

## General Information from the Office of Research Services (ORS)

(Revised July, 2020)

The most important thing you need to know is that the ORS operation at CU Denver has resources, both human and financial, to help in developing your career.

Read about us at <http://www.ucdenver.edu/ors> and use us! To arrange a meeting that will help you understand how we can help you, contact us.

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“*Tips on Writing ORS Proposals*” is posted at <http://www.ucdenver.edu/ors> and is actually worth reading if you have never been funded by ORS.

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**Principles:** The Office of Research Services on the Denver Campus provides funding to encourage and support creative activities on the Downtown Campus.

**Creative activities are defined broadly to encompass traditional research (external funding, peer reviewed papers and presentations, etc.), scholarly/intellectual activities that lead to published work (books, peer reviewed papers and presentations, etc.), and artistic endeavors that lead to public/critical review.**

**These are the activities that define a research university by creating products that are widely disseminated to the external world.**

ORS is committed to balancing support for (1) faculty engaged in traditional research activities that require significant external funding for their success and (2) faculty engaged in creative activities that are not dependent on large sources of funding and for whom external funding is limited. Balancing these concerns helps to define the success of ORS and CU Denver. ORS tries to award funding that will lead to increased faculty productivity and an enhanced research reputation for CU Denver.

Since ORS receives its funding to stimulate research/creative activities exclusively from CU Denver budget sources, it only supports scholarly activities carried out as part of the Downtown mission.

**At current funding levels, ORS targets about \$350,000 per year to be spent on our ORS Grant Programs and the peripheral funding activities described below:**

- ❖ **The ORS Grants Program** funds activities that meet wide-ranging goals and various guidelines in four categories. Three outcomes for grants in these categories are possible: some projects will be immediately funded; others will be

declined; certain requests will not be immediately awarded and the ORS Grant Review Committee will ask that these be resubmitted guided by questions from the Committee.

**Note on matching funds:** *Recognizing the seriousness of the current budget crunch, we are not requiring matches currently. That being said, raising matching funds is certainly to the applicant's advantage (you would have more to spend on your project). Please try to find matching funds from some source if at all possible.*

- **Small Grant projects up to \$5,000:** **Small Grants** will be reviewed three times per year, shortly after the deadlines of January 20, April 15, and August 15. If for some reason these deadlines are burdensome, let us know to see how some accommodation can be made. Normally matching funds of at least 20% are required from primary units, schools/colleges, or other sources (*see note above*). That means that a \$5,000 request would require an additional \$1,000 match. **The application can be downloaded at <http://www.ucdenver.edu/ors>.**
- **Large Grant projects up to \$25,000:** **Large Grants** will be reviewed twice per year, shortly after the deadlines of June 30 and December 31. Normally matching funds of at least 20% are required from primary units, schools/colleges, or other sources (*see note above*). That means that a \$25,000 request would require an additional \$5,000 match. **The application can be downloaded at <http://www.ucdenver.edu/ors>.**
- **NOTE THE CHANGE FROM TWO TO THREE YEARS:** **New Faculty Grant projects up to \$25,000:** **New Faculty Grants** support the research/creative work of new, tenure-track assistant professors within their first THREE years at CU Denver. Normally 20% funding match from either the department or school/college is required (*see note above*). That means that a \$25,000 request would require an additional \$5,000 match. *Using startup funds to match is not allowed.* Applications will be accepted once per year with a deadline of February 28. **The application can be downloaded at <http://www.ucdenver.edu/ors>.**
- **Collaborative/Interdisciplinary Grant projects up to \$25,000:** **Collaborative/Interdisciplinary Grants** are meant to encourage research/creative work for (1) projects of broad interdisciplinary interest and/or (2) projects addressing convergent research activities (i.e., problems that cannot be solved by individual investigators: for example, see <https://www.nsf.gov/pubs/2019/nsf19551/nsf19551.htm>). Normally 20% funding match from either the department or school/college is required (*see note above*). That means that a \$25,000 request would require an additional

\$5,000 match. Applications will be accepted with a deadline of April 15<sup>th</sup>, 2021.

An additional requirement is agreeing that an external grant proposal will be submitted within one year of the completion of the pilot work.

**The application can be downloaded at <http://www.ucdenver.edu/ors>.**

❖ **Peripheral ORS funding** in the following categories is available:

- **Travel/Travel-Related Grants:** **TRAVEL FUNDING IS CURRENTLY SUSPENDED.** Travel requests require explanation of the importance of the travel in terms of your creative development. A one-to-one match is required from primary units, schools/colleges, or other sources (*see note above*). That means that a \$1,000 request would require an additional \$1,000 match. Travel Grant requests can be submitted anytime.

Since ORS has been receiving a large number of travel requests, some funding priorities will be imposed upon resumption of travel funding – priority will be given (1) to requests to travel to give an invited talk, (2) to untenured, tenure track faculty, (3) to accepted talks at highly regarded conferences, and (4) to faculty without other financial support. Documentation to support these priorities must be supplied as part of the application. Only under very unusual circumstances can awards from ORS exceed \$1,500. **The application can be downloaded at <http://www.ucdenver.edu/ors>.**

- **Publication/Page Charge Grants:** These requests require an explanation of the importance of the published work in terms of your creative development. A one-to-one match is required from primary units, schools/colleges, or other sources (*see note above*). That means that a \$1,000 request would require a \$1,000 match. Requests can be submitted anytime. **The application can be downloaded at <http://www.ucdenver.edu/ors>.**
- Interdisciplinary opportunities are sponsored by the **Creative Research Collaborative (CRC) of ORS**. The **CRC** is a campus-wide initiative that fosters innovative and interdisciplinary research activities targeted to strengthen collaboration across academic units on the Downtown Campus. Go to the CRC website: <https://crcdenver.wordpress.com> or <http://www.ucdenver.edu/ors> or contact Assistant Vice Chancellor for Research Michael Jenson directly at [michael.jenson@ucdenver.edu](mailto:michael.jenson@ucdenver.edu) for more information.

