NSU Florida

NOVA SOUTHEASTERN UNIVERSITY

Quality of Life

(QOL)

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/qol/application-guidelines-procedures.html

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

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ADDENDA

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 response to our communities' needs, Nova Southeastern University partnered with several community agencies to form the Quality of Life Council. The council's members included many significant figures from our local community such as: Children's Services Council, Henderson Mental Health Center, Broward Health, Broward Sheriff's Office, Bellsouth Business, South Florida Region Planning Council, along with many Directors, Associates and Faculty from NSU's Colleges and Schools.

The resulting mission that was established for the Quality of Life (QOL) initiative is a simple one: take the most serious problems affecting the community and bring the best minds of NSU's faculty, students, and community providers to bear to implement projects that improve the quality of life in our local communities. Through efforts of the university president and its Trustees, as well as community organizations, the Quality of Life grant program was created to support applied research projects to help achieve this mission.

In the history of the QOL program, the university has invested $1.2 million in support of faculty research and scholarship. Recently funded studies include:

- The Use of Sociodrama on Attitudes Related to Bullying among At-Risk Youth
- Career Counseling with Foster Adolescents Transitioning to Adulthood
- Trafficking Survivors' Experiences of Dental Services Through Photovoice
- Tiny Tots Transition to Home: A Pilot program to improve developmental and mental health outcomes in NICU infants and their families
- Dental Health Intervention for Patients with Alzheimer's Disease
- Improving Mental Health Literacy in a University Community
- An Evaluation of a Teacher-Coaching Model to Reduce Challenging Behaviors and Support Teacher Well-Being in Preschool Settings
- Remote Work Isolation, Organizational Justice, and Work Outcomes

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 QOL, please refer to https://www.nova.edu/qol and the contact information provided on page 11 of these guidelines.

3 IMPLEMENTATION TIMELINE

The FY2025 Quality of Life (QOL) implementation timeline is as follows:

- **January 22, 2024**: Electronic proposals due on Cayuse by 5:00 p.m.
- January 23, 2024: Screening completed for routing to reviewers
- March 29, 2024: Ratings completed
- 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 QOL program is designed to promote scholarly research that will address community needs and have a significant impact on improving the quality of life in areas where NSU has a campus.

Special priority will be given to activities that include an interdisciplinary, collaborative component while achieving the above stated objectives. These funds are awarded in categories of Autism, Children & Families, Criminal Justice, Adult General, Elderly Services, and Foster Care, as well as other areas. Within these categories are several top priority issues indicated by our community partners and/or obtained via countywide reports, which are currently significantly impacting community residents. These include:

- Obesity
- Maternal Health & Infant Mortality
- Affordable Housing
- Veterans Reintegration
- Elderly Services
- School Class Size
- Access to Health & Human Services
- Autism

- Child Abuse Prevention
- Transition Skills/Programing
- Delinquency Prevention & Diversion
- Family Strengthening
- Unemployment
- Early Literacy
- Mental Health

5 ELIGIBILITY

Individuals who are eligible to apply for external awards under the NSU Principal Investigator Eligibility Policy can apply for QOL 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 QOL program.*

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.

All individuals on QOL projects must have non-sponsored effort available. 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 QOL award being made so that sufficient non-sponsored time is available to work on the project.

Eligible applicants are only allowed to submit one QOL application per grant cycle as lead Principal Investigator (PI), but an individual may participate as a collaborator on multiple applications.

Past/current QOL recipients: Applicants who have received a QOL in past competitions are eligible to apply, so long as their Dean is aware of their proposal and workload. Past recipients with questions about the status of their reports should contact qol@nova.edu.

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

6 ELIGIBLE AND INELIGIBLE COSTS UNDER QOL

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

- Equipment (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.
- Students hired through the Office of Student Employment.[1]
- Other temporary employee assistance.
- 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 (see below for restrictions).
- Travel for formal presentation of scholarly work in professional venues (see below for restrictions).
  *Note: International travel **must** be included within the original budget. Re-budget requests to include international travel at post-award will not be permitted.*
- Travel to collect data.
- Consultants[2]

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[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 QOL award account is set up to create any student employment position for the award.

