Research Equipment Reserve Fund (RERF)  
**Guidelines and Evaluation Criteria Updated September 2014.**

**Current Solicitation: FALL 2014**

**Preference to equipment that provides new or significantly expanded capabilities.**

**Proposal Deadline:** Friday, December 15, 2014 by 5:00 PM  
**Award Announcement: Approximately February 2015**

**Future Projected Deadlines:**  
Spring 2015 Solicitation - Deadline: Approximately March 2015  
Preference to replacing obsolete or heavily worn equipment.

**Description**

Research Equipment Reserve Funds (RERF) may be used to acquire, repair, renovate, or improve equipment directly used for research. The equipment may be inventoried capital equipment (technically defined as =>$5,000 per unit), or fabricated capitalized equipment.

**Eligibility**

Faculty members with the rank of instructor and above are eligible to serve as Principal Investigator (PI). The Research Office does not restrict Research Associates from serving as PI; however, some colleges do. Therefore, approval by the Dean of the unit must be received prior to submission of a proposal to the program. Faculty with courtesy appointments may serve as Co-Investigator (Co-I) only.

The Research Council is interested in supporting new faculty. However, new faculty with uncommitted Research Office start-up funds are not eligible for consideration as PI or Co-I.

For proposals listing multiple users who are not Co-Is, the PI must obtain a signed acknowledgement from the individuals listed that they have agreed to be so recognized and certifying that they do have a legitimate need for the equipment being sought in the proposal.

The Research Office will now accept a maximum of three proposals from any college, provided that at least one of the three proposals lists Co-Is from multiple colleges. Individual colleges can select their own criteria for how they vet their proposals. However, if more than two (or three if one or more are multi-college) proposals are received; they will be returned to the Associate Dean(s) of Research for further vetting. Proposals returned for further vetting will be given only a very narrow window for that process, so it is strongly recommended that applicants work with and through their Associate Deans to obtain prior approval for their submissions.

PIs and Co-Is may receive an award from the RERF program only one time in a 24-month period as the PI. PIs and Co-Is that have received RERF funding as the PI in Fall 2012, Spring 2013, Fall 2013 or Spring 2014 are NOT eligible to apply. PIs and Co-Is who apply after the 24-month period are only eligible if the required final report(s) from the previous Research Office, Incentive Programs (GRF, RERF, or FRT) award(s) has been submitted (see "Other Requirements").
Award Information
Anticipated Funding for Fall 2014: $450,000
Award amounts vary but cannot exceed $100,000 (match requirements will vary).
Applicants will be notified via email of award decisions.

Matching Funds
The Research Council will generally not recommend proposals for funding for equipment if the total acquisition costs are less than $10,000. For equipment requests with total acquisition costs of between $10,001 and $40,000, a minimum match of 20% of the total acquisition costs from departmental, college or external sponsor funds is required. For equipment with acquisition costs between $40,001 and $75,000, investigators must demonstrate a minimum match of 25%; for acquisitions between $75,001 and $100,000, the requesters must provide a minimum of 32%; and for acquisitions in excess of $100,000, proposers must contribute a minimum of 40% to the acquisition.

The program will now cap Research Office RERF awards at $100,000. Total acquisition costs for equipment includes the price of the equipment, plus any shipping and installation IF those items are listed on the original invoice. Building modifications, training, and maintenance agreements beyond any standard warranty period are not covered by the RERF or the matching funds offered in the proposal.

Grant funds contracted through DOE National Laboratories and some types of EPA Cooperative Agreements may not be used as matching funds. These organizations retain ownership of equipment purchased with their funds, even if their investment is only a minor contribution to the overall purchase price.

New Capabilities vs. Replacing Obsolete Equipment
Beginning in academic year 2014-2015, the Fall academic quarter call for RERF proposals will give preference to the funding of equipment that provides new or significantly expanded capabilities. The Spring quarter call will give preference to replacing obsolete or heavily worn equipment. For both Fall and Spring quarters, preference will continue to be given to equipment requests that serve the needs of multiple investigators.

