



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

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

**FY2026 Competition**

**Request for Proposals**

**Electronic Submissions Due in InfoReady:**

**March 4th, 2025, 5:00 p.m.**

FY 2026 Application Submission:

**<https://nova.infoready4.com>**

Click on "President's Research Grant" under Open Funding Opportunities to apply

For more information, please visit **<https://www.nova.edu/prg>**

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## 2 INTRODUCTION

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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-sixth 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 \$6.9 million in support of faculty research and scholarship. Recently funded studies include:

- The Role of a MicroRNA Therapeutic in DNA Repair in Late Stage Treatment Resistant Breast Cancer
- Targeting Autophagy in Oral Squamous Cell Carcinoma Immune Microenvironment
- Assessing the Cytotoxic Potential of Fungi in the Genus Ganoderma
- Ecological Reconstruction of the Last Glacial Period, White River Badlands, USA
- Development and Dissemination of the Student Wellness and Emotional Growth Resiliency (SWAG-R) Program

PRG 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 <https://www.nova.edu/prg> and the contact information provided on page 13 of these guidelines.

### 3 IMPLEMENTATION TIMELINE

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The FY2026 President’s Research Grant (PRG) implementation timeline is as follows:

- **March 4, 2025:** Electronic proposals submitted in InfoReady by 5:00 p.m. EST
- **March 9, 2025:** Screening completed for routing to reviewers
- **May 16, 2025:** Ratings submitted by review panels to the OSP
- **Early June, 2025:** Final award selections made by the President
- **Late June, 2025:** Notification letters sent to the Principal Investigators
- **July 1, 2025:** Earliest date FY2026 awards may begin

### 4 PROGRAM PURPOSE

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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

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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:** FY2025 recipients may submit a proposal to the FY2026 competition, but **ONLY** if the project will be completed, with final report signed and submitted to [prg@nova.edu](mailto:prg@nova.edu), no later than April 15, 2025; 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 7/1/2022 or later) must have submitted at least one proposal for external funding as a PI or Co-I on or after 7/1/2022 (which must be on file and verifiable by the Office of Sponsored Programs) in order to be eligible to apply for a FY2026 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, 2025**. **Failure to submit the Final Report by this date will result in forfeiture of new FY26 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 FY2026 PRG deadline of March 4, 2025.

Past recipients with questions about the status of their reports should contact [prg@nova.edu](mailto: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 from the QOL website (<https://www.nova.edu/qol>) and from the FY2026 Quality of Life open funding opportunity listing on the NSU InfoReady platform (<https://nova.infoready4.com>)

## **6 ALLOWABLE AND UNALLOWABLE COSTS UNDER PRG**

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

- Students hired through the Office of Student Employment.<sup>1</sup>
- 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.
- Consultants<sup>2</sup>

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.

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<sup>1</sup> 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.

<sup>2</sup> 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

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Proposals must be submitted via InfoReady. To start a new application, click on the “President’s Research Grant” FY2026 funding opportunity from the InfoReady homepage at <https://nova.infoready4.com>. Instructions for using InfoReady can be found in Addendum I of this RFP and on <https://www.nova.edu/prg>.

### 7.1 PROPOSAL DEADLINE AND CONTENT

Applications must be submitted successfully in InfoReady no later than **March 4, 2025, 5:00 p.m. EST.** The completed application package must include:

- Completion of all required fields (refer to Section 8.2 and Addendum I)
  - Please note that the application form uses branching logic - some fields will become required depending on your other answers within the application
- Required and Optional Attachments (uploaded) (refer to Section 7.2, 7.4 and 8.3 for further instructions)

You will not be able to submit an application if all required fields have not been completed.

### 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?

All Letters of Commitment should be readable and current. *If the applicant indicates the project will involve an external collaborator, a Letter of Commitment must be uploaded as a PDF file under “Collaborator Information” or the applicant will receive an error message preventing submission.*

*Internal Collaborations:* While external collaborations are documented by a Letter of Commitment, internal collaborations between NSU colleges/units 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).

**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.** Each Letter of Commitment and Dean's Commitment Form must be uploaded as a PDF file to appropriate area in the **Personnel** section of the InfoReady Proposal Form, for points to be given (see Section 8.3 below).