[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.

The following activities **will not be** supported through QOL:

- 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. There is no limit for travel associated with field activities necessary for the research.

For questions on budget item eligibility, please contact the QOL Grants Administrator at qol@nova.edu.

7 APPLICATION PROCEDURES AND REQUIREMENTS

Proposals <u>must</u> be submitted via Cayuse, which can be accessed from the QOL web site at https://www.nova.edu/qol/application-guidelines-procedures.html, or directly at https://nova.app.cayuse.com/sp/proposals. Instructions for using Cayuse can be found in Addendum I to this RFP.

7.1 PROPOSAL DEADLINE AND CONTENT

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

1. Cayuse Proposal Form (created in Cayuse, refer to section 8.1 and Addendum I)
2. Documents Uploaded to Cayuse Proposal Form:
    a. QOL Application Form (PDF) (refer to Section 8.2 and Addendum II)
    b. Other Attachments (refer to Section 8.3 for further instructions)

7.2 COMMUNITY PARTNER REQUIREMENT AND INTRA-UNIVERSITY COLLABORATIONS

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 individuals 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 Community Partners, by providing a Letter of Commitment (see below)**.**

Community Partners (REQUIRED): At least one community partner is required for all QOL applications. Community partners may be located in areas where NSU campuses are located. Provide a separate Letter of Commitment for each collaborator on official letterhead. 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?

*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 community partner(s) is not submitted with the application, *the application will be voided*.

Internal Collaboration (Optional): Projects that involve faculty investigators from more than one College are encouraged **and will receive *up to* an additional 5 points.** It will be the decision of the review panel to determine if the proposal meets the criteria for internal collaboration and how many points will be awarded (Whether or not an academic unit collaborates with one or more academic units, the proposal can only receive a maximum of *up to 5* extra points for collaboration**). Internal collaborations are documented by signature of the participating researcher's Dean on the Dean's Commitment Form (see Section 8.3, Attachments for information), which is required for additional points to 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. QOL 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. To this end, support for a student's thesis or dissertation is only permissible if the QOL 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 reviewers to determine if the proposal meets the criteria for student involvement and how many points will be awarded.**

8 APPLICATION ORGANIZATION AND PROPOSAL CONTENT

This year, applications will be completed using *Cayuse*, which is accessible from the QOL website [https://www.nova.edu/qol/application-guidelines-procedures.html], 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/qol/application-guidelines-procedures.html; 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 QOL 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 on the QOL website at https://www.nova.edu/qol/application-guidelines-procedures.html. 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, 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 as an Attachment (see section 8.3 below).

Faculty
Provide the name, terminal degree, College, 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.* Please make sure to describe the roles of collaborating NSU personnel in the "Roles" section of the Proposal Narrative. Include Biographical Sketches for collaborating faculty as Attachments (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. Please make sure to describe the roles of collaborating NSU students in the "Roles" section of the Proposal Narrative.

8.2.3 Community Partner(s)

Provide the organization name, as well as the name and email address of the collaborating individual for that organization. A separate Letter of Commitment signed by an appropriate official of the organization must be provided for each collaborator on official letterhead in the Attachments section of Cayuse (refer to section 7.3 and 8.3).

8.2.4 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, jargon, software programs, and highly specialized terminologies should be explained in lay terms.

- **Abstract** *(limited to ~2500 characters with spaces)***:** 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 & Significance** *(limited to ~12,000 characters with spaces, approx. 3 pages):* Describe and provide evidence supporting the need for the project/how the study addresses an important local problem and importance for the proposed work.

- **Objectives** *(limited to ~4,000 characters with spaces, 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 with spaces):* Describe the study design, study participants (and participant selection if appropriate), the measurement instruments (a brief description of all assessment instruments is required; if qualitative methods are used, please include samples of interviews and/or questions to be asked; if needed, please include copies of the instruments as a separate Attachment (see 8.3 below), and the procedures to be followed (describe the various steps the study will take to accomplish the proposed objectives; if an intervention is used, e.g., training, describe the intervention in as much detail as possible).