- Various special requests critical to your creative development will be considered by Associate Vice Chancellor for Research Bob Damrauer using discretionary funds. Contact me to ‘discuss’ your needs [robert.damrauer@ucdenver.edu](mailto:robert.damrauer@ucdenver.edu).

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Here are some considerations that can apply in awarding funding (see also “ORS Proposal Writing Tips”):

- The impact of funding on the applicant’s career. (ALWAYS APPLIES)
- Proposals determined to have significant potential for future external funding.
- The clarity of writing, which must be aimed so an intelligent nonexpert/layperson can understand the important aspects of your project. Failure to do so greatly reduces chances of funding. THIS CANNOT BE EMPHASIZED STRONGLY ENOUGH. (ALWAYS APPLIES)
- How carefully you have justified the budget request. If you request a student assistant, we want to know what that person will be doing and what your role will be in their work. If you request travel expenses (see note above), we want to know exactly how the requested travel will advance your career and your research aims.
- A word about matching funding (see note above): The purpose of requiring a matching commitment for most of the funding awarded by ORS is to be sure others are engaged in supporting research and creative work at CU Denver, meaning departments, schools and colleges, and external sources. While it is not prohibited to use one’s own funds like startup (exception -- New Faculty Grants, where startup funds for matching are not allowed), we prefer that efforts be made to raise ‘new funds’ for matching commitments.

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### OTHER INFORMATION

❖ **As you reflect on submitting a proposal, consider** (1) what is the central question you are seeking to answer or issues you are seeking to address, (2) how can it be easily understood by non-expert/lay reviewers, (3) if your submission is not one of those ‘easily understood’ traditional proposals, how do you tell your story so that a critical evaluation of it can be made, and (4) given limited ORS resources, why should an investment be made in you?

- ❖ **Applications should be forwarded to:** [carie.carroll@ucdenver.edu](mailto:carie.carroll@ucdenver.edu)
- ❖ **Formatted Word submission applications are posted under the ORS Grant Application Forms tab at:** <http://www.ucdenver.edu/ors>
- ❖ Multi-investigator submissions will be considered, but funding for participants not rostered on the Downtown Campus must be provided by their home institution/campus.
- ❖ Funding may include, but is not limited to:
  - Research assistants/student workers, etc. (restrictions on funding amounts apply – see relevant applications)
  - Travel supporting research (see note above)
  - Equipment
  - Software/database expenses
  - Limited summer support
  - Limited course buyouts
- ❖ The project period for all fund expenditures is **one year** from the time the award is made unless otherwise agreed upon. A progress report is to be sent to ORS at the one and two year marks (we will hound you).
- ❖ **Formatting Restrictions:** Page/word limitations are indicated in the Word applications. Note that line spacing must be no smaller than 1.5, font size must be no smaller than 12, and the font must be Times New Roman.
- ❖ **Flexibility:** We recognize that certain formatting requirements may restrict some potential submitters. If you want to discuss alternatives for submission, please contact either [robert.damrauer@ucdenver.edu](mailto:robert.damrauer@ucdenver.edu) or [michael.jenson@ucdenver.edu](mailto:michael.jenson@ucdenver.edu)
- ❖ **Eligibility:** Eligible faculty include tenured, tenure track, clinical teaching track, research professors, and instructors, who are required by contract to engage in creative activities. Those instructors having creative activities contract requirements should include their contract as part of the submission—no page penalty. Only CU Denver downtown faculty can be principal investigators (PIs). We encourage interdisciplinary submissions, but funding for participants not on the Downtown Campus must be provided by their home institution/campus.

The only exception to the eligibility requirements indicated above is that only tenure track assistant professors in their first three years can apply to the New Faculty Grant program.

❖ **Proposal Reviewing:** Small, Large, New Faculty, and Collaborative/Interdisciplinary proposals will be reviewed by the ORS Grant Review Committee composed of ORS staff and CU Denver faculty. Proposals are evaluated for their clarity and the perceived importance/impact of the work proposed. Note YET AGAIN: IT IS CRITICAL THAT YOUR PROPOSAL BE WRITTEN FOR AN INTELLIGENT GROUP OF NON-EXPERT/LAY PEOPLE AND THAT DISCIPLINARY JARGON BE AVOIDED.

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❖ **ORS Training/Workshop Activities Related to Proposals:** Our Office of Research Development and Education (ORDE) offers many activities to assist in submitting a good ORS grant. Consult the ORDE website below or contact [naomi.nishi@ucdenver.edu](mailto:naomi.nishi@ucdenver.edu) [http://www.ucdenver.edu/academics/research/AboutUs/ORDE/Pages/or de.aspx](http://www.ucdenver.edu/academics/research/AboutUs/ORDE/Pages/or%20de.aspx)

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