH AND DEAN'S COMMITMENT FORM

No less than half of the funding for the proposed PRG project must be covered via a match from the academic units.

Submissions must be endorsed by the Dean of the academic unit in which the project will be administratively housed (i.e., the PI's College), and by Dean(s) of other academic unit(s) participating in the collaboration, **whether or not the academic unit is providing part of the required cash match.** Such endorsement will be provided via the *Dean's Commitment Form*, available on the PRG website [www.nova.edu/prg].

The Dean's Commitment Form indicates each participating Dean(s)' approval for the faculty member to devote a portion of his/her non-sponsored effort to the project and must include the NSU faculty/named personnel from each academic unit, title of the proposal, and type of commitment as applicable. The form also specifies the cash match commitment from the Dean(s) to fund the proposed work. Each Dean, if applicable, must include the exact dollar amount of the match they are contributing, as well as the commitment of all other non-cash resources (for example, space, equipment, personnel time etc.) necessary to carry out the project. The total of all cash match must equal at least half of the total PRG request.

Note: The matching dollars from the academic unit(s) must represent new allocations for faculty development and must not diminish existing resources for faculty support in the academic unit(s).

Instructions: The Dean's Commitment Form [www.nova.edu/prg] **must** be uploaded as a PDF file in the **Attachment** section of the Cayuse Proposal Form (see Section 8.3 below). A separate form must be uploaded for each academic unit participating in the collaboration. The Dean's Commitment Form will address the following:

- A. Approval and support for the proposed work and the faculty member’s non-sponsored effort to the project (which cannot be used toward the match),
- B. Commitment to the indicated cash match (exact dollar match amount is required) – total of all cash match must equal at least half of the total request, and
- C. Commitment of all other resources (e.g., space, equipment, etc.) necessary to successfully carry out the project.

8 APPLICATION ORGANIZATION AND PROPOSAL CONTENT

This year, applications will be completed using *Cayuse*, which is accessible from the PRG website [<https://www.nova.edu/prg>], or directly at <https://nova.app.cayuse.com/sp/proposals>. The Cayuse Proposal Form must be created and completed in accordance with these instructions, including Addendum I and II of this RFP. **In order to submit successfully in Cayuse, applicants must hit the blue “Route for Review” button on the Cayuse Proposal Form prior to 5pm on Monday, January 22, 2024.**

8.1 IMPORTANT TIPS FOR USING CAYUSE AND SUBMITTING YOUR APPLICATION

- Create a Proposal Form in Cayuse Sponsored Projects (SP), and complete each section as instructed in Addendum I (you will need to upload your narrative and other attachments, addressed in the sections below, within the Cayuse record). You can move between sections at any time by clicking the section name on the left.
- Your information is automatically saved by the system as you go. To confirm, look for “Changes Saved!” above the blue header on the right side of the screen.
- Applicants will be supplementing the Cayuse Proposal Form with a PDF Application Form that must be uploaded to the Cayuse Proposal Form. The fillable Application Form can be found at <https://www.nova.edu/prg>; a sample is included in Addendum II of this RFP.
- When all Proposal Form Sections have GREEN checkmarks and required attachments have been uploaded (see sections below), the “Route for Review” button will be available. Incomplete sections will be noted with a RED exclamation mark so they can be readily identified and addressed.
- **Don’t wait until the last minute! Please allow sufficient time to resolve any issues and route your proposal in Cayuse before the 5:00 p.m. deadline.**

8.2 REQUIRED APPLICATION FORM (*PDF ATTACHMENT*)

Applicants must use the PRG Application Form to develop responses to the areas explained below. A sample Application Form is included as Addendum II to this RFP. A fillable copy is available from the PRG website at <https://www.nova.edu/prg>. The PDF form must be uploaded to the Cayuse Proposal Form within the “Attachments and Submission Notes” section (refer to Addendum I for instructions).

8.2.1 Title & General Information

Include the project title. Specify if the research is qualitative, quantitative, or mixed methods.

8.2.2 Personnel

Principal Investigator

Provide the PI name, terminal degree, College/Unit, Department, position title, telephone number, and NSU email of the Lead PI. All fields are required. *Please verify accuracy, as information will be used for award/recognition purposes, if the project is funded.* You must include a Biographical Sketch for the PI in the Attachments Section (see section 8.3 below).

Faculty

Provide the name, terminal degree, College/Unit, Department, position title and NSU email address of participating NSU collaborators. *Please verify accuracy, as information will be used for award/recognition purposes, if the project is funded.* Describe the roles of collaborating NSU personnel in the “Roles” section of the Proposal Narrative. Include Biographical Sketches for collaborating faculty in the Attachments section in Cayuse (see section 8.3 below).

Students

Provide the name, highest earned degree, College, and NSU email address of NSU students that will be involved in the project. *Please verify accuracy, as information will be used for award/recognition purposes, if the project is funded.* Describe the roles of collaborating NSU students in the “Roles” section of the Proposal Narrative.

External Collaborators

Indicate if the proposal will involve external collaborators. If “Yes”, provide the External Collaborator’s name, organizational affiliation, and email address. An explanation of the role of the external collaborators should also be included. A separate Letter of Commitment must be uploaded for each external collaborator in the Attachments section.

8.2.3 Proposal Narrative

All narrative responses should be written using a formal scientific style that is understandable to reviewers **who are not specialists** in your area of research. All important technical abbreviations, equations, formulae, jargon, software programs, and highly specialized terminologies should be explained in lay terms.

- **Abstract (limited to ~2500 characters):** Provide an abstract or structured summary of the proposed work, with emphasis on need/background, rationale, methodological design and material/data analysis, and significance of the study.
- **Background and Significance (limited to ~12,000 characters, approx. 3 pages):** Explain the significance and innovation of the project, according to the literature. If there are no preliminary data presented, the literature should establish the basis for feasibility of the proposed work.
- **Objectives (limited to ~4,000 characters, approx. 1 page):** State the objectives and summarize the expected outcomes. Describe what problems or knowledge gaps will be solved by the completed project.
- **Project Description (limited to ~12,000 characters, approx. 3 pages):**
 - a. Include a *Plan of Work* that provides an appropriate plan for meeting objectives, with a clear explanation of activities, strategies, and/or procedures.
 - b. Identify *Potential Benefits* to the university as a result of this award.