Resubmittals
The Research Office will accept one resubmittal of a proposal. The proposal will be deemed a resubmittal if the PI requests a comparable piece of equipment, or if the request for a comparable piece of equipment comes from the same academic unit (i.e., changing the listed PI on an RERF proposal will not, in and of itself, be sufficient to have it deemed as a new proposal). Resubmitted proposals must be accompanied by a letter, not to exceed one (1) page, explaining how the reviewers’ comments from the previous submission have been addressed. For resubmittals not accepted for funding, the proposers may submit, as a new application, a request for the equipment one year after the last rejection.
Use of Funds
The following provides common examples of eligible and ineligible items based on recent proposals submitted to this program:

**Budget items ELIGIBLE for support**
- Research equipment may be:
  - Inventoried capital equipment (technically defined as =>$5,000 per unit)
  - Fabricated capitalized equipment
    - Signed OSU Fabricated Equipment Unit Pre-approval Form is **required** (if applicable)

**Budget items NOT ELIGIBLE for support**
- New equipment that has been previously purchased, encumbered or already on-site.
- Software *(regardless of cost)* that is not an integral component of an instrument. That is, if the software is invoiced separately from an instrument or appears on an invoice as a separate line item with a unit cost associated with it, RERF funds cannot be used to pay the invoice. (In most cases, software *(excluding the operating system if it is included in the base price for the system)* and peripherals, *(i.e. printers, plotters, scanners)* cannot be purchased using RERF funds unless the individual peripheral fits within the definition of “capital equipment”).
- Personal computers/workstations *(regardless of cost)*.
- Construction and building renovations *(i.e. fume hoods, permanent lab benches)*
- Improvements Other Than Building (IOTB).
  (Examples of IOTB might include concrete pads to be used as storage or staging areas, installation of fencing *(chain link enclosures)*, and construction of flumes or similar experimental structures).
- Labor costs to set up or build an instrument or piece of equipment.
  (If the investigator is proposing to build an instrument or piece of equipment, RERF funds cannot be used to cover labor costs, nor can labor costs be used to meet the matching requirement of the RERF program. The one exception to this rule occurs when an organizational unit has a billing mechanism that allows that unit to develop an audit trail identifying those hours and dollars spent specifically on the construction task. Most units at OSU do not have the accounting mechanisms set up to accomplish this).
- Shipping costs
- Training costs associated with learning how to operate or use the new equipment.

**Review Procedure**
The Research Office, Incentive Programs reviews all proposals for eligibility. Those requests that qualify are reviewed by two non-Research Council reviewers (possibly including individuals suggested by the PI) and one Faculty Senate Research Council member. The Research Council will provide a prioritized list of recommendations for funding to the Vice President for Research, based on the quality of the proposals as reflected in the evaluation criteria. The Vice President for Research will make all final award decisions based on the recommendations and available funds.
Evaluation Criteria

Proposals will be reviewed both by knowledgeable colleagues and by members of the Research Council. Reviewers will be asked to provide a summary recommendation for each proposal consisting of:

- High priority for funding
- Support if funds are available, or
- Not Recommended for funding

In addition, reviewers will be asked to evaluate proposals based on the following criteria:

1. The technical merit of the proposal: Is the justification for the requested equipment well developed? Is the research to be supported by the proposed equipment broad based or narrowly focused? Has the PI made the case that acquisition of the proposed equipment will generate or support truly high impact research? Will this capability build on an existing area of strength within OSU, or will this expand OSU capabilities into novel areas of investigation?

2. Will the proposed equipment support multiple investigators and programs? Have OSU investigators listed as potential users provided independently prepared letters of support? Will the focus of the research to be conducted with the equipment attract diverse sponsors; for example, does the research have a realistic potential to attract both NSF or DOE and industry support?

3. Has the investigator adequately documented the lack of available comparable or near-comparable capabilities on campus? If the acquisition cost of the requested equipment is greater than $150,000, has the investigator adequately documented that lack of available comparable or near-comparable capabilities in the State? In this case, “available” should be interpreted broadly to mean not only is the equipment physically present, but also has sufficient available user time to enable the PI to conduct the project? If comparable equipment is available, does the PI build a sufficiently strong case to justify the acquisition of “duplicative” capabilities? (For example, lab personnel might be able to walk down a hall to use an ultracentrifuge, but for safety reasons, it might be unreasonable to expect them to transport samples between floors).

Application Procedure

The RERF application form is available in MS Word format. If you are unable to access this form, contact the Research Office, Incentive Programs at (541) 737-8390 to request a hard copy. Please allow one week for delivery.

Incomplete proposals or proposals NOT following the guidelines (including spacing, font size, margins, and page limits) will not be considered for funding.

1. Complete all sections of the application form.
   o Complete items 1-4 within the space provided.

2. Attach the following supporting documentation for a complete proposal packet.
   o Item 2, Resubmittals: letter addressing reviewer’s comments from previous submission (limit one page).
   o Item 5, Signed acknowledgement from individuals listed as other investigators and a brief statement from each certifying their intent to occasionally request use
of the equipment. (Investigators other than PI or Co-I(s) who will use the requested equipment.)

