

SyracuseCoE Faculty Fellows Program 2018-2019 Seed Funding Request for Proposals

Overview: SyracuseCoE, a unit of the Syracuse University Office of Research, invites applications for Seed Funding through its Faculty Fellows Program. The SyracuseCoE Faculty Fellows Program seeks to strengthen faculty scholarship in SyracuseCoE's targeted research areas, support engagements with SyracuseCoE's Industry Partners, and provide leadership that advances research collaborations among SyracuseCoE's Academic Partner institutions. This Request for Proposals (RFP) will support seed funding for research in our core technical areas: clean and renewable energy, indoor environmental quality, and water resources. Individuals who hold faculty appointments at Syracuse University, and SyracuseCoE Partner institutions SUNY College of Environmental Science and Forestry (SUNY-ESF), SUNY Oswego, and SUNY Upstate Medical University are eligible to apply.

Proposals are intended to support development of new research efforts and directions that will advance SyracuseCoE's [research areas](#), rather than incremental steps forward on existing research programs. All proposals must address how the use of the Faculty Fellow seed funding will lead to a significant "next step" in the research, lead to or leverage follow-on funding opportunities, and contribute to establishing SyracuseCoE and its Partner institutions as thought leaders in the targeted area. In addition, projects are encouraged to strategically target research topics that hold promise for contributing to economic development of local entities and New York State businesses.

Eligibility: The 2018-2019 Faculty Fellows Program RFP is open to faculty members who hold full-time appointments at SyracuseCoE Academic Partner institutions: Syracuse University, SUNY-ESF, SUNY Oswego and SUNY Upstate Medical University. Individuals who hold appointments as tenured, tenure-track, and non-tenure-track faculty are eligible to apply. SyracuseCoE strongly encourages proposals to include the participation of multiple faculty members, *including teams from multiple departments, colleges, and/or institutions*. Teams are encouraged, but not required, to include non-university participants, especially collaborators from SyracuseCoE [Partner companies](#). However, funds may be disbursed only to academic institutions. An individual faculty member may serve as the primary PI for only one proposal; however, any individual may serve as a Co-Investigator on multiple proposals. Multi-investigator teams are considered to be those with more than one eligible faculty member. Multi-investigator projects should clearly explain the role of each team member and the value to a team approach for the proposed project.

Budget: Up to \$10,000 for a single investigator; up to \$20,000 for a multi-investigator, multidisciplinary team. SyracuseCoE intends to award up to \$75,000 in this round. Funding will be available starting mid-August 2018. All funds must be expended by June 30, 2019.

Amounts available for individual awards will depend on how many proposals are funded. As such, proposals that request lower levels of funding are encouraged. Proposals may be awarded contingent on budget modifications, as needed.

Funds may be used for:

- Expenses associated with R&D projects or market and policy analysis, including (but not limited to) student employment, research equipment, and supplies;
- Seminars or events conducted at SyracuseCoE to further research and collaboration between the fellow and academic and/or industry researchers;
- Travel for scholarly purposes and/or SyracuseCoE business; and

- Hosting a visiting faculty member for collaboration with the Fellow and SyracuseCoE.

Funding from this program comes from an award from Empire State Development Division of Science, Technology & Innovation (ESD/NYSTAR). All expenditures are subject to the terms of this award. Funding restrictions include:

- Funds cannot be provided to any for-profit project partners, aside from providing for general allowable operating needs such as equipment and supply purchases, travel, etc.
- Funds cannot be used for rent or capital construction; rehabilitation, renovation, or upgrading of existing space or infrastructure; or for telecommunications or utility costs.
- Travel reimbursement is restricted to posted federal per diems (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Any expenses above per diem rates will be the responsibility of the traveler's department. Uses of funding for out-of-state travel must be approved in advance.
- If any funding is used for salaries of students or staff, the budget must include fringe benefits at the appropriate rate, plus F&A costs at 15% (applied only to salaries and fringe benefits). See budget template.
- For Syracuse University projects, funding will be administered by SyracuseCoE and departments will be given a chartstring to be used.

Cost share: While matching funds are not required, project collaborators are encouraged to leverage other institutional and/or external resources.

SyracuseCoE Facilities: Use of [SyracuseCoE shared facilities](#) or engagement of SyracuseCoE personnel is encouraged. These facilities include the Willis H. Carrier Total Indoor Environmental Quality Lab (TIEQ), the SyracuseCoE Green Roof and accompanying Green Infrastructure, the Urban Ecosystem Observatory Tower, and the recently constructed Intermodal Transportation Center. Time and materials costs to use these facilities must be included in your budget. Please contact Chetna Chianese (cchianes@syr.edu) with questions about using these facilities.

Application Process: Applications must be completed and submitted electronically at the [SyracuseCoE website](#). Applications are due by **5:00 pm on Sunday, July 15, 2018**. It is anticipated that announcement of awards will be made in early August 2018.