- **Roles** *(limited to ~4,000 characters with spaces):* Describe the role of the principal investigator and collaborators in completing the project. A detailed description of the community partner's role and the collaborative relationship must be provided. Describe student involvement in the project, as applicable. Applicants who include NSU student(s) in author-level participation in their research project will receive up to five additional points (refer to section 7.3).

- **Feasibility Statement** *(limited to ~4,000 characters with spaces):* Provide an implementation plan and timeline of activities (account for time required for IRB review), including anticipated completion date.

- **Performance Site** *(limited to ~4,000 characters with spaces):* Describe the NSU and community partner facilities/locations where the research will be conducted.

- **Potential Challenges** *(limited to ~4,000 characters with spaces)* Describe anticipated challenges and resolutions.

- **Data Analysis** *(limited to ~4,000 characters with spaces):* Describe how data will be analyzed and interpreted; if the project addresses the evaluation of an existing program, this section should also address expected outcomes along with assessment strategies of these outcomes.

- **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. Requests may not exceed $15,000.

- **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. Purchases made with QOL grant funds are subject to NSU policies and procedures and all materials purchased with grant funds are considered property of NSU. The budget narrative should align to the "Line Item Budget" section of the application.

- **Dissemination** *(limited to ~2,000 characters, approximately ½ page):* Describe how findings of work will be disseminated, to include the mechanism(s) that will be used to disseminate findings (i.e. publications, etc.) and how the work be externally evaluated for the purpose of dissemination (i.e., peer review board, panel experts, awards committee, etc.).

- **Community Impact** *(4,000 characters with spaces):* Describe the expected impact on the community where the NSU campus is located.

- **External Funding** *(limited to ~2,000 characters, approx. ½ page):* Discuss the potential of your project to generate external funds to sustain activities or to develop new projects.

8.3 ATTACHMENTS

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

- **Application Form (required**): Sample of form is included in Addendum II of this RFP. The fillable form is located on https://www.nova.edu/qol/application-guidelines-procedures.html. *Save attachment as*: *Application Form*

- **Dean's Commitment Form(s) (required):** A completed Dean's Commitment Form should be uploaded as a separate attachment confirming the Dean's approval of the PI and other investigators' effort on the project. *NOTE*: If faculty from various NSU colleges are participating, a Form is required from each Dean. The PDF form is available on the QOL website https://www.nova.edu/qol/application-guidelines-procedures.html. *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 the project narrative. *Save attachment as*: *References Cited.*

- **Curriculum Vitae/Biographical Sketches (required):** Upload for all named personnel, limited to 5 pages. Note that CVs or biosketches that exceed 5 pages will be abbreviated at the discretion of QOL administration. *Save attachment as: Biosketch_name.*

- **Letters of Collaboration (required for Community Partners):** Upload for each Community Partner. *Save attachment as: Letter of Collaboration_partner name.*

- **Other Attachments (optional)** – You may attach a file to show images, figures, or graphics (not additional text) that cannot be pasted into the text responses that are essential to understanding. Include PDF of instruments or surveys to be used, if applicable. 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 <u>may</u> be given to address substantive issues of non-compliance. If the proposal is not in compliance after the cure period, it will be returned to the applicant without 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. Reviewers conduct their reviews independently and scores from each review are generated to tabulate a final score. **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 highest ranked proposals will be presented to the President. The President 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 QOL 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 QOL competition on the QOL website. Details will be announced after award decisions are made. For information on past winners, please visit QOL website, https://www.nova.edu/qol.