- Item 6, detailed budget for total cost (RERF request plus matching funds) of equipment. Provide equipment specifications, descriptions and cost quotes for the proposed equipment (limit four pages). Annual budget for operation and maintenance (limit one page).
- Items 7, Index code.
- Items 8-12, limit three additional pages to provide the information requested (single-spaced, 12 pt. font, 1 inch margins).
- Item 13, signed OSU Fabricated Equipment Unit Pre-approval Form and basic schematic diagram which demonstrate how the parts work together (required, if applicable).
- Item 14, biosketch for Principal Investigator (limit two pages, single-spaced, 12 pt. font, 1 inch margins).
- Item 15, list of suggested reviewers (provide three).
- Item 16, list of prior funding from the Research Office, Incentive Programs (GRF, RERF, or FRT) (last five years).

3. Obtain signatures (required on original paper copy).
   - Item 6, from the individuals authorizing matching funds (required).
   - Item 17, from the Principal Investigator, Department Head/Chair and College Dean.

4. Submit the complete proposal packet.
   - Email the complete PDF file with supporting documentation (signatures not required) to debbie.delmore@oregonstate.edu by the deadline date.
   - Print one original paper copy of the complete proposal packet with required signatures (including signatures authorizing matching funds) and deliver to the Research Office, Incentive Programs, A312 Kerr Administration Building by 5:00 PM on the deadline date.

**Deadlines**

All application materials, electronic and original paper copy (including supporting documentation and all signatures), must be received at the Research Office, Incentive Programs, A312 Kerr Administration Building, by 5:00 PM on the deadline indicated at the top of this page.

**Final Reports Requirements**

Award recipients (PIs and Co-Is) are required to submit a final report within six months of equipment procurement/repair/construction.

Award recipients (PIs and Co-Is) who fail to submit the required final report will be ineligible to receive future funding from the Research Office, Incentive Programs.

The final report should contain the following information:

1. Header: including Proposal Title/Instrument, PI, Co-Is, Department, College, Award Information (type, date of award, amount of award).
2. Final budget statement describing how the RERF funds were expended.
3. A brief summary of the scholarly work/activities made possible as a result of the RERF funding.
4. A brief summary of any additional scholarly activities the RERF funding made possible for the investigator(s).

5. List all external funding requests that have been developed and submitted as a result of the RERF funding (i.e. proposals).

Submit the final report electronically to Debbie Delmore, Research Office, Incentive Programs at debbie.delmore@oregonstate.edu.

This final report will be posted on the Research Office web site and will be archived such that future applicants and awardees will be able to access it as a source of reference.

For More Information
Contact Debbie Delmore, Research Office, Incentive Programs at:
debbie.delmore@oregonstate.edu | (541) 737-8390

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**RESEARCH EQUIPMENT RESERVE FUND (RERF)**

**Application Form for Fall 2014**

**Preference to equipment that provides new or significantly expanded capabilities**

(Updated September 2014)

Submission Instructions:

Submit this completed application form and the following documents electronically as a PDF document to debbie.delmore@oregonstate.edu (*signatures not required on electronic submission*).

- Resubmittals: letter to address reviewers’ comments
- Letter(s) of endorsement (required)
- Equipment specifications, cost quotes
- Operation and maintenance budget
- Description of equipment request
- Fabricated Equipment Unit Pre-approval Form (if applicable)
- Biosketch for Principal Investigator
- Suggested reviewers (provide three)

*Attach documents to the back of the original application and include with electronic document.*

Deliver one original paper copy *signatures required* (including signatures authorizing matching funds) of the complete proposal packet to: Research Office, Incentive Programs, A312 Kerr Administration Building.

**Proposals (electronic and original paper copy) must be received by 5:00 P.M. on the deadline date.**

Incomplete proposal and proposals NOT following the guidelines (including spacing, font size, margins and page limits) will NOT be considered for funding.
RESEARCH EQUIPMENT RESERVE FUND (RERF)
Application Form for Fall 2014
Preference to equipment that provides new or significantly expanded capabilities.
(Updated September 2014)

1. Principal Investigator (PI) Name_____________________________________________________
   Rank: ____________________________________________________________
   Department: __________________________ College: __________________________
   Phone: __________________________ Email: __________________________

2. TITLE of Requested Equipment: ________________________________________________
   Is this a resubmittal: ☐ Yes ☐ No
   If so, you must provide a letter explaining how you have specifically addressed the
   reviewers’ comments from the previous submission (limit one page).

