

**April 3, 2020**

## **Frequently Asked Questions (FAQs)**

OVP RP COVID-19 Related Rapid Response Research Seed Grant Opportunity

### **Submission**

**Q: When is the proposal due?**

A: Applications must be submitted as a single PDF to Dr. Ann West ([awest@ou.edu](mailto:awest@ou.edu)) by 5pm CDT on Monday April 6, 2020. Applications submitted after the deadline will not be reviewed.

**Q: Do I need to fill out an ORS Information Sheet and run the budget by ORS?**

A: OU Norman faculty do not need to fill out an ORS Information Sheet or discuss the budget with ORS. For projects that will support efforts at OUHSC, project budgets must be routed through the OUHSC ORA as with any other grant proposal. OUHSC ORA has waived their "3-day in advance of the deadline" routing policy for this internal RFP.

**Q: Who can submit a proposal?**

A: Principal Investigators (PIs) must be OU Norman campus faculty (all categories and including Norman Campus programs faculty in Tulsa). We strongly encourage teaming with colleagues at OUHSC, as appropriate. The requested funds can be used to support OUHSC colleagues. Collaborations and teaming with colleagues outside the OU community (universities, companies, national labs, etc.) are also encouraged, but OVP RP resources cannot be used to support work of collaborators external to OU.

**Q: Who can I contact with help on...?**

A: Contact the following people for help with:  
Identifying OU Norman collaborators: OU Center for Faculty Excellence ([cfe@ou.edu](mailto:cfe@ou.edu))  
Identifying OU HSC collaborators: Dr. Jimmy Ballard, Chair, Department of Microbiology and Immunology ([jimmy-ballard@ouhsc.edu](mailto:jimmy-ballard@ouhsc.edu)) or Dr. Mary Beth Humphrey, Associate Dean for Research, College of Medicine ([marybeth-humphrey@ouhsc.edu](mailto:marybeth-humphrey@ouhsc.edu))  
Identifying corporate partners: Joyce Burch ([jburch@ou.edu](mailto:jburch@ou.edu))  
Future funding opportunities: Dr. Clara Smith ([clara.smith@ou.edu](mailto:clara.smith@ou.edu))

**Q: Is there a list of current COVID-19 federal funding opportunities?**

A: A list of opportunities can be found here: [www.grants.gov](http://www.grants.gov), OU OVP RP COVID-19 RFP (<http://www.ou.edu/research-norman/news-events/2020/covid19-related-rapid-response-research-grant-call-for-proposals.html>), and L-B newsletter COVID-19 (<http://www.ou.edu/research-norman/grants/funding-opportunities>).

**Q: Can I get an extension to the proposal submission deadline?**

A: No, there are no extensions to this program.

## **Format**

**Q: What font should I use? What margin size should I use?**

A: Applications should use Arial or Times New Roman with font size of 11 pt. Margin size should be 1 inch on all edges of the page.

**Q: How many pages should my application be?**

A: Your application should *at most* include: Cover sheet (1 page), Research Plan (1.5 pages), Literature citations (0.5 pages), Proposed external funding opportunities (0.5 pages), Budget proposal and justification (1 page). Biosketches for PI and co-PIs must also be included and should follow the NIH format (5 pages per person) or NSF format (2 pages).

## **Budget**

**Q: What can be covered by the budget?**

A: Funds can be requested for expenses such as: OU personnel including faculty, staff and students; project supplies; and other direct costs. For Graduate Research Assistants supported by your Seed Grant proposal, please charge salary and fringes – tuition and fees do not need to be included.

**Q: Can I fund collaborators at an organization external to OU?**

A: No. While we encourage collaborations with other organizations, funds from this program can only be used to fund expenses internal to OU Norman, OU HSC, and OU-Tulsa.

**Q: How long is the project period for an awarded project?**

A: No longer than six months after project start date.

## **Review**

**Q: What are some important considerations for evaluating my proposal?**

A:

- Overall impact of proposed study on current issues related to the COVID-19 pandemic
- Plan for future funding
- Track-record and breadth of team members
- Interdisciplinarity of team
- Budget aligns with project scope

## **Awards**

**Q: What are my deliverables?**

A: Awarded projects will be expected to work with the OVPRP office to determine deliverables such as an external proposal submission and final report.

**Q: When will applicants be notified?**

A: Applicants will be notified no later than April 14<sup>th</sup>, 2020.