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. <u>*NEW:*</u> 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 QOL application, please email qol@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:
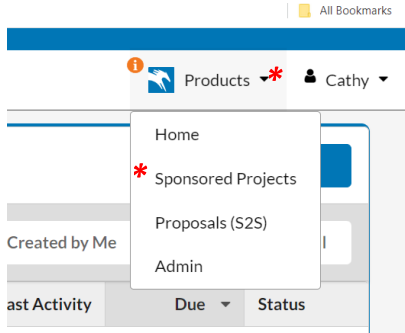
From the Sponsored Projects dashboard, click on the "Start New Proposal" button.
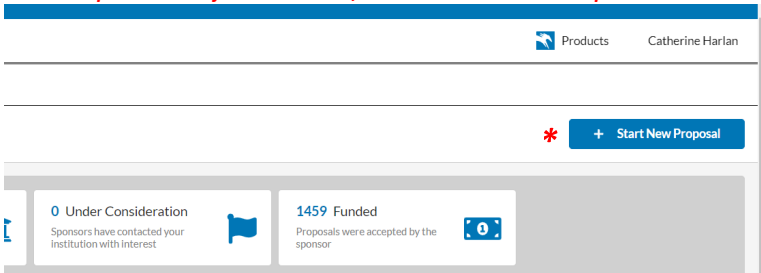
Select "This proposal is not related to any existing proposals or awards (Create New Project)"

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

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.

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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):*

"Nova Southeastern University (NSU)"

The is NSU's direct sponsoring agency.

Prime Funding Agency (if applicable):

not applicable, do not enter anything in this field

If this award is pass-through funding, please list the prime agency.

If Organization Not Listed above, Please Indicate the Funding Agency:

not applicable, do not enter anything in this field

If Organization Not Listed above, Please Indicate the Prime Funding Agency:

not applicable, do not enter anything in this field

Agency Type: *

select "Higher Educa�on"

This is connected to NSU's direct sponsoring agency.

Source of Funds:*

"President's Research Grant" or "Quality of Life," as applicable

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.

Sponsor Deadline:*

"01/22/2024"

If no sponsor deadline, list the planned submission date.

Funding Opportunity Title/Sponsor Program Name:*

"FY25 PRG" or "FY25 QOL"

Example: Research Experience for Undergraduates (REU). If no title or program name is available, please enter 'N/A'.

Funding Opportunity/Sponsor Application No:*

enter "N/A"

If no number please enter 'N/A'.

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?

Not required to complete, leave blank

Proposal Guidelines URL:*

not applicable, enter "N/A"

Indicate "See Attached" if proposal guidelines are attached.

Please Attach Proposal Guidelines (if available):

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:*

enter project title

Please capitalize each main word in the title for reporting purposes. Example: The Effects of Filling Out Forms on Researcher Attention Spans

Project Start Date:*

"07/01/2024"

Indicate the estimated start date.

Project End Date:*

"06/30/2025"

Indicate the estimated end date.

College/Unit Responsible for Proposal:*

select Principal Investigator's college/unit

Please select the college/unit that will be responsible for administering the award if awarded.

Is the college/unit within the NSU Health Professions Division?*

○ Yes ● No *select yes or no as applicable*

Is this research connected to one of the following NSU Institutes? If yes, please select the institute(s). *

if no, select no, if yes, please select the institute(s)

Will this research require use of a core facility?*

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.)? *

○ Yes ○ No *select yes or no as applicable*

Which space will the research activity take place?*

select appropriate dropdown

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.

Activity Type:*

select either "Research – Basic", "Research – Applied", "Research – Development", see definitions listed above this field in Cayuse

Proposal Type:*

select "New"

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).

Funding Instrument Type:*

select "Grant"

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.

Is this project being submitted to other funding agencies?*

○ Yes ● No *select appropriate response*

How will this proposal be submitted?*

select other, then type "Cayuse"

Is this submission resulting from a PFRDG award?*

○ Yes ● No *select "no"*

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 ⓘ

add PI name or Co-Investigator name as applicable*

Role*

select "Principal Investigator" or "Co-Investigator" as applicable 🗑

*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		
select appropriate college affiliation*		%	0 %	0 %	0 %	0 %	0 %	0 %	- -	🗑

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

NSU Contact Principal Investigator: *

Add PI name (again)

List the NSU Contact PI for the submission (for OSP routing/management purposes).