### 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 (see Section 8.2.2 for instructions). 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:** The proposal can only receive *up to* a maximum of 5 extra points for student involvement, regardless of the number of students on the project. **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*, which can be downloaded from within the InfoReady application or from the PRG website (<https://www.nova.edu/prg>).

The Dean's Commitment Form indicates each participating Dean(s)' approval for all faculty members in their College to devote a portion of their non-sponsored effort to the project. 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 any other non-cash resources (for example, space, equipment, personnel time etc.) necessary to carry out the project. The total of all cash match, whether from one or multiple participating units, 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 **must** be downloaded (per above), completed/saved, and uploaded as a PDF file to the **Personnel** section of the InfoReady application under the NSU



**Faculty** subheading (see Section 8.3 below). A separate form must be completed for each academic unit participating in the collaboration. However, if multiple NSU faculty on the project are from the **same academic unit**, their names can be listed on the same form that can be uploaded for each faculty member from that academic unit. Each 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**

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This year, applications will be completed in *InfoReady* (<https://nova.infoready4.com>), by accessing the President’s Research Grant open funding opportunity located at the bottom of the homepage. **In order to submit successfully in InfoReady, applicants must complete all applicable required fields and attachment uploads and submit the application prior to 5pm on Monday, March 4, 2025.**

### **8.1 IMPORTANT TIPS FOR USING INFOREADY AND SUBMITTING YOUR APPLICATION**

- Access InfoReady as described in Addendum I (NSU users can sign in through SSO).
- You can move between sections of the application at any time by clicking the section name on the left.
- Save your application draft often (click “Save as Draft” button on bottom left) to ensure that information entered is not lost.
- The InfoReady PRG application uses branching logic to identify required fields. Please note that subsequent required fields may appear depending on your previous answers within the application.
- Applicants must hit the “Preview” button in the bottom right hand corner of the last section of the application before the “Submit” button will be available. **Once you click “Submit,” you cannot make proposal edits.**
- Incomplete/blank required fields will be highlighted in red upon attempting to submit the application. Submission will not be possible until all required fields are complete.
- Applications (with attachments) may be downloaded as a PDF by clicking the PDF button on the top right from within the application.
- **Don’t wait until the last minute! Please allow sufficient time to resolve any issues and submit your proposal on InfoReady before the 5:00 p.m. deadline.**

### **8.2 INFOREADY PRG APPLICATION REQUIREMENTS**

The sections below provide an overview of each section of the PRG application in InfoReady. Forms to be uploaded can be found under “Application Instructions” on the left hand menu of the InfoReady application. Instructions to Access/Use InfoReady is also included as Addendum I to this RFP.

## 8.2.1 Title & General Information Section

Enter the project title, PI's first and last name, and PRG track you are applying to (see section 4.1.1 and 4.1.2). Specify if the research is qualitative, quantitative or mixed methods; if the research is connected to any NSU institutes; if the research will require the use of any NSU core facilities or NSU Health resources; the location(s) of the research activity; the type of research; and if the application is a resubmission from the FY25 competition cycle (optional, see below).

***Resubmissions (NEW): This year, applicants who were unfunded in the previous (FY25) cycle may choose to classify that proposal as a resubmission in this section (optional).*** If the application is indicated as a resubmission, the following information will be required:

- An Introduction ***(limited to 3,000 characters)*** that clearly articulates the additions, deletions and/or changes addressing the reviewers' concerns from the prior year's review (The assigned new reviewers for your resubmission will be provided reviewer comments/scores from the prior year's proposal review).
- The Project Title for your FY26 resubmission must be the same as the prior year's title.
- Resubmissions are subject to the same scoring criteria as new proposals; addressing the prior panel's concerns does not guarantee funding in the current competition.

## 8.2.2 Personnel Section

***Form templates:*** The Dean's Commitment form template and optional Biographical Sketch template may be downloaded from this area of the application.

***NSU Faculty: (The first entry in this section must be the Principal Investigator):*** Enter the individual's name, terminal degree, College/Unit, Department, position title, project role (select), and NSU email. All fields are required. *Please verify accuracy, as information will be used for award/recognition purposes, if the project is funded.* You must also upload a Dean's Commitment Form and a Biographical Sketch where indicated (see section 7.4 above and 8.3 below for instructions on completing these documents).