   (check one) ☐ New Purchase/Construct ☐ Upgrade Existing ☐ Repair Existing
   (check one) ☐ New Capability ☐ Replace/Repair Existing Equipment

   (check if applicable) ☐ Emergency Request ☐ Health and Safety Related Action
   (check one) ☐ Intended to serve the needs of a single research group
   ☐ Intended to serve as a departmental or Research Center resource
   ☐ Intended to serve as a broadly accessible shared facility or service center
   ☐ Intended to serve both research and instructional missions of OSU

   NOTE: If the equipment, facility, or services are to be accessible in any way to the
   greater OSU community, upon receiving an award you are asked to provide the
   information for the Shared Facilities resource at
   http://oregonstate.edu/research/shared_facilities_services.

3. Where will the requested equipment be housed? ______________________________________
   Who is the primary custodian (if different from PI) ________________________________

4. Co-Investigator(s) (Co-Is) Information:

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<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
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To review RERF program guidelines go to: http://oregonstate.edu/research/incentive/rerf
5. Other investigators who support this acquisition/action:

<table>
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<th>Name</th>
<th>Department or Professional Organization</th>
<th>College (if applicable)</th>
<th>Email</th>
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NOTE: The PI must obtain a letter of endorsement which consists of a signed acknowledgement from each of the individuals listed stating that they have agreed to be so recognized and certifying that they have a legitimate need for the equipment being sought in the proposal. *(Investigators other than PI or Co-I(s) who will use the requested equipment).*

6. DETAILED BUDGET:

<table>
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<th>TOTAL Cost of Equipment:</th>
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<tr>
<td>Matching Funds</td>
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<td>$10,000 - $40,000 – minimum match of 20%</td>
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<td>$40,001 - $75,000 – minimum match of 25%</td>
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<td>$75,001 - $100,000 – minimum match of 32%</td>
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<td>Over $100,000 – minimum match of 40%</td>
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</table>

**TOTAL RERF FUNDS REQUESTED – not to exceed $100,000**
*(Total Cost of Equipment minus Matching Funds)*

- Provide specific equipment specifications, descriptions and cost quotes *(limit four pages).*
- Provide an annual budget for operation and maintenance of the proposed equipment, indicate source of funds *(limit one page).*
- **Itemize** each source and amount of matching funds, **signature(s) required** of the individual(s) authorizing funds. Grant funds may be used for matching funds, but RERF money may not replace funds originally budgeted in the grant to purchase the requested piece of equipment.
- Please check with your accountant before listing restricted funds as a match source.
- **Together, these amounts must equal the total amount of matching funds**

<table>
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<tr>
<th>SIGNATURE(S) of Individual(s) Authorizing Matching Funds <em>(REQUIRED)</em></th>
<th>Date</th>
<th>Index of Source of Matching Funds</th>
<th>Amount</th>
<th>% of Total Cost</th>
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7. Transfer Award Funds to Index:

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<th>Index Code</th>
<th>Activity Code</th>
<th>Fund</th>
<th>Dept./Unit to Transfer Award Funds</th>
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(Contact your department/Business Center accountant for this Index Code – must have fund 001145. Account code 40101 must be used when purchasing inventoried capital equipment, and account codes in the 202xx minor equipment series must be used when the item cost is less than $5,000.)

For items 8 – 12, use up to three additional pages to describe the equipment request (single-spaced, 12 pt. font, one inch margins). The information you provide will be evaluated using the criteria listed in the RERF guidelines. Consider these evaluation criteria as you provide the following information:

8. Justification of the need for this equipment, including descriptions of the science/research being supported through this equipment request, and how, and by whom, the equipment will be used. (see Evaluation Criteria in the Guidelines)

9. Description of the research project(s) that will benefit and the potential for the leveraging of future funding opportunities if this proposal were funded. Ex: does the project develop pilot data to support an application to an upcoming NSF request for proposals?

10. Description of partnerships with industry or other external collaborations (if applicable).

11. Brief statement describing how the proposal aligns with the Three Signature Areas of Distinction in the OSU Research Agenda: “Advancing the Science of Sustainable Earth Ecosystems; Improving Human Health and Wellness; and Promoting Economic Growth and Social Progress” and specifically, how the proposed work aligns with the three main Research Thrusts, as listed in OSU Research Agenda (http://oregonstate.edu/research/research-agenda):
   - How do natural systems work and how can we live sustainably within them?
   - What factors and systems influence and promote health, wellness and long-term quality of life?
   - What fundamental understanding, discoveries and solutions are needed to advance economic and social well being?

