VCU Presidential Research Quest (PeRQ) Fund On-Line Application

Use the following instructions and on-line forms to submit your 2015 VCU Presidential Research Quest (PeRQ) Fund application package.

Instructions and Tips:

You may save and return to this form later to complete your application. Be sure to save your validation code in order to do so. We highly recommend that you generate and record your validation code just in case you inadvertently log yourself out of the application form.

To return to a previous page, use the "Previous Page" button at the bottom of each page. Using the back arrow of your browser may cause you to lose the data entered

Submission-Related Deadlines:

April 1, 2015 at 5:00pm
All PeRQ Fund applications must be submitted electronically using this on-line system. All PeRQ Fund applications will be immediately accessible by the Principal Investigators' deans' offices for processing and review.

April 1, 2015 at 5:15pm
PeRQ Fund application system is taken off-line. No additional applications will be accepted. Contact your dean's office with questions.

Questions:

Specific questions or concerns about your proposal, including eligibility and signatures: contact your Dean's office and/or your Associate Dean for Research.

Questions about the application and on-line submission system: contact Jessica Venable, Coordinator for Research Development Services, jcvenable@vcu.edu.

General questions about the Presidential Research Quest Fund: contact Ann Nichols-Casebolt, Senior Associate Vice President for Research Development, acasebol@vcu.edu.

Additional Information:

Detailed guidelines and additional information about the VCU Presidential Research Quest (PeRQ) Fund are available at http://www.research.vcu.edu/vpr/research_fund/index.htm.

Are you ready to begin your PeRQ Fund On-line Application?

◯ Yes   ◯ No

NOTE
Take this opportunity to click the "Save and Return" button to generate a validation code. Be sure to write your code down and save it.

www.projectredcap.org   REDCap

Project Overview

Project Title

Project Abstract
(100 words maximum.)

Is this a revised application?

◯ Yes   ◯ No

NOTE
Since this is a revised application, you will be asked to upload a "Response to Prior Critique" (1 page maximum) with your proposal narrative.

The project will be conducted in:

_____
(Room(s), building(s), site(s), etc.)

This project is:

◯ Single investigator   ◯ Multi-investigator (co-Principal Investigators)

This project includes collaborators.
(Collaborators all other persons (faculty, students, technicians, housestaff, etc.) who you anticipate will be assisting or working with you on this project.)

◯ Yes   ◯ No

Amount Requested

PeRQ Fund Contribution   _____
                                                (Do NOT include commas, decimals, or currency
                                                notations. PeRQ Fund contribution may be up to
                                                60% of total award.)

Department/School Contribution Total requested of   _____
Principal Investigator and Co-Principal   (Do NOT include commas, decimals, or currency
Investigators' units.   notations. In-cash contributions only.
                                                     Department/School must contribute a minimum of
                                                     40% of the total award.)

From which School(s), College, Unit(s) are you   ☐ Allied Health Professions
requesting matching funds? Check all that apply.   ☐ Arts
                                                    ☐ Business
                                                    ☐ Dentistry
                                                    ☐ Education
                                                    ☐ Engineering
                                                    ☐ Humanities & Sciences
                                                    ☐ Life Sciences
                                                    ☐ Medicine
                                                    ☐ Nursing
                                                    ☐ Pharmacy
                                                    ☐ Social Work
                                                    ☐ Wilder School
                                                    ☐ Other (e.g. Center/Inst, VCUQatar, etc.)
                                                    (Each unit selected will receive a copy of this
                                                    application package for unit-level review.)

Please specify "Other" unit.   _____

Total Request

_____
(Do NOT include commas, decimals, or currency
notations. The total budget may be for any amount
up to $50,000, but must always reflect the 60% /
40% contribution scheme.)

Principal Investigator's Information

First Name

_____

Last Name

_____

PI School, College, or Unit
(Indicate the unit(s) in which you hold an academic appointment.)

☐ Allied Health Professions
☐ Arts
☐ Business
☐ Dentistry
☐ Education
☐ Engineering
☐ Humanities & Sciences
☐ Life Sciences
☐ Medicine
☐ Nursing
☐ Pharmacy
☐ Social Work
☐ Wilder School
☐ Other (e.g. Center/Inst, VCUQatar, etc.)

Please specify "Other" Unit.

_____

Department

_____

Campus PO Box

_____

VCU Email Address

_____

Tenure Status
(All full-time VCU faculty regardless of rank or tenure status are eligible to apply. Part-time and adjunct faculty are not eligible for PeRQ Fund awards.)

◯ Full-time, tenured   ◯ Full-time, tenure-track   ◯ Full-time, non tenure-track   ◯ N/A: I am unsure of my eligibility for PeRQ.