Other named NSU personnel on the project in addition to the PI may be added by clicking "Add new" at the bottom of the section and following the same instructions as above for each faculty. Note that the same Dean's Commitment Form may be uploaded multiple times for faculty from the same academic unit.

***NSU Students:*** Specify if NSU students will be involved in the project by choosing "Yes" or "No". Provide the number of students. If students have been identified at the time of application, provide the name, degree level being pursued, College, and NSU email address. Additional students can be added to the form by selecting "Add new" at the bottom of the section. *Please verify accuracy, as information will be used for award/recognition purposes, if the project is funded.* For students who have not yet been identified, follow the prompts to include how you will select the student(s) and their current academic stage. Describe the roles of collaborating NSU students in the "Roles" section of the Proposal Narrative (see 8.2.4).

***External Collaborators:*** Indicate if the proposal will involve external collaborators. If "Yes", provide the External Collaborator's title, name, organizational affiliation, and email address. A short explanation of the role of the external collaborators should also be included. A separate Letter of

Commitment must be uploaded for each external collaborator by attaching it through the file upload field within this section of the online application. Additional external collaborators can be added to the form by selecting “Add new” at the bottom of the section.

### 8.2.3 Compliance Section

Answer the compliance questions to communicate the nature of your research and indicate what approvals your project will need prior to the release of funding if you are awarded. Applicants who receive PRG awards are to follow the applicable policies and procedures for research compliance including Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), Radiation Safety, or Export Control if applicable.

### 8.2.4 Proposal Narrative Sections

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.

Please take note of and adhere to specified character limits for each proposal narrative section (the character count is visible at the bottom right of the rich text editor fields). **PRG administrators will delete any text that exceeds character limits prior to moving the application to review status.**

- **Abstract** (*limited to 2,500 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*): 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*): State the objectives/aims and summarize the expected outcomes. Describe what problems or knowledge gaps will be solved by the completed project.
- **Plan of Work** (*limited to 8,000 characters*): Describe plan for meeting objectives/aims, with a clear explanation of activities, strategies, resources and/or procedures. Describe how the research will be implemented, with timelines/milestones and proposed completion dates. Applicants may include a timeline graphic (table/chart) as an optional attachment that can be uploaded to this section. *Research Scholar Track applicants may address their research design in this section, as appropriate.*
- **Potential Benefits** (*limited to 4,000 characters*) to the university as a result of this award. Describe the potential of the project to advance knowledge and contribute to specific, desired societal outcomes.
- **Methodology and Design** (*limited to 4,000 characters, Not Needed for Research Scholar Track*) – Describe your research methods and experimental design, addressing preliminary data, the environment (location, equipment, facilities, resources), involvement of human subjects, use of human specimens or data, use of animals, materials to be used, data collection tools/techniques, statistical tests/data analysis and interpretation, and/or

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*): Describe the roles of the PI, other faculty/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.
- **Performance Site** (*limited to 2,000 characters*): Describe the location(s) where the work will be conducted.
- **Potential Challenges** (*limited to 4,000 characters*): 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**: 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, index number, awarded amount and period of support for the project;
  - 2) A narrative (*limited to 2,000 characters*) addressing a summary of the results/description of outputs and outcomes (upload your Final Report as an attachment in this section); publications and any external submissions resulting from the award; and, if appropriate, a description of the completed work's relationship to the proposed work.
- **Line Item Budget** - Provide a line-item budget by downloading and completing the template (refer to examples of eligible and ineligible costs described in section 6). Make sure the line-item budget is consistent with the budget narrative section below. Research Development requests may not exceed \$15,000. Research Scholar requests may not exceed \$3,000. Upload the completed form to the Line-Item Budget Upload field.
- **Budget Narrative & Justification** (*limited to 4,000 characters*): 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. Note: **International travel must be justified in the application (funds may not be rebudgeted for this purpose after award)**. 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*): 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*): 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.
- **References Cited (required):** This section must include bibliographic citations only and must not be used to provide additional narrative. *You can upload a .pdf of your references cited page, or you may choose to add your references as text into the rich text editor box.*