12. Description of similar equipment/facilities available on campus. If such equipment is available, describe why this procurement/repair is justified. (see Evaluation Criteria in the Guidelines)

13. Fabricated Capital Equipment http://oregonstate.edu/fa/manuals/pro/210 - A signed OSU Fabricated Equipment Unit Pre-approval Form and basic schematic diagram which demonstrates how the parts work together are required (if applicable).

14. Biosketch for the Principal Investigator; list education, academic/professional appointments, up to five publications closely related to the proposed equipment request, and up to five other significant publications (limit two pages, single-spaced, 12 pt. font, 1 inch margins).
15. Suggested Reviewers (provide three names):

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<tr>
<th>Name</th>
<th>Area of Expertise</th>
<th>Title</th>
<th>Dept.</th>
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NOTE: Eligible proposals are reviewed by two of the suggested reviewers and one Faculty Senate Research Council member.

16. Prior funding from the Research Office (FRT, GRF, RERF, start-up funding, etc.) during the past five years. *(Include source, amount, dates, project title(s). Indicate whether all required final reports have been appropriately submitted. Recipients who fail to submit the required final reports will be ineligible to receive future funding from the Research Office, Incentive Programs.)*

17. SIGNATURES (required):  

Principal Investigator Signature  
Date: ____________________________

Department Head/Chair Signature  
Date: ____________________________

College Dean Signature  
Date: ____________________________

* If there is a valid reason for not wanting the final report posted on the web site, submit the justification *(limit one page)*.

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**General Research Fund (GRF)**

**Current Solicitation**

**Fall 2014**

**Proposal Deadline:** Monday, **October 20, 2014** by 5:00 PM

Award Announcement: *Approximately December 2014*
**Review Criteria Update:** Proposals will be evaluated on their alignment with the [OSU Research Agenda](#). Add hot link to Research Thrusts area of the OSU Research Agenda.

**Future Projected Deadlines:**

Spring 2015 Solicitation - Deadline: *Approximately January 2015*

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**Description**

Funds from the General Research Fund (GRF) are awarded to faculty for research that is not otherwise supported by organized or directed programs. The intent of the GRF is to enable faculty to carry out scholarly, creative work that should lead to the pursuit of other funding sources, or promote the development of scholarly activities. Projects funded through the GRF could include: pilot research, emergency funding, emerging research opportunities, new research field or new research field for investigator, developing research laboratories, or centrally-shared research resources.

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**Eligibility**

Faculty with the rank of instructor and above are eligible to serve as Principal Investigator (PI). The Research Office does not restrict Research Associates from serving as PI; however, some colleges do. Therefore, approval by the dean of the unit must be received prior to submission of a proposal to the program. Faculty with courtesy appointments may serve as Co-Investigator (Co-I) only.

The Research Council is interested in supporting new faculty. However, new faculty with uncommitted Research Office start-up funds are not eligible for consideration as PI or Co-I.

PIs and Co-Is may receive an award from the GRF program only one time in a 24-month period as the PI. PIs and Co-Is that have received GRF funding as the PI in Fall 2012, Spring 2013, Fall 2013 or Spring 2014 are NOT eligible to apply. PIs and Co-Is who apply after the 24-month period are only eligible if the required final report(s) from the previous Research Office, Incentive Programs (GRF, RERF, or FRT) award(s) has been submitted. (see [Other Requirements](#))

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**Award Information**

Anticipated Funding Amount: $60,000

Estimated Number of Awards: 6

Maximum award is $10,000.

Applicants will be notified via email of award decisions.
If a faculty member submits two proposals simultaneously, as PI on one proposal and Co-I on another, and both proposals are ranked high enough for funding, then only the proposal with that faculty member as Co-I would receive funding, so as not to disadvantage other investigators.

Matching Funds
None required for this program.