- c. **Methodology and Design** (*Not Needed for Research Scholar Track*) – Describe your research methods and experimental design, addressing as appropriate, preliminary data, the environment (location, equipment, facilities, resources), involvement of human subjects, use of animals, materials to be used, data collection tools/techniques, statistical tests/data analysis and interpretation, software/databases to be used. If the focus of the proposed project is to develop a new technology at NSU, it is important to describe how this new technology will advance the research.
- **Roles** (*limited to ~4,000 characters, approx. 1 page*): Describe the roles of the PI, collaborators, students and the work that each individual will contribute to the project. Refer to sections 7.2 and 7.3 above for information about projects involving students and collaborators.
 - **Feasibility Statement** (*limited to ~4,000 characters, approx. 1 page*): Provide a plan for how the research will be implemented, with timelines/milestones and proposed completion dates.
 - **Performance Site** (*limited to ~4,000 characters, approx. 1 page*): Describe the location(s) where the work will be conducted and administratively placed (in what academic unit).
 - **Potential Challenges** (*limited to ~4,000 characters, approx. 1 page*): Describe what challenges may cause the project to fail to meet its objectives, and how you plan to resolve problems if they occur.
 - **Past PRG Performance** (*limited to ~2,000 characters, approx. ½ page*): If you have received a PRG (i.e., PFRDG) award in the last 3 years, for your most recently completed award, please provide:
 - 1) The title, award number, amount and period of support for the project;
 - 2) A summary of the results/description of outputs and outcomes (include a copy of the Final Report submitted to the OSP as an attachment);
 - 3) Publications and any external submissions resulting from the award;
 - 4) If appropriate, a description of the completed work's relationship to the proposed work.
 - **Line-Item Budget** - Provide a line item budget, using the fields provided (refer to examples of eligible and ineligible costs described in section 6). Make sure the line item budget is consistent with the budget narrative description. Research Development requests may not exceed \$15,000. Research Scholar requests may not exceed \$3,000.
 - **Budget Narrative & Justification** (*limited to ~4,000 characters, approx. 1 page*): Explain requested costs in sufficient detail to demonstrate they are reasonable and necessary to the project's objectives/activities. Research-related and conference-related travel should be relevant and necessary to the work or dissemination of project results. Failure to adequately justify any expense in relation to the objectives of the project could negatively impact the proposal score. The budget narrative should align to the "Line Item Budget" section of the application. Purchases made with PRG funds are subject to NSU policies and procedures and all materials purchased with grant funds (i.e., office supplies, computer equipment, etc.) are considered property of NSU.
 - **Dissemination** (*limited to ~2,000 characters, approx. ½ page*): Explain how the findings and/or new technologies will be disseminated to a wider audience.
 - **External Funding** (*Not Needed for Research Scholar Track*) (*limited to ~2,000 characters, approx. ½ page*): As part of the Research Development Track's purpose, PI's are expected to pursue external funding to build upon their research. In this section, provide a detailed explanation of your plans to obtain external funding which could include the following:

- a. *A description of the external funding opportunities to which you plan to apply.* Include the funding agency, anticipated due date, length of award, award ceiling, and how the opportunity is appropriate to your project.
- b. *A proposal action plan and timeline of activities for a potential proposal submission to an external funding entity.* Note that any submissions resulting from a PRG award should be included in the final report and indicated in the external submission's Cayuse Proposal Record.
- c. *A publication plan with targeted journals listed.* For projects focused on developing a new technology at NSU, describe how the new technology will increase the investigator's capacity to apply for and obtain external funding.

8.3 ATTACHMENTS

Files should be uploaded separately in Cayuse as as instructed in Addendum I (pdf format). Attachments MAY NOT EXCEED 10MB per attachment:

- **Application Form (required):** Sample of form is included as Addendum II of the RFP. The fillable form is located at <https://www.nova.edu/prg>. Additional details about this form can be found in Section 8.2. *Save attachment as: Application Form.*
- **Dean's Commitment Form(s) (required):** A completed Dean's Commitment Form should be uploaded as a separate attachment for **each** Dean for collaborating academic units confirming approval of the PI and other investigators' effort, and should outline the respective portion of the required match and other resources supporting the project. The PDF form is available at <https://www.nova.edu/prg>. *Save attachment(s) as: Dean's Commitment Form_College name.*
- **References Cited (required):** This section must include bibliographic citations only and must not be used to provide parenthetical information outside of project narrative. *Save attachment as: References Cited.*
- **Biographical Sketches (required):** Upload separately for all named personnel not to exceed 5 pages each. Biographical Sketches that exceed 5 pages will be abbreviated to five pages prior to review. *Save attachment as: Biosketch_name.*
- **Final Report (past recipients only):** Attach the final report of your last funded PRG (i.e., PFRDG) application within the last 3 years, if applicable. *Save attachment as: Final report_name.*
- **Letters of Collaboration (required for external collaborators):** Upload for each external collaborator on official letterhead. *Save attachment as: Letter of Collaboration_partner name.*
- **Other Attachments (optional)** – You may attach a file to show images, graphics and figures (not additional text) that cannot be pasted into the text responses that are essential to understanding. Reference should be clear within the proposal text. *Save Attachment as: Other_description.*

9 PROPOSAL REVIEW PROCESS

Proposals are screened and a 24 hour cure period may be given to address substantive issues of non-compliance. If the proposal is not in compliance after the cure period, it will not proceed for further review; proposals in compliance will be forwarded electronically to a review panel.

Proposals will be reviewed and rated by a panel comprised of NSU faculty/researchers, including past PRG awardees. Panels conduct reviews of all proposals and collaboratively determine the

rating and ranking for each. **Applicants are reminded to write their proposals for a general audience and provide sufficient explanation of any technical information so content is understandable to non-experts in the field.** Jargon should be avoided.

Panels are led by panel chairs chosen by the VP-DoR. Panel chairs are responsible for facilitating panel review sessions, as overseeing collection of reviewer scores. The final summative score will be submitted to the OSP, thereby attesting to the validity of the scores.

Reviewers will adhere to a strict timeline for reading and evaluating the proposals. A sample of the *PRG Scoring Rubric* will be located on the PRG website [www.nova.edu/prg].

Once all reviews are complete, the OSP will tabulate scores and submit a ranking report to the VP-DoR. Funding recommendations will be presented by the VP-DoR to the President, who will make the final selection of award winners. Notification letters are set for distribution in May. All applicants are provided their final score in notification letters. Funded projects begin July 1, 2024, pending compliance with post-award procedures.

Please be aware that the level of external funding an individual may have for other projects is not considered in the evaluation of the individual's PRG application. Each project or submission is to be graded on its own merits, and not on the investigator's past or present external funding.

10 AWARD RECOGNITION

Each year, the President recognizes participants in the PRG competition on the PRG website. Details will be announced after award decisions are made. For information on past winners, please visit PRG website, www.nova.edu/prg.

11 POST-AWARD REQUIREMENTS

Principal investigators of awarded projects will be required to complete a final report of outcomes within 90 days of the conclusion of their projects. PRG Research Development Track recipients are expected to pursue, submit for, and report on external funding resulting from the project (which is done either during the PRG final report and/or as part of the external proposal routing and approval process). Principal investigators will also be expected to provide service to the PRG program by serving as a reviewer in the next year's competition. **Prior to award closure, PI's have the opportunity to submit a standard request for a No Cost Extension of up to one year. Second No Cost Extensions will require further justification and extenuating circumstances. Under very few circumstances will a third No Cost Extension be granted.**

12 CONTACT INFORMATION

For questions regarding the PRG application, please email prg@nova.edu.



INSTRUCTIONS FOR CREATING AND COMPLETING AN APPLICATION IN CAYUSE

PRESIDENT'S RESEARCH GRANT (PRG) &
QUALITY OF LIFE (QOL)

FY2025 COMPETITION

A step-by-step visual guide that describes how to create a new proposal record and highlights important fields that must be filled out in each Proposal Section on the Cayuse platform.