Academic Rank
(All full-time VCU faculty regardless of rank or tenure status are eligible to apply. Part-time and adjunct faculty are not eligible for PeRQ Fund awards.)

◯ Instructor   ◯ Assistant Professor   ◯ Associate Professor   ◯ Professor   ◯ Other   ◯ N/A: I am unsure of my eligibility for PeRQ.

NOTE
If you have questions about your eligibility to apply for the PeRQ Fund, contact your Associate Dean for Research.

Please specify "Other" rank.

_____

Years at VCU

◯ 3 years or less   ◯ More than 3 years

NOTE
New investigators who have been at VCU for 3 years or less must include a "Mentor Letter & Mentoring Plan" or an Exemption Letter with the application package.

Have you ever received a grant from the VCU Presidential Research Quest (PeRQ) Fund or the Presidential Research Incentive Program (PRIP) serving as as either PI or co-PI?

◯ Yes   ◯ No

When was the award granted?

◯ July, 2010   ◯ January, 2011   ◯ July, 2011   ◯ 2012   ◯ 2013   ◯ 2014

REDCap

Co-Principal Investigator's Information: Provide details for up to 3 primary Co-Principal Investigators.

NOTE
Since this is a multi-investigator application, you will be asked to upload a "Biosketch" (4 page maximum each) for the Principal Investigator and each co-Principal Investigator.

Since you indicated that this is a Single Investigator proposal, you may skip this page.

Please click the "Next Page" button to continue.

First Name

_____

Last Name

_____

Co-Investigator School, College or Unit
(Indicate the unit(s) in which you hold an academic appointment.)

☐ Allied Health Professions
☐ Arts
☐ Business
☐ Dentistry
☐ Education
☐ Engineering
☐ Humanities & Sciences
☐ Life Sciences
☐ Medicine
☐ Nursing
☐ Pharmacy
☐ Social Work
☐ Wilder School
☐ Other (e.g. Center/Inst, VCUQatar, etc.)

Please specify "Other" Unit.

_____

Department

_____

Campus PO Box

_____

VCU Email

_____

Tenure Status
(All full-time VCU faculty regardless of rank or tenure status are eligible to apply. Part-time and adjunct faculty are not eligible for PeRQ Fund awards.)

◯ Full-time, tenured   ◯ Full-time, tenure-track   ◯ Full-time, non tenure-track   ◯ N/A: I am unsure of my eligibility for PeRQ.

Academic Rank
(All full-time VCU faculty regardless of rank or tenure status are eligible to apply. Part-time and adjunct faculty are not eligible for PeRQ Fund awards.)

◯ Instructor   ◯ Assistant Professor   ◯ Associate Professor   ◯ Professor   ◯ Other   ◯ N/A: I am unsure of my eligibility for PeRQ.

NOTE
If you have questions about your eligibility to apply for the PeRQ Fund, contact your Associate Dean for Research.

Please specify "Other" rank.

_____

Years at VCU

◯ 3 years or less   ◯ More than 3 years

NOTE
New investigators who have been at VCU for 3 years or less must include a "Mentor Letter & Mentoring Plan" or an Exemption Letter with the application package.

Have you ever received a grant from the VCU Presidential Research Quest (PeRQ) Fund or the Presidential Research Incentive Program (PRIP) serving as as either PI or co-PI?

◯ Yes   ◯ No

When was the award granted?

◯ July, 2010   ◯ January, 2011   ◯ July, 2011   ◯ 2012   ◯ 2013   ◯ 2014

Are there other Co-Principal Investigators?

◯ Yes   ◯ No

Co-Principal Investigator Information

First Name

_____

Last Name

_____

Co-Investigator School, College, or Unit
(Indicate the unit(s) in which you hold an academic appointment.)

☐ Allied Health Professions
☐ Arts
☐ Business
☐ Dentistry
☐ Education
☐ Engineering
☐ Humanities & Sciences
☐ Life Sciences
☐ Medicine
☐ Nursing
☐ Pharmacy
☐ Social Work
☐ Wilder School
☐ Other (e.g. Center/Inst, VCUQatar, etc.)

Please specify "Other" Unit.

_____

Department

_____

Campus PO Box

_____

VCU Email

_____

Tenure Status
(All full-time VCU faculty regardless of rank or tenure status are eligible to apply. Part-time and adjunct faculty are not eligible for PeRQ Fund awards.)

◯ Full-time, tenured   ◯ Full-time, tenure-track   ◯ Full-time, non tenure-track   ◯ N/A: I am unsure of my eligibility for PeRQ.

Academic Rank
(All full-time VCU faculty regardless of rank or tenure status are eligible to apply. Part-time and adjunct faculty are not eligible for PeRQ Fund awards.)

◯ Instructor   ◯ Assistant Professor   ◯ Associate Professor   ◯ Professor   ◯ Other   ◯ N/A: I am unsure of my eligibility for PeRQ.