### 8.3 ATTACHMENTS

*Files should be uploaded as PDF files within the InfoReady PRG application where indicated (see Addendum I for further information). The entire application package, when completed, MAY NOT EXCEED 10MB.*

- **Dean's Commitment Form(s) (required):** A completed Dean's Commitment Form should be uploaded as a separate attachment for **each** NSU faculty confirming approval of the PI and other investigators' effort and outlining the respective portion of the required match and other resources supporting the project. **The same form may be uploaded when faculty members are from the same academic unit**, provided all names are listed on the form; a separate form signed by the respective Dean is required for each collaborating academic unit, if applicable. *Template is available in InfoReady. Save attachment(s) as: Dean's Commitment Form\_College name.*
- **References Cited (required):** See Section 8.2.4 above for instructions. *If uploading as an attachment, save attachment as: References Cited and upload under the References section.*
- **Biographical Sketches (required):** In NSU Faculty section, 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. *Optional template is available in InfoReady.*
- **Timeline Table Attachment (optional):** You have the option to upload a timeline table to supplement your feasibility statement. *Save attachment as: Timeline\_table, and upload under the Feasibility section of the online application.*
- **Final Report (past recipients only):** Upload 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, and upload to the Past PRG Performance section in the Final Report Attachment area.*
- **Letters of Collaboration (required for external collaborators):** Upload under the External Collaborators subheading in the Personnel section of the application for each external collaborator on official letterhead. *Save attachment as: Letter of Collaboration\_partner name.*
- **Other Attachments (optional) –** You may upload a file to show images, graphics and figures (not additional text) that essential to understanding. Images/graphics/figures should be clearly labeled and referenced within the text responses. Upload to the Other Attachments section of the application. *Save Attachment as: Other\_description.*

## 9 PROPOSAL REVIEW PROCESS

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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 and collaboratively determine the rating and ranking for each.

Panels are led by panel chairs who are responsible for facilitating panel reviews and proposal discussions, as well as overseeing collection of reviewer scores which will be submitted through InfoReady. A sample of the *PRG Scoring Rubric* is located under the PRG Application Instructions section within InfoReady, as well as on the PRG website at <https://www.nova.edu/prg>.

**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.

Reviewers will adhere to a strict timeline for reading and evaluating the proposals. 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 late June. All applicants are provided their final score in notification letters. Funded projects may begin July 1, 2025, pending compliance with post-award procedures.

The level of external funding an individual may have for other projects is not a consideration in the evaluation of their application. Each submission is graded on its own merits.

## 10 AWARD RECOGNITION

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

## 11 POST-AWARD REQUIREMENTS

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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

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For questions regarding the PRG application, please email [prg@nova.edu](mailto:prg@nova.edu).

# InfoReady PRG and QOL Applicant Guide

## InfoReady Log In

**Nova Southeastern University** users do not need to register and are able to log in with their institutional credentials through Single Sign On (SSO) authentication. Visit the **homepage** at <https://nova.infoready4.com>, click **Log In** in the upper righthand corner, then click the blue “**Nova Southeastern University Login**” button. You will be redirected back to the homepage once authenticated.



### InfoReady Platform



Nova Southeastern University is utilizing InfoReady to make it more efficient to submit applications for internal grant awards and other competitions.

Each competition is listed separately by category below. To apply, simply select the desired competition and sign in using the Nova Southeastern University user sign in button and your NSU credentials.

### Information and Resources

**Questions about a specific program?** Specific points of contact are listed in each opportunity's guidelines.

- For **President's Research Grant** related questions, please contact [prg@nova.edu](mailto:prg@nova.edu) or visit [www.nova.edu/prg](http://www.nova.edu/prg) for more information.
- For **Quality of Life** related questions, please contact [qol@nova.edu](mailto:qol@nova.edu) or visit [www.nova.edu/qol](http://www.nova.edu/qol) for more information.

**General questions about InfoReady or troubleshooting?** Contact [InfoReadyHelp@nova.edu](mailto:InfoReadyHelp@nova.edu)

**Please note that reviewers** can access their assigned reviews by logging in and selecting the **REVIEWS** tab at the top of the page.