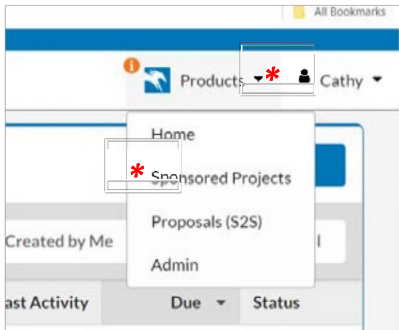
NOVA SOUTHEASTERN
UNIVERSITY

NSU
Florida

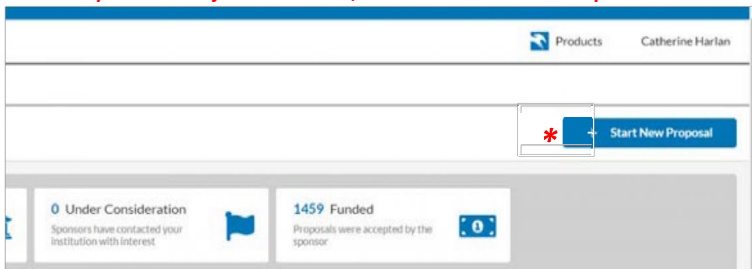
INSTRUCTIONS FOR CREATING AND COMPLETING A PRG/QOL APPLICATION IN CAYUSE

1. CREATING A NEW PROPOSAL RECORD (do NOT create until you have completed the PDF Application Form)

To create a proposal for the President's Research Grant (PRG) or Quality of Life (QOL) grant, log into Cayuse at <https://nova.app.cayuse.com/> and click on Products > Sponsored Projects located on the top right-hand corner of the screen:



From the Sponsored Projects dashboard, click on the "Start New Proposal" button.



Select "This proposal is not related to any existing proposals or awards (Create New Project)"

Create New Proposal

This proposal is not related to any existing proposals or awards (Create New Project)

This proposal is related to existing proposals or awards (Add Proposal to Project)

Enter your project title using the following format: "FY25 PRG: project title" or "FY25 QOL: project title"

Create New Proposal

This proposal is not related to any existing proposals or awards (Create New Project)

Enter a title for your project:

"FY25 PRG: project title" or "FY25 QOL: project title"

This proposal is related to existing proposals or awards (Add Proposal to Project)

Cancel Create New Project

Once you have created your new proposal record, you can begin filling out the Proposal Sections listed on the left-hand pane under the Proposals > Proposal Form tabs. The instructions below provide detail **in RED** for what must be entered into each field of the PRG/QOL proposal record.

Proposal Sections	
General Info	11
Personnel	1
Financial Conflicts Of Interest In Research O...	3
Research Subjects	4
Subcontractors & Consultants	2
Export Control	7
Research Materials	7
Intellectual Property	3
Budget	6
Application Abstract	1
Attachments And Submission Notes	1

INSTRUCTIONS FOR CREATING AND COMPLETING A PRG/QOL APPLICATION IN CAYUSE

2. GENERAL INFO SECTION

Sponsor Information

The Funding Agency is the entity that will directly award funding to NSU (i.e. a federal agency if NSU is the lead applicant, or a pass-through entity such as a University, if NSU is not the lead applicant but will receive a subaward if funded). The Prime Funding Agency is tied to the source of funds, only if a University or other entity will be NSU's Funding Agency. If there is no Prime Funding Agency, then the source of funds and agency type should align.

Funding Agency (If not listed, choose "Organization Not Listed" and then specify below):* <input type="text" value="Nova Southeastern University (NSU)"/> <small>The is NSU's direct sponsoring agency.</small>	Prime Funding Agency (if applicable): <input type="text" value="not applicable, do not enter anything in this field"/> <small>If this award is pass-through funding, please list the prime agency.</small>	
If Organization Not Listed above, Please Indicate the Funding Agency: <input type="text" value="not applicable, do not enter anything in this field"/>	If Organization Not Listed above, Please Indicate the Prime Funding Agency: <input type="text" value="not applicable, do not enter anything in this field"/>	
Agency Type:* <input education\""="" higher="" type="text" value="select \"/> <small>This is connected to NSU's direct sponsoring agency.</small>	Source of Funds:* <input "quality="" applicable"="" as="" life,"="" of="" or="" type="text" value="President's Research Grant"/> <small>This is connected to the prime funding agency, based on the origin of funds. If no prime agency, then the source is based on the direct funding agency. Private Philanthropic and Foreign Private Philanthropic refer to awards counted in IA's CASE totals.</small>	
Sponsor Deadline:* <input type="text" value="01/22/2024"/> <small>If no sponsor deadline, list the planned submission date.</small>	Funding Opportunity Title/Sponsor Program Name:* <input "fy25="" or="" qol"="" type="text" value="FY25PRG"/> <small>Example: Research Experience for Undergraduates (REU). If no title or program name is available, please enter 'N/A'.</small>	Funding Opportunity/Sponsor Application No:* <input a\""="" n="" type="text" value="enter \"/> <small>If no number please enter 'N/A'.</small>

Please provide the URL for the proposal guidelines and/or attach a copy of the guidelines below.

How did you find out about this funding opportunity? <input type="text" value="Not required to complete, leave blank"/>	Proposal Guidelines URL:* <input a\""="" n="" type="text" value="not applicable, enter \"/> <small>Indicate "See Attached" if proposal guidelines are attached.</small>	Please Attach Proposal Guidelines (if available): <input type="text" value="Drag and drop new files or click to select from file system. not applicable, do not enter anything in this field"/>
---	--	---