Is the NSU Contact PI a Dean or VP?

○ Yes ● No *select appropriate response*

For routing 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)

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

not applicable, however, please contact prg@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):

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

not applicable, do not add anything to this dropbox

PI Effort Waiver Approved by OSP Director (if applicable):

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

not applicable, do not add anything to this dropbox

Consult with your OSP Grant Officer.

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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*

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 qol@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 Sectoin I(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 qol@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 o ftime tha tare 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*

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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*

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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*

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	*DO NOT COMPLETE THIS TABLE, NOT REQUIRED* $0.00
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.

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 qol@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
Complete Review	PI:
* Route for Review	Admin Unit:

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 ✔

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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

NSU
Florida

NOVA SOUTHEASTERN
UNIVERSITY

Quality of Life Grant (QOL)

FY2025

Required Application Form

Download fillable form
https://www.nova.edu/qol/
application-guidelines-
procedures.html

Title & General Information

Project Title

> [   ]

Is this research qualitative, quantitative, or mixed methods?

> Qualitative

Personnel

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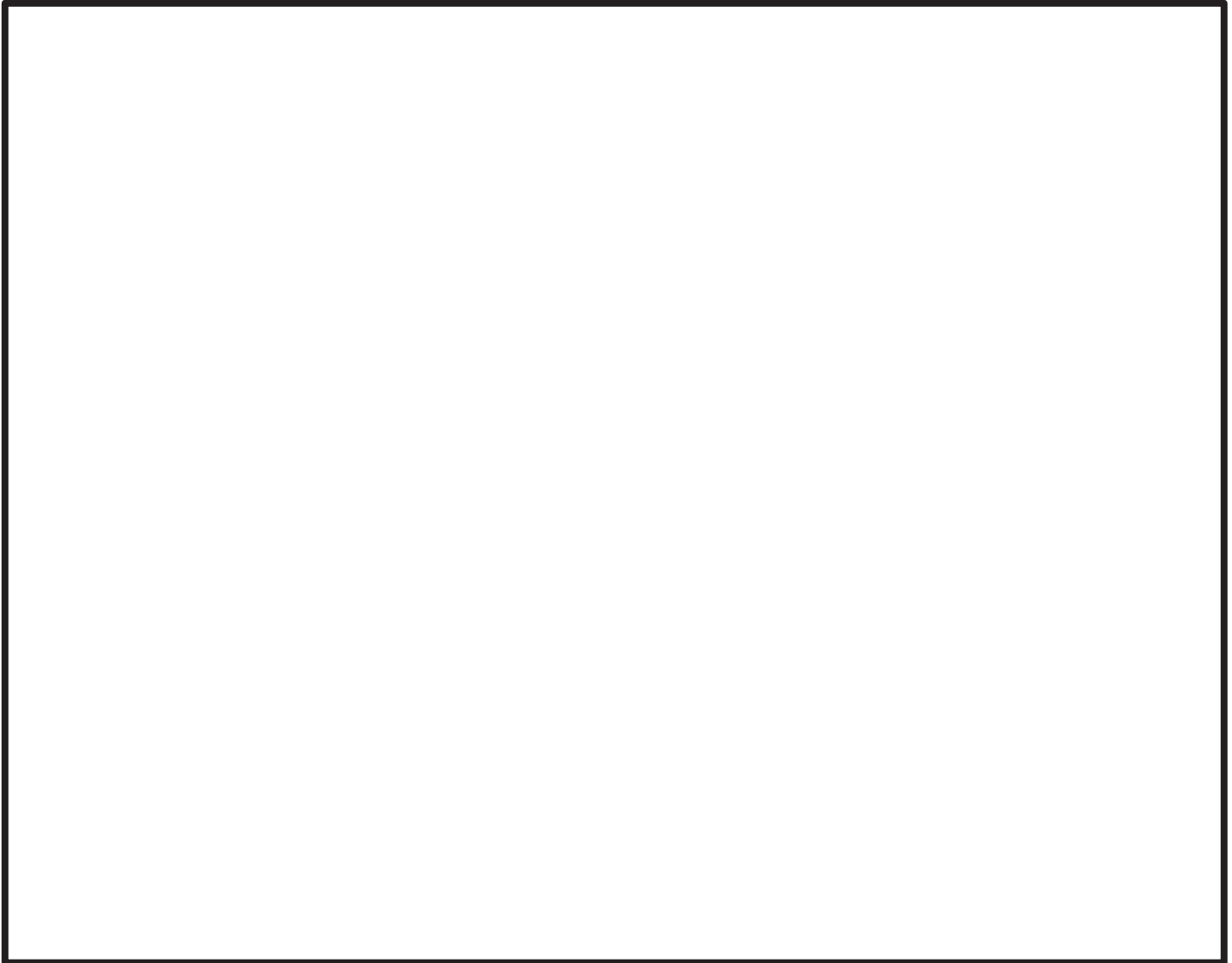
Example - Dr. John Doe, Ph.D., KPCOM, Family Medicine, Associate Professor, PI, johndoe@notreal.com