### Login for Nova Southeastern University Users

Use your Nova Southeastern University user name and password to log into InfoReady.

[Nova Southeastern University Login](#)

## Viewing Open PRG & QOL Funding Opportunities

- Open opportunities are visible towards the bottom of the NSU InfoReady **homepage**.
- You can also view the **Calendar** which contains all opportunities, both open and closed, and all dates/deadlines associated with the opportunities.


# InfoReady PRG and QOL Applicant Guide

**NSU Florida** Hello, Lark | Sign Out | Help

HOME CREATE MANAGE APPLICATIONS PROGRESS REPORTS **CALENDAR** MESSAGES REPORTS ADMIN

### InfoReady Platform

Welcome Lark. You have no new activity coming up.



Nova Southeastern University is utilizing InfoReady to make it more efficient to submit applications for internal grant awards and other competitions.

Each competition is listed separately by category below. To apply, simply select the desired competition and sign in using the Nova Southeastern University user sign in button and your NSU credentials.

Search:

Title	Due Date	Category	Cycle
President's Research Grant	03/4/2025	Open Funding Opportunities	FY2026

Click the opportunity title to view the details page:

### Information and Resources

Questions about a specific program? Specific points of contact are listed in each opportunity's guidelines.

- For **President's Research Grant** related questions, please contact [prg@nova.edu](mailto:prg@nova.edu) or visit [www.nova.edu/prg](http://www.nova.edu/prg) for more information.
- For **Quality of Life** related questions, please contact [qol@nova.edu](mailto:qol@nova.edu) or visit [www.nova.edu/qol](http://www.nova.edu/qol) for more information.

General questions about InfoReady or troubleshooting? Contact [InfoReadyHelp@nova.edu](mailto:InfoReadyHelp@nova.edu)

Please note that reviewers can access their assigned reviews by logging in and selecting the REVIEWS tab at the top of the page.

Add [support@inforeadyreview.com](mailto:support@inforeadyreview.com) to your Safe Senders list to make sure you receive alerts as an applicant/reviewer.

**NSU Florida** Hello, Test | Sign Out | Help

HOME APPLICATIONS PROGRESS REPORTS CALENDAR

### President's Research Grant

[Details](#) [Apply](#) [PDF](#)

President's Research Grant

▼ Dates

Internal Submission Deadline: Tuesday, March 4, 2025 at 5:00 pm  
[ADD TO CALENDAR](#)

▼ Details

**Details** – Shows the details of the opportunity

**Apply** – Clicking this button will display the application form.

**My Applications** – Appears if you have applications/drafts for this opportunity

**Apply as Proxy** – Appears if someone has designated you as a proxy (see **User Profile and Designating Proxy User** section below)



# InfoReady PRG and QOL Applicant Guide

## Submitting Applications and Saving Drafts

- Click the **Apply** button on the details page to display the application form.
- Important supporting documents for the opportunity can be found in the **Application Instructions** section, as well as throughout the application, where applicable.



Expand Screen

### President's Research Grant



Details **Application**

Complete and submit the application below. The personal details will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

Page 1 of 17

Type to search...

**Application Instructions**

FY26 President's Research Grant

**Important Documents**

**Thank you for your interest in applying for the FY2026 President's Research Grant!**

Here you will find important documents and forms that you will need to complete the application. Please download the forms to your computer and save as needed prior to uploading.

To download a supporting document for your application, click on the drop down arrow and then on the document icon to download the document to your computer, complete/save it, and upload it as PDF file in the applicable sections listed in the description.

> Request for Proposals

Please review this document for complete instructions and requirements on how to complete each section of the PRG application.

▼ Dean's Commitment Form

For each academic unit participating in the project, a Dean's Commitment Form is required. Please note that if multiple personnel are from the same academic unit, they can be listed on the same form. This form must be uploaded for NSU personnel listed under the Personnel section of the application. Download and save this form to your computer. Upload the final version as indicated prior to submission.

Deans Commitment Form 12-2-2024.pdf

# InfoReady PRG and QOL Applicant Guide

- Please note that fields marked with an asterisk (\*) are required, others are optional.
- The **Save as Draft** button is located at the bottom left-hand corner of each section.
- The **Preview and Submit** buttons are located at the end of the application form, in the bottom right-hand corner of the **Certification Statement** section.
- Please note that applicants must hit the **Preview** button in the last section of the application before the **Submit** button will be available at the bottom of the Preview page.