General Proposal Information

Title of Project:* <input type="text" value="enter project title"/> <small>Please capitalize each main word in the title for reporting purposes. Example: The Effects of Filling Out Forms on Researcher Attention Spans</small>	
Project Start Date:* <input type="text" value="07/01/2024"/> <small>Indicate the estimated start date.</small>	Project End Date:* <input type="text" value="06/30/2025"/> <small>Indicate the estimated end date.</small>
College/Unit Responsible for Proposal:* <input type="text" value="select Principal Investigator's college/unit"/> <small>Please select the college/unit that will be responsible for administering the award if awarded.</small>	Is the college/unit within the NSU Health Professions Division?* <input type="radio"/> Yes <input checked="" type="radio"/> No <small>select yes or no as applicable</small>
Is this research connected to one of the following NSU Institutes? If yes, please select the institute(s).* <input type="text" value="if no, select no, if yes, please select the institute(s)"/>	Will this research require use of a core facility?* <input type="text" value="select applicable answer"/>
Will the proposed project require use of NSU Health/Division of Clinical Operations (DCO) resources (NSU Health/DCO staff/providers/space/etc.)?* <input type="radio"/> Yes <input checked="" type="radio"/> No <small>select yes or no as applicable</small>	
Which space will the research activity take place?* <input type="text" value="select appropriate dropdown"/>	
<small>ACTIVITY TYPE DEFINITIONS: Research - includes all R&D activities including training of individuals in research techniques where such activities use the same facilities as other research activities. Basic Research - directed toward increasing knowledge in science. The primary aim is a fuller knowledge of the subject under study, rather than any practical application of that knowledge. Applied Research - attempts to determine and exploit the potential of scientific discoveries or improvements in technology, such as new materials, devices, methods, and processes. Development - systematic use of the knowledge gained from research directed toward the production of useful materials, devices, systems or methods including the design and development of prototypes and processes. Instruction - includes specific instructional or training activity established by the sponsored project. Other (Community Service) - includes health service and community service projects. Other - includes sponsored activity other than research, instruction, and community service.</small>	
Activity Type:* <input -="" \"research="" above="" applied\",="" basic\",="" cayuse"="" definitions="" development\",="" field="" in="" listed="" research="" see="" this="" type="text" value="select either \"/>	Proposal Type:* <input new\""="" type="text" value="select \"/> <small>New (project not previously funded by the agency), Resubmission (of a previously submitted project), Revision (of a previously submitted project), Renewal (competing continuation of a project that was previously funded by the agency), Noncompeting Continuation (continuation of a previously funded project for which no competition occurs), Pre-Proposal (when required by the sponsor), Supplement (request for additional funds for an already funded project), and Transfer (transfer of an award to NSU, usually with a new faculty member coming on board).</small>
Funding Instrument Type:* <input grant\""="" type="text" value="select \"/> <small>The expected award instrument. Note: Subcontract whenever it is pass-through funding. Philanthropic Grant will be counted in Institutional Advancement (IA)'s CASE totals; please discuss with your OSP Grant Officer if questions.</small>	Is this project being submitted to other funding agencies?* <input type="radio"/> Yes <input checked="" type="radio"/> No <small>select appropriate response</small>
How will this proposal be submitted?* <input cayuse\""="" type="text" value="select other, then type \"/>	
Is this submission resulting from a PFRDG award?* <input type="radio"/> Yes <input checked="" type="radio"/> No <small>select \"no\"</small>	

INSTRUCTIONS FOR CREATING AND COMPLETING A PRG/QOL APPLICATION IN CAYUSE

3. PERSONNEL SECTION

For this section, please add the PI and any other co-investigators only. DO NOT ADD students or non-investigators who are on the project. This will be addressed in the required Application Form.

+ Add Team Member To add a co-investigator, click on this button and fill out the Name, Role, and Internal Association fields below for each entry. 0% of total credit has been allocated

Name* Role*

**To search, type most unique aspect of PI or Co-Investigator name in the box, as names are imported via Banner and may include middle initials (i.e., if a name in the system is John F. Smith, typing "John Smith" will not populate a response. Typing "Hanbury" will give better responses than searching "George" if looking for George Hanbury).*

Internal Association*	Credit*	Cost Share Effort			Sponsored Effort			Total Effort
		C	A	S	C	A	S	
<input type="text" value="select appropriate college affiliation"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	--

+ Add Internal Association * Please note – occasionally one college is listed numerous times, it does not matter which is selected.

NSU Contact Principal Investigator: * Is the NSU Contact PI a Dean or VP? Yes No *select appropriate response*

List the NSU Contact PI for the submission (for OSP routing/management purposes):
PI Eligibility Form (if applicable per OSP Policy #3.1 - Principal Investigator Eligibility, form located at <https://www.nova.edu/osp/forms/PI-Exception-Approval.pdf>)
not applicable, however, please contact prq@nova.edu or qol@nova.edu if you have any questions about eligibility requirements

Responsible Conduct in Research Plan (for NSF and NIH T/K/F projects, located at: https://www.nova.edu/osp/policies/forms/responsible_conduct_of_research_plan.pdf):
not applicable, do not add anything to this dropbox

PI Effort Waiver Approved by OSP Director (if applicable):
not applicable, do not add anything to this dropbox

Consult with your OSP Grant Officer.

4. FINANCIAL CONFLICTS OF INTEREST

Financial Conflicts of Interest in Research – Disclosure Process

Members of the research team must complete an Outside Interest (COI) research-based disclosure form if **any** of the following criteria apply for that member:

- The research team member substantially contributes to the design of the study
- The research team member is conducting any experiments or activities
- The research team member is directly involved in or have control over the collection of data
- The research team member is involved in the analysis of the data

* Indicates Required Fields

- I certify that all required research team members have submitted their research-based disclosure.
check box, please note that COI disclosures are generated after proposals are completed and routed (i.e., submitted).
- I certify that all research team members required to submit a research-based disclosure also have completed a current COI training.
check box, but it is understood that this is not applicable for PRG/QOL Applications.

Outside Interests Disclosures

Name	Role	Disclosure	Status	Resolution
No research team members have been added yet.				

Outside Interests

Do any individuals that are part of the research team have any senior/key-personnel foreign appointments, employment with a foreign institution, and/or any foreign activities and/or resources available for their research (whether or not they have monetary value) that will require disclosure in Current & Pending (Other) Support?*

- Yes No *select yes or no as applicable*

INSTRUCTIONS FOR CREATING AND COMPLETING A PRG/QOL APPLICATION IN CAYUSE

5. RESEARCH SUBJECTS

Please note that depending on your response to the questions on this page, additional information may be requested. Please respond accurately and contact prg@nova.edu or gol@nova.edu with any questions.

Human Subjects

Does this project involve human subjects research?*

Yes No *select yes or no as applicable*

Research is defined as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Some service/training projects may involve research; service/training projects that include program evaluation may require IRB review, but will be classified as Instruction (Teaching/Training) or Community Service (not research) in Section (B) based on the main activity of the project. For guidance whether a service/training project involves human subjects under item 2 below, contact the IRB office at x25369 or irb@nova.edu. A human subject is a living individual about whom an investigator conducting research obtains (1) data or samples through intervention or interaction with individual(s), or (2) identifiable private information. Before beginning any activities involving human subjects research, you will need Institutional Review Board (IRB) review and approval. For guidance, please contact the IRB office (x25369 or irb@nova.edu) or your center/college representative.

Will the project involve individuals who have insurance through a federal health care program (e.g. Medicare, Medicaid, Tricare, Veteran's Affairs)?*

Yes No *select yes or no as applicable*

If yes, you may need to ensure billing compliance - contact the Office of Health Care Compliance at x24141 for guidance.

Personally Identifiable Information

Will the project use, receive, and/or disclose Personally Identifiable Information (PII)?*

Yes No *select yes or no as applicable*

Personally Identifiable Information means data that could potentially be used to identify a particular individual such as full name, Social Security number, bank account number, passport number, driver's license number, and email address.

Animal Subjects

Does this project involve research using live vertebrate animals or live invertebrate animals that are of the Cephalopod class?*

Yes No *select yes or no, if "yes," please list the Species involved with this project*

Before beginning any activities involving live vertebrate animal research, you must have IACUC review and approval. If yes, please contact the IACUC Chair at NSUIACUC@nova.edu for guidance and authorization.

6. SUBCONTRACTORS & CONSULTANTS

For this section, please select "No" for the two questions below. If this is applicable to your project, it should be addressed in the PDF Application Form that will be uploaded to this Proposal Record. Please contact prg@nova.edu or gol@nova.edu if you have any questions.