Use of Funds

Budget Items ELIGIBLE for support

- Student hourly wages (*Graduate students are required to submit a statement that this work is not a part of a thesis.*)
- Salaries/wages for research support personnel (*e.g., technicians, postdocs, clerical*)
- Travel to conduct research or visit libraries/archives
- Laboratory animal care
- Equipment
- Supplies
- Services

Budget Items NOT ELIGIBLE for support

- Investigator salaries
- Faculty release time
- Graduate assistantships
- Graduate tuition
- Bridging funds
- Travel to meetings/conferences (*includes related fees, lodging and travel expenses*)
- Expenses related to curriculum development, administration, instruction or training

Research Compliance Requirements (if applicable)

If the proposal would involve active engagement of activities requiring compliance oversight, it is the responsibility of the Principal Investigator to obtain approval from the appropriate compliance committee(s) prior to the initiation of the research project. Please allow sufficient time for the review and approval process which could take up to ten weeks.

- Human Subjects: OSU Institutional Review Board (IRB)
- Live Vertebrate Animals: OSU Institutional Animal Care and Use Committee (IACUC)
- Recombinant DNA Molecules Transgenic Plants or Animals, and/or Infectious Agents of Plants, Animals, or Humans: OSU Institutional Biosafety Committee (IBC)
- Ionizing Radiation: OSU Radiation Safety Committee (RSC)
- Chemical Carcinogens: OSU Chemical Safety Committee (CSC)
- Scuba Diving, Free Diving, and/or Small Boating Operations: OSU Scientific Diving and Small Boating Programs
Application Procedure

The GRF application form is available in MS Word format. If you are unable to access this form, contact the Research Office, Incentive Programs at (541) 737-8390 to request a paper copy. Please allow one week for delivery.

Incomplete proposals or proposals NOT following the guidelines and format instructions (including spacing, font size, margins and page limits) will not be considered for funding.

1. **Complete** all sections of the application form.
   - Complete items 1-6 within the space provided.
2. **Attach** the following supporting documentation for a complete proposal packet (*written for a general audience, avoiding jargon and unexplained acronyms*).
   - Item 7, limit 200 words to provide the information requested (*double-spaced, 12 pt. font, 1 inch margins*).
   - Item 8, limit five pages to provide the information requested (*double-spaced, 12 pt. font, 1 inch margins*).
   - Items 9 and 10, use the layout format provided when detailing major budget categories. Itemize and justify the requested budget (*limit one page*).
   - Item 11, limit 200 words to provide the information requested (*double-spaced, 12 pt. font, 1 inch margins*).
   - Items 12 and 13.
   - Item 14, biosketch (*limit two pages for PI and for each Co-I - single-spaced, 12 pt. font, 1 inch margins*).
   - Item 15, "letters of endorsement" from individuals (*non Co-Is*) who are in unique positions to comment on the merit of the proposal (*optional*).
   - Item 16, Regulatory Compliance
3. **Obtain signatures** from the Principal Investigator, Department Head/Chair and College Dean (*required on the original paper copy*).
4. **Submit** the complete proposal packet.
   - Email the complete PDF with supporting documentation (*no signatures required*) to debbie.delmore@oregonstate.edu by the deadline date.
   - Print one original paper copy of the complete proposal packet with required signatures and deliver to the Research Office, Incentive Programs, A312 Kerr Administration Building by the deadline date.

**Deadlines**

All application materials, electronic and original paper copy (*including supporting documentation and all signatures*), must be received in the Research Office, Incentive Programs, A312 Kerr Administration Building, by the deadline indicated at the top of this page.

**Review Procedure**

The Research Office, Incentive Programs reviews all proposals for eligibility. Those requests that qualify are given to the Research Council for competitive review and evaluation. The Research Council will provide a prioritized list of recommendations for funding to the Vice President for Research, based on the quality of the proposals as reflected in the review criteria.
The Vice President for Research will make award decisions based on recommendations and available funds.

**Review Criteria**

The Research Council is composed of faculty members appointed by the Faculty Senate Executive Committee who represent the diversity of the University's research enterprise. Proposals that describe the science and equipment needs to this **general audience**, providing clear explanations of the purpose, importance and methodologies of the proposed topic, and **avoiding the use of jargon and unexplained acronyms**, will fare better than those written to reviewers from a highly focused discipline perspective.

**The Research Council evaluates each proposal using the following criteria:** *(Not in order of importance)*

**Scholarly Merit**

- Does the proposal provide a compelling argument for the research?
- Will the proposed work significantly expand or diversify the investigator's artistic or scholarly base?
- Does the proposed project represent a significant contribution to the investigator's field of study? If so, how?
- Does the proposal have the potential to significantly affect areas outside of the investigator's field?
- Is there a probability of publication or public dissemination?
- Who is the audience for the proposed work, and why will they value it?

