

**IUPUI Office of the Vice Chancellor for
Research**

INTERNATIONAL DEVELOPMENT FUND (IDF)

Guidelines and Grant Application

Questions regarding the IDF internal funding mechanism should be directed to Etta Ward
at emward@iupui.edu or 278-8427

GUIDELINES

PURPOSE

The IDF grant was developed to enhance the international focus of the IUPUI academic mission. Generally, the IDF grant serves as venture capital to stimulate additional funding for international activities, which have strong potential to generate indirect cost recovery from extramural sources in the areas of research, teaching, and/or service.

FUNDING AND PROJECT DURATION

Grants will normally range from \$1,000 to \$15,000 with the average around \$10,000. The grant period will normally not exceed 12 months. Requests for extensions must be approved through the IDF Advisory Committee process.

ELIGIBILITY

Eligibility is limited to principal investigators with full-time faculty appointments within a unit located on the Indianapolis campus. Any questions concerning eligibility should be addressed to Etta Ward, Director of Research Development (emward@iupui.edu).

RESTRICTIONS/CONDITIONS

- IDF grants normally are made in support of program initiation efforts, not maintenance of existing international programs. New initiations as well as existing partnerships adding new components will be considered.
- Proposals will be reviewed by the IUPUI International Development Fund Advisory Committee and must include a confidential evaluation by the applicant's chair. The Chair's Evaluation Form can be accessed at [http://www.iupui.edu/~resgrad/spon/idf/Chair Evaluation Form 8-10-07.rtf](http://www.iupui.edu/~resgrad/spon/idf/Chair_Evaluation_Form_8-10-07.rtf).
- Proposals may include a request for funds to support expenditures appropriate for approval through the University accounting system. **However, faculty salaries will not be funded by the IDF grant.**
- Applications must show strong promise of funding support from outside sources, contributing to the recovery of indirect costs.
- All funded opportunities will require submission of a final report within 30 days of project completion. The IDF Final Report form can be obtained by visiting http://www.iupui.edu/~resgrad/spon/idf/idf_final_report.rtf. Failure to submit a final report will jeopardize future IDF grant funding.

DEADLINE

Applications will normally be accepted on or before 5:00 p.m., April 15 and November 15 (or the first regular workday if the deadline falls on a weekend or holiday).

NOTIFICATION OF ACTION

Normally within 4-6 weeks following the published deadline.

SUBMISSION OF APPLICATION

Proposals will follow the application format below and will be typed on 8 ½ x 11 paper, at least 1/2 inch margins, at least 10 point font for Arial or 11 point font for Times New Roman.

Applications must be sent via email attachment to algahime@iupui.edu. A hard copy of the application must also be submitted to: Alicia Gahimer, Research Development Specialist, UL 1140, IUPUI.

Application Instructions: The following guidelines and the format should be used in preparing the proposals.

Section 1 *Cover Page*

Section 2 *Abstract Page:* List all key personnel.

Section 3 *Current External Funding:* Please provide all funding sources, project titles, duration of funding, amount received per year and your role on the project.

Current and Prior Internal Funding: Any prior support provided from the IUPUI Research and Sponsored Programs Office during the past 5 year, including but not limited to RSFG Grants, Research Venture Awards, NIH Roadmap Seed Grants or IDF Grants must be identified with title and duration of the project, amount received per year and your role on the project.

Section 4 *Budget Page:* IDF funds cannot be used for faculty salary.

Section 5 *Budget Justification Page:* Limit budget justification to two (2) pages. Describe the specific functions of each individual listed on the project. Itemize supplies in separate categories, such as glassware, chemicals, radioisotopes, etc. If animals are to be purchased, state the species and the number to be used. Itemize travel requests and justify.

Section 6 *Biographical Sketch or Condensed Vitae (Limited to four pages):* Biosketches should follow the NIH format. NIH forms are available at <http://grants1.nih.gov/grants/funding/phs398/phs398.html>. A sample of the NIH biosketch is available at <http://grants1.nih.gov/grants/funding/phs398/biosketchsample.doc>.

Section 7 *Project Plan:* The Project Plan should be able to be accomplished within the single year of funding requested. Answer the following questions in the order indicated, respecting page limitations where noted.

1. State the Purpose and Significance of the Project or Activity. (limited to one page)
2. Explain the Project Plan. (limited to six pages)
 - a. How will you conceive, organize and complete the project?
 - b. How long will it take to complete?
 - c. What are the expected outcomes of this project?
 - d. How will the outcomes be assessed?
3. Explain how this project will contribute to the recovery of indirect costs. Be specific. (limited to one page)
4. Provide evidence to assure the reviewers that the other collaborators agree (letters of support/commitment, if available, in the Appendix).
5. Document possible internal and external financial support for this project.
6. Explain how the project will continue once IDF grant funding is expended. (limited to half page)
7. If any IDF funds were previously received, list all the outcomes resulted including joint publications made, proposals written, and external funds received. (limited to one page)

Section 8 *References*

Use the NIH format. NIH forms are available at <http://grants1.nih.gov/grants/funding/phs398/phs398.html>.

Section 9 *Appendix*

A copy of the current IRB, IACUC and/or IBC approval form must be included when these forms are required to conduct the proposed work.

Letter(s) of support/commitment from collaborator(s).

Submission of a revised IDF application must include a copy of all of the reviewers' comments on the prior proposal. A summary, not to exceed two (2) pages of responses to the reviewers' concerns and changes made in the revised proposal, must also be included in the Appendix.

POST AWARD REQUIREMENTS

If an award is made, a final report must be submitted to the Research Development Specialist (see "Submission of Application" for address) within 30 days of the termination of the award period. Grant recipients are reminded to acknowledge receipt of IDF support in any presentation or publication of work funded by an IDF grant. In

order to assess the effectiveness of the IDF grant mechanism, grant recipients must notify the Research Development Specialist when IDF support results in submission of a proposal for external funding.