Subcontractors

Subaward/Subcontractor means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of an award received by the pass-through entity. It does not include payments to a contractor or payment an individual that is a beneficiary of a sponsored program. Characteristics of a subcontractor:

- Has its performance measured against whether the objectives of the sponsored program are met
- Has responsibility for programmatic decision making
- Has responsibility for adherence to applicable sponsored program compliance requirements
- Uses the sponsored funds to carry out a program or activity for a public purpose, as opposed to providing goods or services for the benefit of the prime award recipient

Does the proposed research include any subcontractor(s)?*

Yes No *select no and describe any applicable relationships clearly within your narrative*

Consultants

Consultants are considered to be contractors that are subject to NSU Procurement policies (<https://www.nova.edu/procurement/policies.html>) and federal regulations (<https://www.ecfr.gov/current/title-2/part-200#subject-group-ECFR45ddd4419ad436d>). Please consult with the Office of Procurement Services prior to engaging any Consultant to ensure you have proper sourcing documentation (i.e., quotes, sole source justification, etc.) in accordance with NSU policy and federal standards. A consultant is an individual who is not an NSU employee and who renders independent services for a limited amount of time that are needed for the performance of a particular project.

Does the proposed research include any consultant(s)?*

Yes No *select no and describe any applicable relationships clearly within your narrative*

7. EXPORT CONTROL

Please note that depending on your response to the questions on this page, additional information may be requested.

Export Control

For more information regarding Export Control, please review our Export Control Policy (<https://www.nova.edu/osp/export-control/index.html>).

Will the proposed project involve activities conducted outside of the United States?*

Yes No *select yes or no as applicable*

Does the project involve conducting proprietary research with a potential military application?*

Yes No *select yes or no as applicable*

Do you anticipate sending/transporting anything or receiving anything from outside of the US?*

Yes No *select yes or no as applicable*

INSTRUCTIONS FOR CREATING AND COMPLETING A PRG/QOL APPLICATION IN CAYUSE

Do you anticipate any travel outside the US associated with this project?*

Yes No *select yes or no as applicable*

Will you send your research results in either paper or electronic format to a foreign country or foreign national?*

Yes No *select yes or no as applicable*

Is any member of the research team a foreign national?*

Yes No *select yes or no as applicable*

Does this proposal involve carrying out classified research (not to include work with "select agents") on campus or require a security clearance for any personnel?*

Yes No *select yes or no as applicable*

8. RESEARCH MATERIALS *Please note that depending on your response to the questions on this page, additional information may be requested.*

Radiation Safety

Does this study involve the use of Radioactive Materials?*

No Yes, H-3 Yes, C-14 Yes, S-35 Yes, P-32 Yes, I-125 Yes, Cr-51 Yes, Other *select no or isotope as applicable*

If yes, please choose the isotope. If yes, you will also need appropriate review/approval of the Radiation Safety Officer prior to beginning any activities involving these materials. Please contact RSO@nova.edu for guidance and authorization. Note that this includes radiation producing devices or lasers.

Chemical Safety

Does this study involve the use of Hazardous Chemical Materials? *

Yes No *select yes or no as applicable*

Biological Safety

Does this study involve the use of Biological Materials?*

Yes No *select yes or no as applicable*

If yes, you will need appropriate Biosafety review/approval prior to beginning any activities involving these materials. Please contact the Institutional Biosafety Committee at IBC@nova.edu for guidance and authorization.

Other Questions Related to Research Materials

Does this study involve the use of materials provided by the sponsor or any other party?*

Yes No *select yes or no as applicable*

Does the project use embryonic stem cells?*

Yes No *select yes or no as applicable*

If yes, you will need Embryonic Stem Cell Research Overview (ESCRO) Committee review/approval prior to beginning any research activities. Please contact ESCRO@nova.edu for guidance and authorization.

Does this study involve the use of Schedule 1 or Schedule 2 Drugs?*

No Schedule 1 Drugs Schedule 2 Drugs *select no or schedule drug as applicable*

9. INTELLECTUAL PROPERTY

Please note that depending on your response to the questions on this page, additional information may be requested.

Intellectual Property

Does the proposal contain confidential/proprietary information that might be the subject of intellectual property protection (e.g., patents, trade secrets)?*

Yes No *select yes or no as applicable*

If yes, the title/abstract will likely be made public; write in way to eliminate confidential/proprietary (C/P) info. In the proposal body, identify sections with C/P info with a heading or watermark.

Have you previously disclosed any of this research to NSU for intellectual property protection?*

Yes No N/A - Not Research *select yes, no, or N/A as applicable*

Does the research in this proposal involve any filed or issued patents?*

Yes No N/A - Not Research *select yes, no, or N/A as applicable*

INSTRUCTIONS FOR CREATING AND COMPLETING A PRG/QOL APPLICATION IN CAYUSE

10. BUDGET

***Please ensure budget is set to "Manually enter budget information."**

Budget Summary

How would you like to show your budget?

- Manually enter budget information *
 Display summary from Budget Builder

Budget Item	Total
Total Direct Costs	\$0.00
F&A	\$0.00
Total Sponsor Costs	<i>DO NOT COMPLETE THIS TABLE, NOT REQUIRED</i>
Internal Cost Share	\$0.00
External Cost Share	\$0.00
Total Cost Share	\$0.00
Total Project Cost	\$0.00

 Edit

Total Sponsor Direct Costs*

enter budget total, up to \$15,000

The "Total Direct Costs" from the "Display summary from Budget Builder" table above.

Total Sponsor Indirect (F&A) Costs*

enter \$0 as F&A is prohibited/not applicable on internal awards

The "F&A" from the "Display summary from Budget Builder" table above.

Total Sponsor Project Cost*

enter budget total, up to \$15,000 (this figure should match Total Sponsor Direct Costs)

The "Total Sponsor Costs" from the "Display summary from Budget Builder" table above.

Indirect (F&A) Rate*

select "N/A – PRG or QOL Internal Award"

Please indicate the rate as a percent (%)**

0 enter 0%

Specify Rate as a Percentage

F&A Rate Type (Historical Data Only)

*Note: If greater than 50% of the project will be performed in facilities not owned by NSU, the off-campus rate of 26% of modified total direct costs (MTDC) will apply.

Upload the F&A Distribution Agreement if F&A recovery will be split between multiple Colleges and/or investigators:

[Drag and drop](#) new files or [click](#) to select from file system...

not applicable

Form Located at: <https://www.nova.edu/osp/resources/pre-award.html>. Note that this form must be submitted by the PI/College to Contract and Grant Accounting before the funded account/index number is set up.

Salary Cap

Are any faculty/staff included in the proposed budget subject to federal salary cap limits? If yes, the proportional amount of salary, based on the effort of each individual to the project, must be covered by the College/Unit (this is not considered cost share). This applies, but is not exclusive to NIH, SAMHSA, AHRQ, CDC, and HRSA.*

Yes No *select no*

Salary cap information is available at

<http://www.nova.edu/osp/resources/nsu-fact-sheet.html>.

Cost Share

Note: Select "NO" as this question will be addressed within the Dean's Commitment Form.