**Nature of Proposal**

- Does the proposal provide a clear statement of overall project objectives?
- Are the proposed methodologies appropriate and accurate?
- Does the proposal provide clear and specific budget information? *(for example, price quotes for specific models or quotes for repair)*
- What is the likelihood of definitive results and conclusions?
- Is the text of the proposal well-written?
- Is the requested personal data well-prepared?

**Leverage**

- Will the project lead to further scholarly activity?
- Does it improve chances for funding from existing sources?
- Does the project offer opportunities for funding from new sources?
- Does it allow researchers to change directions towards work that is likely to be funded?
- Does the project help build research networks with potential industrial clients?

**Alignment with OSU Research Agenda**
Reporting

- If the PI has received previous funding from the Research Office, Incentive Programs (GRF, RERF, or FRT) have all required reports been appropriately completed? (see Other Requirements)

Other Considerations

- Is the investigator a new faculty member, or faculty trying to make a significant shift in their research focus?
- Does the proposed work have real-world significance?
- Is there a need for personal encouragement?
- Does the investigator's college/department have limited research support?
- Does the project have local relevance?
- Is the project designed to help the investigator network more broadly within their field?
- Are there contributions from other sources?
- Is the timeline and budget proposed feasible?

Final Report Requirements

Award recipients (PIs and Co-Is) are **required** to submit a **final report** 18 months after initiation of the project.

This final report will be posted on the Research Office website and will be archived such that future applicants and awardees will be able to access it as a source of reference.

Award recipients (PIs and Co-Is) who fail to submit the required final report will be ineligible to receive future funding from the Research Office, Incentive Programs.

The final report should contain the following information:

1. Header: including Proposal Title/Instrument, PI, Co-Is, Department, College, Award Information *(type, date of award, amount of award)*.
2. A brief summary of the hypothesis or goals and the scholarly work/activities performed using the GRF support.
3. A brief summary of any additional scholarly activities the GRF funding made possible for the investigator(s).
4. How and/or on what were the GRF funds expended?
5. List all external funding requests *(i.e. proposals)* that have been developed and submitted as a result of the GRF Funding.

Submit the final report electronically to Debbie Delmore, Research Office, Incentive Programs at *debbie.delmore@oregonstate.edu*.

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For More Information

Contact Debbie Delmore, Research Office, Incentive Programs at:
| debbie.delmore@oregonstate.edu | (541) 737-8390 |
GENERAL RESEARCH FUND (GRF)  
Application Form for Fall 2014  
(Updated September 2014)

Submission Instructions:

Submit this completed application form and the following documents electronically as a PDF document to debbie.delmore@oregonstate.edu (no signatures required).

- Statement of project objectives and significance
- Description of the scholarly activity
- Budget justification
- Biosketch for Principal Investigator (PI) and each Co-Investigator (Co-I)
- Letters of endorsement (optional)

Attach documents to the back of the original application form and include in the electronic document.

Deliver one original paper copy (signatures required) of the complete proposal packet to: Research Office, Incentive Programs, A312 Kerr Administration Building.

Proposal packets (electronic and original paper copy) must be received by 5:00 P.M. on the deadline date.

Incomplete proposals or proposals NOT following the guidelines (including spacing, font size, margins and page limits) will not be considered for funding.

To review program guidelines go to: http://oregonstate.edu/research/incentive/grf

GENERAL RESEARCH FUND (GRF)  
Application Form for Fall 2014  
(Updated September 2014)

1. Principal Investigator (PI) Name: ____
   Department: ____
   Phone: ____

2. New Faculty? (3 years or less)  □ Yes
   Rank: ____
   College: ____
   Email: ____

3. Project Title: ____

4. Funds are requested for:  □ FALL 2014

5. Project Start Date: ____
6. Co-Investigator(s) (Co-Is) Information:

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<tr>
<th>Name</th>
<th>Department</th>
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<th>Email</th>
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<td>Role in the project:</td>
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<td>Role in the project:</td>
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7. Concise statement of the project objectives and significance (Written for a general audience of reviewers from a variety of disciplines, avoiding jargon and unexplained acronyms):

**Objectives:** (limit 200 words, double-spaced, 12 pt. font, 1 inch margins)

**Significance:** (limit 200 words, double-spaced, 12 pt. font, 1 inch margins)

8. Detailed description of the scholarly activity, including methodology, appropriate literature reviewed, and citations (limit five pages, double-spaced, 12 pt. font, 1 inch margins).

9. Detailed Budget:

The amounts requested for each budget line item should be documented and justified (limit one page).