## President's Research Grant



Details **Application**

Complete and submit the application below. The personal details will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

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Type to search...

Application Instructions

Title & General Information

Personnel

Compliance

Abstract

Background and Significance

Objectives

Plan of Work

Roles

Performance Site

Potential Challenges

Past PRG Performance

Budget

Dissemination

References

Other Attachments

Certification Statement

### Certification Statement

#### Certification Statement \*

As the Principal Investigator (PI)/Project Director, I understand and certify that: The information submitted in this application is true, complete and accurate. I understand and will fulfill my responsibilities for the scientific, fiscal and ethical conduct of this project, and will comply with all grant requirements and relevant University policies in administering the resultant award, if funded.

I agree

Previous

Preview

Save as Draft

# InfoReady PRG and QOL Applicant Guide

- If there are any missing attachments or blank required fields upon submitting the application, you will receive error messages and will not be able to submit the application:

Email \*

Please enter an NSU email address.

This field is required.

Dean's Commitment Form Upload \*

Please upload the completed & signed Dean's Commitment Form here. If faculty are from the same college, the same Dean's Commitment form (where each faculty member is listed) may be uploaded for each individual.

Drag and drop a file here or click the button below to select a file to upload.

Select File

This field is required.

## Application History

Your application history can be accessed by clicking the **Applications** tab from the Global Navigation Bar at the top of the screen.

- The list can be searched, filtered, and sorted.
- Click the application title (first column) to view your application/draft.
- Drafts can be deleted by clicking the trash can in the last column.

# InfoReady PRG and QOL Applicant Guide

HOME APPLICATIONS PROGRESS REPORTS CALENDAR

**Your Applications**

Always view draft applications from this tab. To open a draft, click the application title. To delete a draft, click the trash can in the far right column.

Show 100 entries Search:

Application Title	Competition Title	Status	Due Date	Organizer	Award Cycle	
Name not specified	Generic Limited Submissions Competition	Draft	11/5/2021		2019-2020	
A sample application title	Generic Funding Opportunity	Draft	1/1/2022		2019-2020	
How the Brain Works (000003)	Undergraduate Research Award	Accepted (by Proxy)	12/1/2019		2019-2020	
One (000007)		Awarded (by Proxy)	4/24/2021		Testing	
1 (000011)		Awarded (by Proxy)	4/24/2021		Testing	
9 (000019)		Awarded (by Proxy)	4/24/2021		Testing	
My really great proposal (000021)	A sample competition	Awarded (by Proxy)	5/15/2021		Testing	

Showing 1 to 7 of 7 entries Previous 1 Next

## User Profile and Designating Proxy User

- Click your name in the upper right corner to access your user profile

NSU Florida

HOME APPLICATIONS PROGRESS REPORTS CALENDAR

Hello, Test Sign Out | Help

### User Profile

\* indicates required

\*First Name:

\*Last Name:

- Basic user details and password (for external users) can be updated here.
- Designating Proxies – you have the opportunity to identify people who would be able to submit applications on your behalf. (**IMPORTANT: If a Principal Investigator elects to delegate authority to a proxy for submission of their PRG proposal, the PI retains full accountability for the content of the proposal and associated certifications.**)
  - Click the Add Proxy button and enter the email address(es) of the desired proxy user(s).

# InfoReady PRG and QOL Applicant Guide

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**Designate an Applicant Proxy**

You can designate an applicant proxy who can submit an application on your behalf.

You don't have any assigned proxies.

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Roles: Applicant

Account Created: Wednesday, December 4, 2024 at 3:02 pm

Last Updated: [blank]

Source: [blank]

Password: [blank]

Password: [blank]

**Add Your Proxy's Email Address**

- The designated proxies will receive a notification informing them of the proxy designation.

## Support Resources

- If you have any questions about accessing the InfoReady portal or need to troubleshoot any issues occurring when completing or submitting your application, please contact: [InfoReadyhelp@nova.edu](mailto:InfoReadyhelp@nova.edu)