Does this proposal include funds or contributions in the form of cost sharing or matching? DO NOT include unallowable costs (i.e., proportional salaries over the salary cap) or third-party matching/in-kind.*

Yes No *select no*

Refer to OSP Policy #36 Cost Sharing or Matching located at:

<https://www.nova.edu/osp/policies/index.html>.

Additional Resources Needed

Do you need new additional resources to do this project over and above what is requested in the proposal budget?*

Yes No *select yes or no as applicable*

Will the proposed project require any equipment installation, space modification, ventilation, electrical service/backup generator, or other modifications that would require approval from the Facilities department?*

Yes No *select yes or no as applicable*

Attachments: Please email a copy of your salary-only budget and full budget justification to your [OSP Grant Officer](#) who will include it with the proposal record (as salaries are kept confidential at NSU to the extent possible).

The final salary-only budget and full budget justification have been sent to my OSP Grant Officer (who will include it with the proposal record).*

check this box, but you do NOT need to send separate documents to the OSP Grant Officer. The Line Item budget will be completed in the PRG/QOL Application Form.

INSTRUCTIONS FOR CREATING AND COMPLETING A PRG/QOL APPLICATION IN CAYUSE

11. APPLICATION ABSTRACT

Proposal Abstract*

cut and paste your abstract from your PRG/QOL Application Form into this field

Provide a succinct and accurate description of the proposal in no more than 1000 words. The abstract must capture the academic significance of the research, the hypotheses or research questions to be addressed, the approach and feasibility of the study.

CIP Code*

select most appropriate code from dropdown options

Please select a CIP code (Science Code) that mostly closely describes the primary research contained in this proposal:

12. ATTACHMENT AND SUBMISSION NOTES

Scope of Work, Narrative, or Research Plan*

Drag and drop new files or click to select from file system...

upload your PRG/QOL Application Form to this dropbox

Additional Attachments

Drag and drop new files or click to select from file system...

upload all additional Attachments to this dropbox*

*Additional attachments should include the Dean's Commitment Form, biosketches (no more than 5 pages), letters (if applicable), and supplemental tables & charts referenced in the narrative (do not include narrative explanations if you are attaching tables and charts). Please note that the attachment limit for each file is 10MB. If you have an attachment that exceeds this limit, please contact prg@nova.edu or gol@nova.edu.

Submission Notes

Enter any additional comments on this proposal

Not required, do not complete.

Please include any special notes, comments or instructions regarding your proposal in the box below. This is internal information for the University only and will not be forwarded to the sponsor.

13. ROUTE TO REVIEW

Once your proposal form is complete as evidenced by green checkmarks by each section, "Route for Review" will be enabled. You must click "Route for Review" prior to 5:00PM EST, 01/22/2024 for your proposal to be considered as timely submitted.

My Actions	Proposal Summary
<p>Complete Review</p> <p>* Route for Review</p>	<p>PI:</p> <p>Admin Unit:</p>

Proposal Form	Routing	History	Access	Tasks	Notes	Attachments	Links	Admin Only
---------------	---------	---------	--------	-------	-------	-------------	-------	------------

General Info	✓
Personnel	✓
Financial Conflicts Of Interest In Research	✓
Research Subjects	✓
Subcontractors & Consultants	✓
Export Control	✓
Research Materials	✓
Intellectual Property	✓
Budget	✓
Application Abstract	✓
Attachments And Submission Notes	✓



SAMPLE APPLICATION FORM

PRESIDENT'S RESEARCH GRANT (PRG) & QUALITY OF LIFE (QOL)

FY2025 COMPETITION

Please use this sample application form as a reference. You can find the FY2025 QOL and PRG fillable forms here:

[QOL Fillable Form \(under the FY2025 Pre-Award menu bar\)](#)

[PRG Fillable Form \(under the FY2025 Pre-Award menu bar\)](#)

NOVA SOUTHEASTERN
UNIVERSITY

NSU
Florida

Sample

NSU

Florida

NOVA SOUTHEASTERN
UNIVERSITY

President's Research Grant (PRG)

FY2025

Required Application Form

Download fillable form
www.nova.edu/prg under the FY2025
Pre-Award menu bar

Title & General Information

Sample

Project Title

Please select the track you are applying for

Track 1 - Research Development, up to \$15,000

Track 2 - Research Scholar, up to \$3,000

Is this research qualitative, quantitative, or mixed methods?

Personnel

Sample

Please list NSU Faculty. Please include name, degree, college, department, position title, role, and email. *Please verify accuracy, as information provided will be used for award/recognition purposes.*

Example - Dr. John Doe, Ph.D., KPCOM, Family Medicine, Associate Professor, PI, johndoe@notreal.com

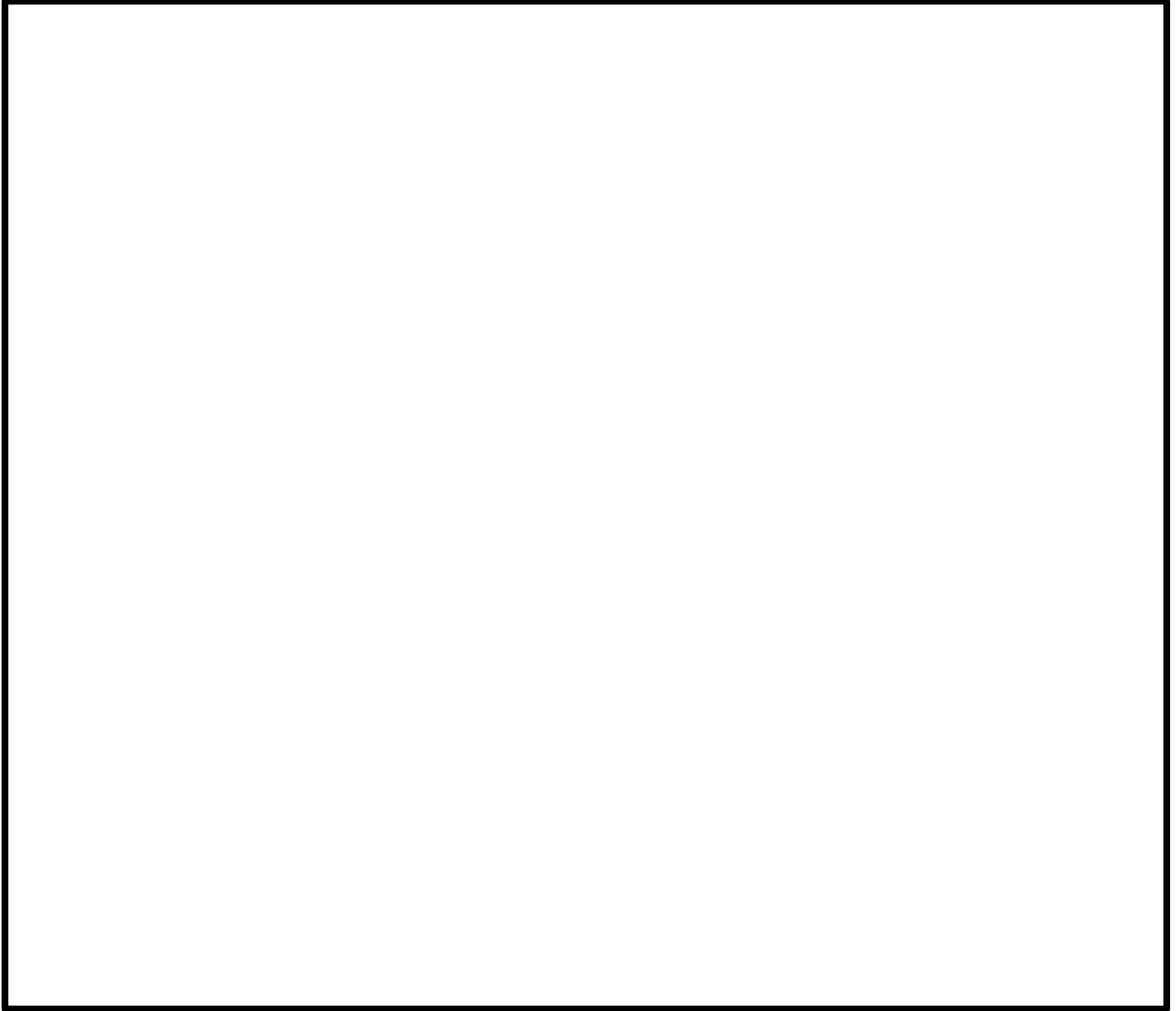
Please list NSU Students. Please include name, highest degree earned, college, and email. *Please verify accuracy, as information provided will be used for award/recognition purposes.*