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.*

Dean's Information Please include the PI's Academic Unit and Dean's Name. If the proposal involves internal collaboration, please include the academic unit and Dean name of all collaborating faculty. *Please be sure to upload the Dean's Commitment Form for each Dean to the Attachment tab of the Cayuse Proposal Record.*
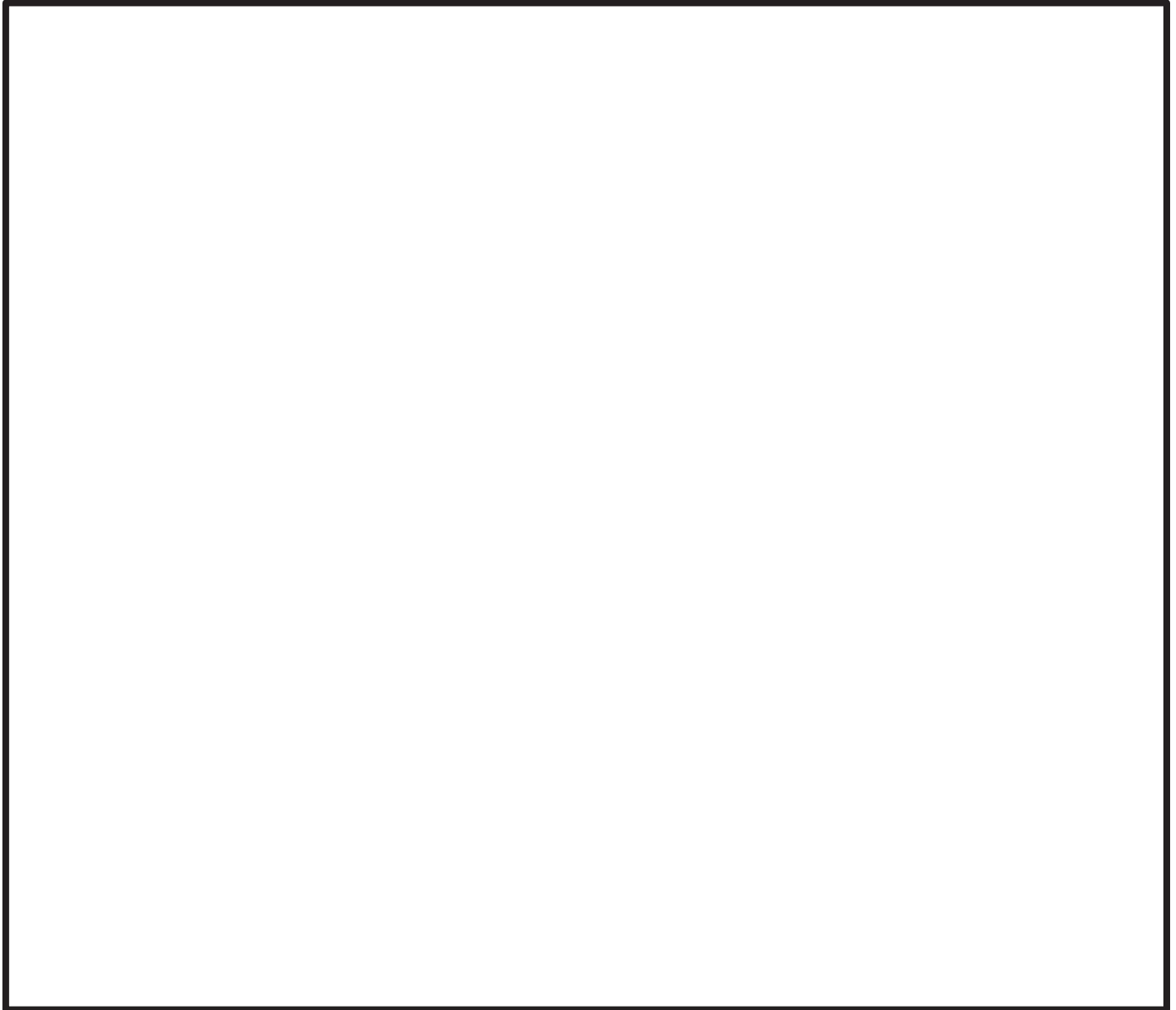
Community Partner