Proposal Format:

All pages must be formatted to fit on 8-1/2 by 11 inch paper with margins not less than one inch on every side. Single space all text, using a black font color, and a font size of 12 point or larger (except in figures, tables, and footnotes).

I. Cover page including

- a. Project title
- b. Focus area under which you are applying
- c. Principal Investigator (PI) and institution name
- d. PI Contact Information
- e. Project team member(s) and institution name(s)
- f. Period of Performance
- g. Funding amount requested

II. Proposal Narrative – 5-page limit with the following sections:

- a. *Project overview* – 2-sentence description of the research. This description will be used for press releases and on the SyracuseCoE web site.
- b. *Goal and specific aims*
- c. *Background and state of the art* in the field of research
- d. *Research plan/Project design*
- e. *Advancement of the research objectives* of the SyracuseCoE and contribution to the applicable topic area of interest
- f. *Impact of SyracuseCoE funding on the proposed effort*, including impact on economic development, local entities, and New York State businesses
- g. *Roles, responsibilities, and relevant expertise* of the PI and co-investigators (if applicable)
- h. *Multidisciplinary/collaborative approach* (if applicable)
- i. *Planned project output* (publications, grant applications, patents, etc)

III. References/Citations – 1-page limit

IV. Curriculum vitae – 2-page maximum for each senior investigator

IV. Budget and Budget Justification

- a. Provide a short narrative explaining how funding will be used
- b. Provide full budget template as addendum

V. Required Appendix – no page limit

- a. *Follow-On Funding Plan*: Describe how this seed funding will position the research for future funding opportunities. Provide details of target opportunities (federal, state, foundation, industry) that will be pursued using the results of this proposed work.
- b. *Past Performance on SyracuseCoE Funding*: If any senior project personnel have had previous funding from SyracuseCoE for a research project in the past 3 years (including Faculty Fellows Program), please provide a summary of the accomplishments of that project. Include any papers, proposals, patents, and additional research products that resulted from the prior award(s).

Selection Criteria:

The external Review Committee members are drawn from the community of SyracuseCoE stakeholders and include academic and industry collaborators. Applicants should keep in mind that members of the external Review Committee represent a variety of disciplines and levels of technical expertise. Therefore, applicants should write their proposals without excessive jargon and in a style that is clear to reviewers who are not experts in the specified area.

- Quality of the proposed research;
- Responsive to SyracuseCoE focus areas;
- Potential impact of the proposed work on establishing your university and SyracuseCoE as leaders in the applicable topic area;
- Potential to leverage limited seed funding to maximum impact, contribute to future opportunities (including future funding from federal agencies or commercial sources), and provide opportunities for technology commercialization;
- Demonstrated expertise and productivity of the investigator(s); and
- Evidence of multidisciplinary research or potential and value added by the collaboration (if applying as a multi-investigator team).
 - For multi-investigator teams, preference will be given to teams with faculty from multiple departments/schools.

Reporting Requirements:

Faculty must fulfill the following reporting requirements:

- Interim project output form due on January 15, 2019 (template/form to be provided by SyracuseCoE);
- A final project output form due on July 15, 2019 (template/form to be provided by SyracuseCoE); and
- Three to five PowerPoint slides summarizing the goals and outcome of the work due on July 15, 2019 (template to be provided by SyracuseCoE).

Responsibilities of Faculty Fellows:

Faculty Fellows will be asked to participate in two or more of the following activities within the three-year term:

- Participate in the development of one or more sponsored funding proposals involving SyracuseCoE.
- Contribute to the programming and attendance of the SyracuseCoE Symposium and other events such as monthly R&T Forums.
- Assist the SyracuseCoE Industry Collaboration mission by accepting meetings with SyracuseCoE industry Partners on matters appropriate to the faculty member's expertise and interests.
- Convene academic and industry researchers in meetings that encourage future collaboration. Such meetings may occur at seminars, the Symposium, or other ways which the Fellow finds effective.

Upon selection to receive funding, SyracuseCoE will ask faculty members to agree to the following conditions:

- Include the designation "SyracuseCoE Faculty Fellow" on their CV, web site, email signature, papers, etc., as appropriate.
- Acknowledge SyracuseCoE funding in any publications resulting from the work.

- Engage with faculty across the University as well as researchers from the affiliated Industry Partners on topics advanced by SyracuseCoE.
- Provide information for profile on SyracuseCoE web site.
- Assist with expanding the reach of SyracuseCoE by introducing SyracuseCoE researchers and staff members to academic colleagues working in related areas.
- Connect work supported by the Fellow award to commercialization of one or more technologies or services.
- Permit SyracuseCoE to count the Faculty Fellow's sponsored funding proposals and awards related to the Faculty Fellow award as contributing to the aggregate pipeline of SyracuseCoE scholarship.

Faculty Fellows have the ability to engage SyracuseCoE staff to access shared resources including:

- Assistance from SyracuseCoE staff on proposal development (as time is available).
- Ability to use SyracuseCoE facilities and meeting rooms as available.