Please list External Collaborators. Please include a justification for each. *Please be sure to upload the letter of commitment for each collaborator to the Attachment tab of the Cayuse Proposal Record*

Proposal Narrative (refer to section 8.2.3 of the RFP) - *All character limits include spaces and may vary slightly from stated limits.*

Sample

Abstract (~2,500 character limit)



Sample

Background and Significance - 12,000 characters total (Page 1 of 3 - ~4,000 character limit)

Explain the significance and innovation of the project according to the literature. If there are no preliminary data presented, the literature should establish the basis for feasibility of the proposed work.

Sample

Background and Significance (Page 2 of 3 - ~4,000 character limit)

Explain the significance and innovation of the project according to the literature. If there are no preliminary data presented, the literature should establish the basis for feasibility of the proposed work.

Sample

Background and Significance (Page 3 of 3 - ~4,000 character limit)

Explain the significance and innovation of the project according to the literature. If there are no preliminary data presented, the literature should establish the basis for feasibility of the proposed work.

Sample

Objectives (~4,000 character limit)

State the objectives and summarize the expected outcomes. Describe what problems or knowledge gaps will be solved by the completed project.

Sample

Project Description - 12,000 characters total (Page 1 of 3 - ~4,000 character limit)

Include Plan of Work, Potential Benefits, and Methodology and Design (NOT NEEDED FOR RESEARCH SCHOLAR TRACK)

[Empty text box for project description]

Sample

Project Description (Page 2 of 3 - ~4,000 character limit)

Include Plan of Work, Potential Benefits, and Methodology and Design (NOT NEEDED FOR RESEARCH SCHOLAR TRACK)

Sample

Project Description (Page 3 of 3 - ~4,000 character limit)

Include Plan of Work, Potential Benefits, and Methodology and Design (NOT NEEDED FOR RESEARCH SCHOLAR TRACK)

Sample

Roles (~4,000 character limit)

Describe the role and work that will be performed by the PI, collaborators, and students.

Sample

Feasibility Statement (~4,000 character limit)

Provide a plan for how the research will be implemented, with timelines/milestones and proposed completion dates.

Sample

Performance Site (~4,000 character limit)

Describe the location(s) where the work will be conducted, and where the project will be administratively housed

Sample

Potential Challenges (~4,000 character limit)

Describe challenges that may cause the project to fail to meet its objectives, and how you plan to resolve problems if they occur.

Past PRG Performance (~2,000 characters)

If you have received a PRG (i.e., PFRDG) award in the last 3 years, please provide the following for your most recent award:

1. The title, award number, amount and period of support for the project
2. A summary of the results/description of outputs and outcomes (include a copy of the Final Report on the attachments tab of Cayuse)
3. Publications and any external submissions/awards resulting from the project
4. If appropriate, a description of the completed work's relationship to the proposed work

Sample

Line Item Budget (calculations round to zero decimal places)

Category

Student Work/Temp Work

x

Hours of work

Hourly Rate

Student/Temp Work Fringe (7.75%)

Consultation/Subcontractor

Research Participant Stipends

Supplies (lab, office, classroom, etc.)

Software

Shipping/Postage

Travel

Minor Equipment (under \$5,000)

Capital Equipment (University Property, over \$5,000/unit)

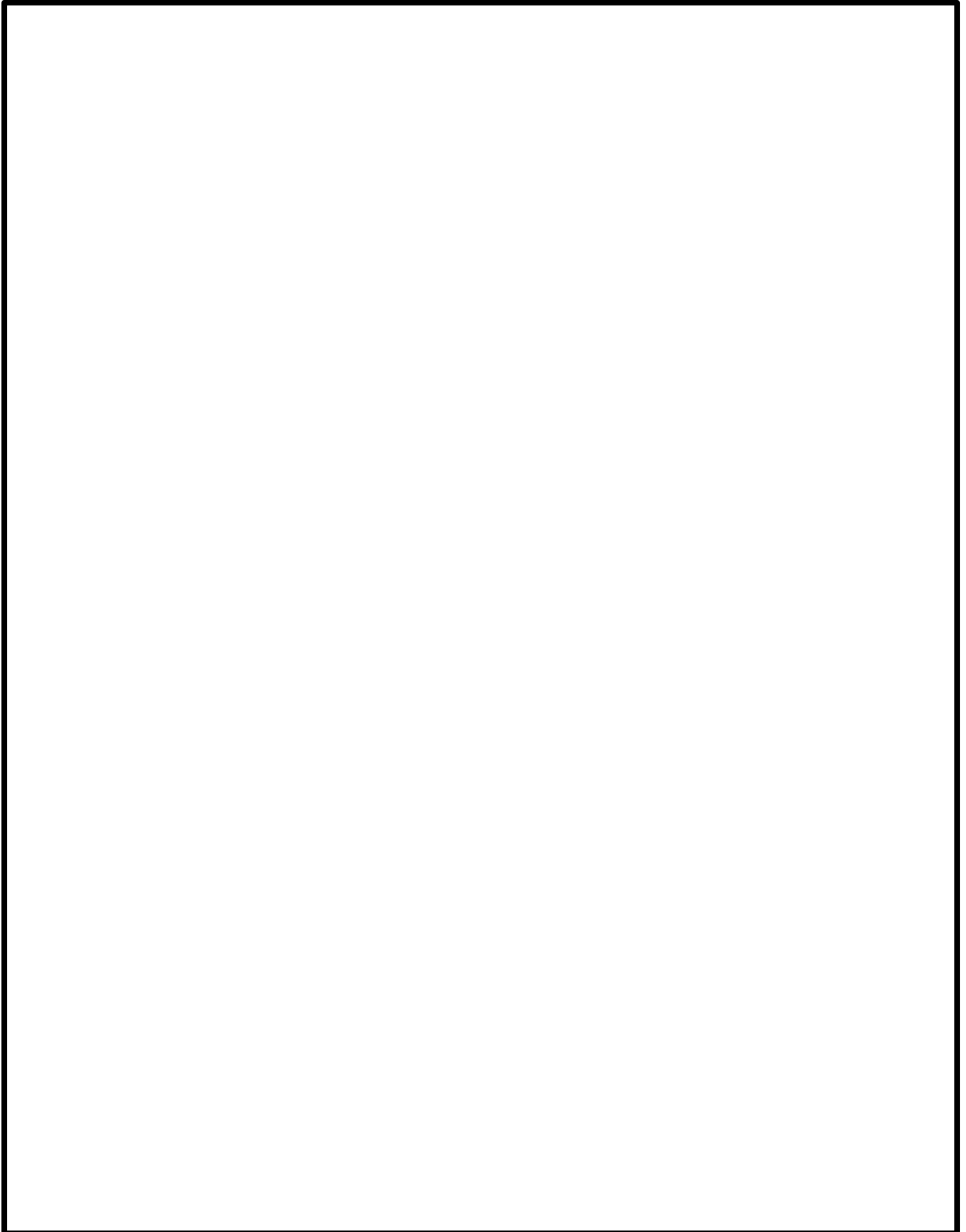
Core Facilities (specify in Narrative)