Community Partners Please list the community partner name, organization/affiliation, and email address for each participating Community Partner. *Please upload the letter of support from each Community Partner to the Attachments tab of the Cayuse Proposal Record.*

Proposal Narrative (refer to section 8.2.4 of the RFP) *- All character limits include spaces and may vary slightly fram stated limits*

Abstract (~2,500 character limit)

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

Describe and provide evidence supporting the need for the project/how the study addresses and important local problem and importance for the proposed work.

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

Describe and provide evidence supporting the need for the project/how the study addresses and important local problem and importance for the proposed work.

Background and Significance

Describe and provide evidence supporting the need for the project/how the study addresses and important local problem and importance for the proposed work.

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.

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

Study design, study participants/selection, measurement instruments, procedres, interventions, etc. - Refer to Section 8.2.4 of the RFP for more information.

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

Study design, study participants/selection, measurement instruments, procedres, interventions, etc. - Refer to Section 8.2.4 of the RFP for more information.

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

Study design, study participants/selection, measurement instruments, procedres, interventions, etc. - Refer to Section 8.2.4 of the RFP for more information.

Roles (~4,000 character limit)

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

Feasibility Statement (~4,000 character limit)

Provide an implementation plan and timeline of activities (including IRB as applicable), with anticipated completion dates.

Performance Site (~4,000 character limit)