NOTE
If you have questions about your eligibility to apply for the PeRQ Fund, contact your Associate Dean for Research.

Please specify "Other" rank.

_____

Years at VCU
(If 3 years or less, this application must include a mentor letter and mentoring plan, or an exemption explanation.)

◯ 3 years or less   ◯ More than 3 years

NOTE
New investigators who have been at VCU for 3 years or less must include a "Mentor Letter & Mentoring Plan" or an Exemption Letter with the application package.

Have you ever received a grant from the VCU Presidential Research Quest (PeRQ) Fund or the Presidential Research Incentive Program (PRIP) serving as as either PI or co-PI?

◯ Yes   ◯ No

When was the award granted?

◯ July, 2010   ◯ January, 2011   ◯ July, 2011   ◯ 2012   ◯ 2013   ◯ 2014

Are there other co-Principal Investigators?

◯ Yes   ◯ No

Co-Principal Investigator Information

First Name

_____

Last Name

_____

www.projectredcap.org

REDCap

Co-Investigator School, College or Unit
(Indicate the unit(s) in which you hold an academic appointment.)

☐ Allied Health Professions
☐ Arts
☐ Business
☐ Dentistry
☐ Education
☐ Engineering
☐ Humanities & Sciences
☐ Life Sciences
☐ Medicine
☐ Nursing
☐ Pharmacy
☐ Social Work
☐ Wilder School
☐ Other (e.g. Center/Inst, VCUQatar, etc.)

Please specify "Other" Unit.

_____

Department

_____

Campus PO Box

_____

VCU Email

_____

Tenure Status
(All full-time VCU faculty regardless of rank or tenure status are eligible to apply. Part-time and adjunct faculty are not eligible for PeRQ Fund awards.)

◯ Full-time, tenured   ◯ Full-time, tenure-track   ◯ Full-time, non tenure-track   ◯ N/A: I am unsure of my eligibility for PeRQ.

Academic Rank
(All full-time VCU faculty regardless of rank or tenure status are eligible to apply. Part-time and adjunct faculty are not eligible for PeRQ Fund awards.)

◯ Instructor   ◯ Assistant Professor   ◯ Associate Professor   ◯ Professor   ◯ Other   ◯ N/A: I am unsure of my eligibility for PeRQ.

NOTE
If you have questions about your eligibility to apply for the PeRQ Fund, contact your Associate Dean for Research.

Please specify "Other" rank.

_____

Years at VCU
(If 3 years or less, this application must include a mentor letter and mentoring plan, or an exemption explanation.)

◯ 3 years or less   ◯ More than 3 years

NOTE
New investigators who have been at VCU for 3 years or less must include a "Mentor Letter & Mentoring Plan" or an Exemption Letter with the application package.

REDCap

Have you ever received a grant from the VCU Presidential Research Quest (PeRQ) Fund or the Presidential Research Incentive Program (PRIP) serving as as either PI or co-PI?

◯ Yes   ◯ No

When was the award granted?

◯ July, 2010   ◯ January, 2011   ◯ July, 2011   ◯ 2012   ◯ 2013   ◯ 2014

www.projectredcap.org

REDCap

Collaborators' Information

Since you indicated that there are No Collaborators on this project, you may skip this page.

Please click the "Next Page" button to continue.

How many Collaborators are associated with this project?

◯ None   ◯ 1   ◯ 2   ◯ 3   ◯ 4 or more

Collaborator #1

First & Last Name

_____

Department

_____
(Include name of organization if collaborator is outside of VCU.)

Email

_____

Academic Rank and/or Title

_____

Role on proposed project

Collaborator #2

First & Last Name

_____

Department

_____
(Include name of organization if collaborator is outside of VCU.)

Email

_____

Academic Rank and/or Title

_____

Role on proposed project

Collaborator #3

First & Last Name

_____

Department

_____
(Include name of organization if collaborator is outside of VCU.)

Email

_____

Academic Rank and/or Title

_____

Role on proposed project

Collaborator #4

First & Last Name

_____

Department

_____
(Include name of organization if collaborator is outside of VCU.)

Email

_____

Academic Rank and/or Title

_____

Role on proposed project

If there are any additional collaborators, provide their name(s), department(s), rank(s)/title(s), and role(s) on the proposed project.

Funding History

Has support for this or a similar project been requested from other internal sources (e.g. Cancer Center, Council for Community Engagement) or from external agencies (e.g. National Institutes of Health, National Science Foundation, Spencer Foundation) within the last year?

◯ Yes   ◯ No

If YES, please list the funding sources to which you have applied or received funding within the last year with the four highest award amounts.

Funding Source #1: Include Project Title; Name of Sponsor; Total Budget (awarded or requested); & Period of Performance

Funding Source #1: Is the award CURRENT or PENDING?