Other (specify in Narrative)

Total Requested Amount

Sample

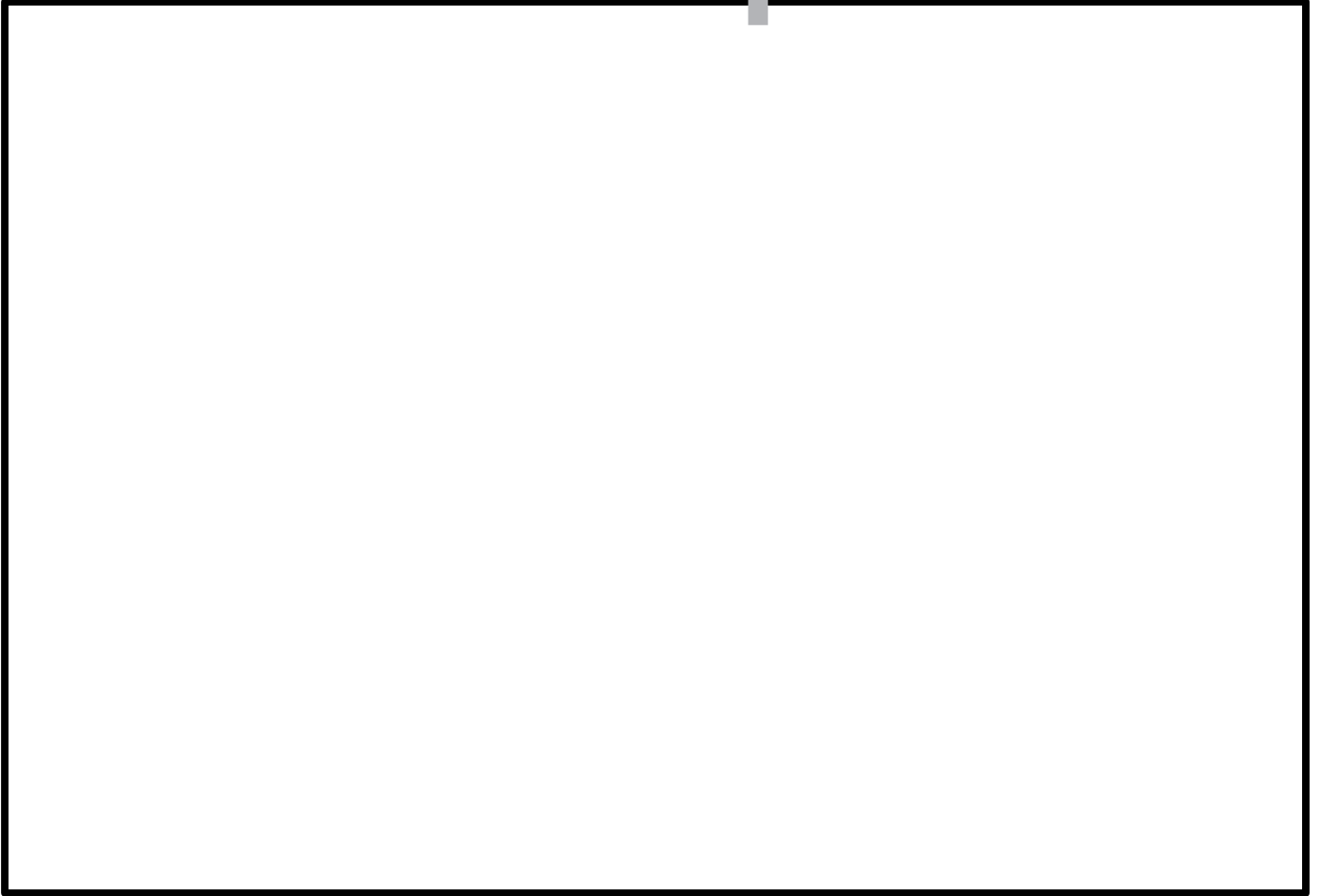
Budget Narrative and Justification (~4,000 character limit)



Dissemination (~2,000 character limit)

Explain how the findings and/or new technologies will be disseminated to a wider audience.

iple



Sample

External Funding (~2,000 character limit) - *not applicable for Research Scholar Track*

Describe external funding opportunities you plan to apply to, a proposal action plan and timeline of activities for a potential proposal submission to an external funding entity, and a publication plan with targeted journals listed.

Application Checklist - Confirm that you have completed and uploaded the following in the Cayuse Proposal Form to complete your application. By checking the button you are confirming that you have uploaded or completed the item.

Complete this required **Application Form** in its entirety and upload to the *Attachments & Submission Notes* section under "Scope of Work, Narrative or Research Plan" in Cayuse

Upload your signed **Dean's Commitment Form(s)** to the *Attachments & Submission Notes* section under "Other Attachments" in Cayuse

Upload **References Cited** to the *Attachments & Submission Notes* section under "Other Attachments" in Cayuse

Upload a **CV or Biosketch** (maximum of 5 pages each) to the *Attachments & Submission Notes* section under "Other Attachments" in Cayuse

Upload **Letters of Collaboration** for each external collaborator to the *Attachments & Submission Notes* section under "Other Attachments" in Cayuse

Upload **Final Report** of past PRG Awards (if applicable) to the *Attachments & Submission Notes* section under "Other Attachments" in Cayuse

Upload any **Figures, Charts, or Tables** to the *Attachments & Submission Notes* section under "Other Attachments" in Cayuse (if applicable)

IMPORTANT - Each attachment may not exceed 10 MB or it will not be able to be uploaded to the record.

When your Cayuse Proposal Form is complete and all attachments have been uploaded, DON'T FORGET TO ROUTE FOR REVIEW IN ORDER TO SUBMIT!