Describe the NSU and (as applicable) community partner location(s)/facilities where the work will be conducted.
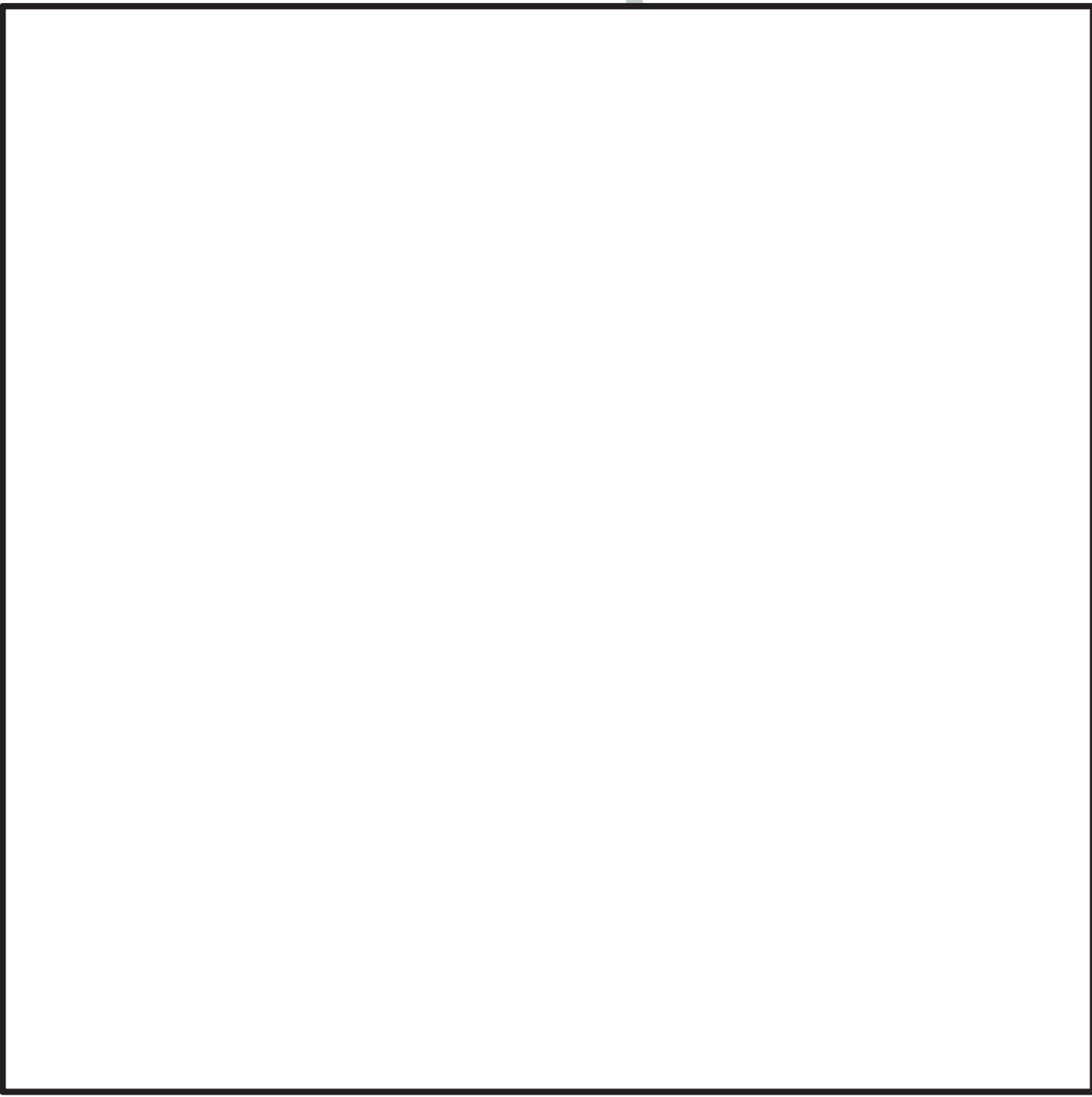
Potential Challenges (~4,000 character limit)

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

Data Analysis and Interpretation (~4,000 characters)

Describe how data will be analyzed and interpreted. If the project addresses the evaluation of an existing program, this section should also address expected outcomes along with assessment strategies of these outcomes.

Line Item Budget (calculations round to zero decimal places)

Category

Student Work/Temp Work

| | x | | | $ 0 |

Hours of work   Hourly Rate

Student/Temp Work Fringe (7.75%)

| | $ 0 |

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 | | $ 0 |

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

Dissemination (~2,000 character limit)

Explain how the findings will be disseminated to a wider audience (mechanisms that will be used to disseminate and how the works to be disseminated will be externally evaluated, i.e., peer review board, panel experts, etc.).

Community Impact (~4,000 Character Limit)

Describe how the project intends to impact the community where the NSU campus and partner are located

External Funding (~2,000 character limit)

Discuss the potential of your project to generate external funds to maintain activities in the future or to develop new projects.

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

Upload any **Instruments** (optional) 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 Cayuse Proposal 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!