◯ Current   ◯ Pending

Funding Source #2: Include Project Title; Name of Sponsor; Total Budget (awarded or requested); & Period of Performance

Is Source #2 funding CURRENT or PENDING?

◯ Current   ◯ Pending

Funding Source #3: Include Project Title; Name of Sponsor; Total Budget (awarded or requested); & Period of Performance

Is Source #3 funding CURRENT or PENDING?

◯ Current   ◯ Pending

Funding Source #4: Include Project Title; Name of Sponsor; Total Budget (awarded or requested); & Period of Performance

Is Source #4 funding CURRENT or PENDING?

◯ Current   ◯ Pending

REDCap

Instructions & Forms for Assembling Your PeRQ Fund Application Package

Complete all sections of the PeRQ Fund Application in the order listed below. Where indicated, download and use the attached form. Detailed guidelines are posted on the PeRQ Fund webpage.

Once all sections are complete, assemble your application package as a SINGLE PDF.

You will upload and submit your application package on the next page.

Application Endorsements:
Use the attached form to obtain signatures from the PI, Co-PI(s), Chair(s), and Dean(s).

NOTE.
If you have questions about required signatures, contact your Dean's office and/or your Associate Dean for Research.

[Attachment: "VCU PeRQ_Endorsements Form.docx"]

Response to Prior Critique: 1 page maximum.
If this application is a revision to a previous PRIP or PeRQ Fund submission, detail the major changes in the present proposal.

Research Plan Narrative: 8 pages maximum.
Address the proposed project's: Background and Significance; Specific Aims; Preliminary Results (if appropriate); Research/Scholarship Design; Contribution of this project to the scholarly trajectory/line of inquiry of the investigator; and Outcomes.

References Cited, Bibliography: 2 pages maximum.
Use the citation format that is appropriate for your field.

Timeline: 1 page maximum.
Outline major project milestones and associated timeframes for accomplishment anticipated during the 18 month period of performance. The project start date is July 1 and the end date is December 31, 18 months later.

Alignment with Quest for Distinction: 100 words maximum.
Include a statement addressing how this project aligns with/supports the VCU Quest for Distinction.

NOTE. Formatting Criteria:

-- Single spaced. 11 point (minimum) font size. One half (0.5)-inch margins on all sides.
-- A header, appearing on each page, should include the title of the proposed project and the Principal Investigator's last name.
-- A footer, appearing on each page, should include the page number.

These criteria apply to the narrative sections of your application: Response to Prior Critique; Research Plan Narrative; References Cited, Bibliography; Timeline; and Alignment with Quest for Distinction.

Mentor Letter & Mentoring Plan for PI, Co-PI(s):
Certain applicants for PeRQ Fund awards must include a mentoring plan. Submissions from junior faculty who have been employed at VCU for 3 years or less are required to include a letter of support from a senior faculty member who will serve as a mentor to the applicant. Go to the PeRQ Fund webpage for additional information and guidelines for exemptions.

Biographical Sketches: 4 pages maximum each.
Use the attached form to complete biographical sketches for the PI and Co-PI(s).

[Attachment: "VCU PeRQ_Biosketch Form.docx"]

Budget & Budget Justification:
Use the attached form to list justify all requested costs associated with the proposed project.

[Attachment: "VCU PeRQ_Budget & Justification Form.docx"]

PeRQ Fund Application Checklist

Verify that the following components of your PeRQ Fund application are complete and saved as A SINGLE PDF to be uploaded. Documents in your application package should appear in the order listed below.

	Yes	No	Not Applicable
Signed Endorsement Form	○	○	○
Response to Prior Critique (1 p. max.)	○	○	○
Research Plan (8 pp. max.)	○	○	○
References Cited, Bibliography (2 pp. max.)	○	○	○
Timeline (1 p. max.)	○	○	○
Alignment with Quest for Distinction (100 words max.)	○	○	○
Mentor Letter & Mentoring Plan	○	○	○
Biographical Sketches for each PI and Co-PI (4 pp. max each)	○	○	○
Budget & Budget Justification	○	○	○

Upload your PeRQ Fund Application Package. Application packages must be saved as a single PDF. Documents should be named "PIlastname_perqYear.pdf" (e.g. Smith_perq2015.pdf). Complete applications must be electronically uploaded and submitted by 5:00 pm EDT on April 1, annually.

Are you ready to submit your PeRQ Fund Application?

 To modify your application: use the "Previous Page" button. To submit your the application package: select "Yes" below to confirm. Once submitted, the application may not be modified. Applications must be received electronically by April 1 (annually) at 5:00pm EDT.

○ Yes   ○ No

If you select "No" your application will NOT be reviewed.

Please make the appropriate changes.