<table>
<thead>
<tr>
<th>Amount Requested</th>
<th>Round to Whole Dollars</th>
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<tr>
<td>Salaries</td>
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<td>Wages</td>
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<td>OPE/Fringe Benefit Rates</td>
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<td>Services &amp; Supplies</td>
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<td>Travel</td>
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<td><strong>Equipment</strong> (items costing over $5,000)</td>
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<td><strong>TOTAL</strong></td>
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</table>

Awards are made for up to one year and can begin in any month during the year. Budgets should be separated according to fiscal year.
10. Transfer award to Index: __________/ __________ / __________________________/ 
   Index Code Activity Code Unit/Dept. to transfer funds to

   (Contact your department/Business Center accountant for this Index Code - must have fund 001100-001399)

11. Describe plans for support of this project beyond the time period for which the Research Office support is sought (limit 200 words, double-spaced, 12 pt. font, 1 inch margins; written for a general audience of reviewers from a variety of disciplines, avoiding jargon and unexplained acronyms):

12. Present and pending support for scholarly work, including all support from OSU (include source, amount, dates, and project titles):

13. Prior funding from the Research Office for PI and Co-I(s) (FRT, GRF, RERF, start-up funding, etc.) during the past five years. (Include source, amount, dates, and project title(s). Indicate whether all required final reports have been appropriately submitted. Recipients who fail to submit the required final reports will be ineligible to receive future funding from Research Office, Incentive Programs.)

14. Biosketch(es); list education, academic/professional appointments, up to five publications closely related to the proposed project, and up to five other significant publications (limit two pages for the PI and two pages for each Co-I, single-spaced, 12 pt. font, 1 inch margins).

15. Letters of endorsement from individuals who are in unique positions to comment on the merit of the proposal (These cannot be from Co-I’s on this proposal. Optional.)

16. REGULATORY COMPLIANCE:

   It is the responsibility of the Principal Investigator to obtain approval from the appropriate compliance committee(s) prior to the initiation of their research project. Documentation of approval from the appropriate compliance committee(s) must be received in the Incentive Programs office before the award funds will be transferred. Allow sufficient time for the review and approval process, which could take up to ten weeks.

   Check each box that applies to your research:

   Does this proposal involve the use of human subjects? □ Yes □ No

   If yes, approval from the Institutional Review Board (IRB) must be received prior to the initiation of your research.

   http://oregonstate.edu/research/irb/

   Will this be a NEW IRB application? □ Yes □ No

   If the project has IRB approval, provide the following:
Current IRB Study Number: __________________________
Current IRB Study Title: __________________________
Principal Investigator Name: ________________________

Does this proposal involve the use of live vertebrate animals? □ Yes □ No

If yes, approval from the Institutional Animal Care and Use Committee (IACUC) must be received prior to the initiation of your research. http://oregonstate.edu/research/iacuc/

Will this be a NEW IACUC application? □ Yes □ No

If the project has IACUC approval, provide the following:
Current Animal Care and Use Proposal (ACUP) Number: ______________
Current Project Title: ________________________________
Principal Investigator Name: __________________________

Does this proposal involve the use of recombinant DNA molecules, transgenic plants or animals, and/or infectious agents of plants, animals, or humans? □ Yes □ No

If yes, approval from the Institutional Biosafety Committee (IBC) must be received prior to the initiation of your research. http://oregonstate.edu/ehs/bio/institutional-committee

Does this proposal involve sources of ionizing radiation? □ Yes □ No

If yes, approval from the Radiation Safety Committee (RSC) must be received prior to the initiation of your research. http://oregonstate.edu/ehs/rso

Does this proposal involve the use of chemical carcinogens? □ Yes □ No

If yes, approval from the Chemical Safety Committee (CSC) must be received prior to the initiation of your research. http://oregonstate.edu/ehs/chemical-safety-committee

Does this proposal involve the activities of scuba diving, free diving and/or small boating operations? □ Yes □ No

If yes, approval from the Scientific Diving and Small Boating Programs must be received prior to the initiation of your research. http://oregonstate.edu/research/diving/

17. SIGNATURES (required):

Principal Investigator Signature __________________________ Date ____________
The signature of the PI gives Oregon State University, Research Office permission to post the final report on the Research Office website for the sole purpose of sharing information about research.*
Head/Chair of Department Signature   Date

Dean of College or Director of Program Signature   Date

*If there is a valid reason for not wanting the final report posted on the website, submit the justification (limit one page).