Addendum/Instructions

Scientific Research Application

RAISE Initiative, Collaborative Research Alliance

Thank you for submitting a SR-LOI for the RAISE proposal. Now that it has been approved, please follow the Instructions given in the Trust's website under "Scientific Research (SR) Grant Application" to prepare your proposal. The webpage can be accessed directly by clicking on this link. The items described in this addendum should be followed in addition to the Instructions given on the website in preparing the "Proposal Narrative" file for submission in Fluxx. This file should have Sections A through I plus references.

The Organizational Information in Fluxx should include individuals from the "coordinating institution." The "Principal Investigator" is the "Program Director" for the alliance and will have overall responsibility in administering the grant.

Section A
The participating department for each alliance institution should be included as separate pages. Please duplicate the table as necessary.

Section B. Itemized Project Budget
Grants given in this program provide funding primarily for summer research activity; it is expected, however, that research will continue during the academic year, albeit with reduced intensity. The budget for each proposal should clearly reflect the needs of that particular project. Funds that have been awarded that cannot be used by the alliance for the proposed research must be returned to the Trust. Each participating institution should submit an expense budget page and the proposal should also have a cumulative budget page.

Trust funds cannot be "passed through" from the coordinating institution to the other members of the alliance as "subcontracts." Rather the coordinating institution will reimburse the member institution on expenses incurred according to the approved budget.

The cap for the Trust's portion of the budget for this application is $100,000 per year for a total of **three** years. The alliance is expected to provide at least one-third of the annual request or about $33,000 in cost share when requesting $100,000 per year. Equipment costing over $1,000 requires a 50 percent cost share. Therefore, if the budget includes a significant level of equipment, the cost share of the total project will be greater than one-third. Please prepare a budget for Years 1, 2, and 3 using the template given below.

PROPOSED BUDGET (Show the request to the Trust and Institutional cost sharing, as appropriate):							
	Year 1		Year 2		Year 3		Total
	Murdock	*Alliance*	*Murdock*	*Alliance*	*Murdock*	*Alliance*	
(a) Stipends:							
(b) Equipment:							
(c) Supplies:							
(d) Other:							
Total:							

Total request to Murdock Trust:		Total Alliance contribution:	

Eligible costs:
- (Minor) equipment and supplies needed for the research; alliance cost sharing is

expected for equipment. Some supplies money may be used to support continuing research during the academic year.

- Student summer stipends, up to $4,500 per student per summer, for ten weeks of full-time participation. The alliance may strengthen their requests by offering room and board, if needed.
- Faculty summer stipends, up to $7,500 for up to ten weeks of full-time participation in the research. For shorter periods, the stipend should be prorated. If stipend support is also being paid from other sources, a prorated reduction in this proposal is also appropriate.
- Travel costs, only if such travel is required for the performance of the research; for example: for use of facilities not available on the home campus.
- Special and unusual expenses, not listed above, that are essential in the performance of the research.
- The alliance portions of FICA and Workman's Compensation on stipends may be requested. (Alliance support toward this cost may however, constitute part of an institution's direct support for the research.)
- Up to 10 percent of the budget each year may be proposed by the coordinating institution to directly support the salary for an administrative assistant.

Ineligible costs:
- Faculty and student academic year stipends; postdoctoral stipends; graduate student stipends.
- Indirect costs and fringe benefits, except as noted above.
- Telephone, routine office supplies.
- Publication costs, books, and journals.
- Service or use charges for equipment housed at the home institution.
- Travel expenses to scientific meetings.

Payment conditions:
- In the fall of each year of the grant, in addition to submitting a progress report and payment request to the Trust, the alliance will meet with the Program Director of the Trust and consultants appointed by the Trust to provide an update on the project. This will typically happen at the annual MCSR conference.

- The third payment of the grant will be contingent upon the submission of a major research proposal to a national agency, such as NSF, NIH, DOE or a comparable private foundation, by the alliance to continue the work of the alliance. The deadline to meet this contingency deadline is at the end of the third year from signing the grant agreement.

- The grant is not renewable.

Section C. No addition requirement beyond the instructions for SR application.

Section D. Institutional and Departmental Priorities in Research

Describe the alliance in detail in this section. It will be appropriate to discuss the overall vision and priorities of the alliance, its unique composition, as well as the scientific and programmatic goals. Even though the proposal will be evaluated on the basis of the science, it will be important to pay some attention to the quality, potential success, and longer-term sustainability of the alliance.

Section E. Full Project Description

As a scientific research application, this section should be written accordingly with proper referencing to current literature. This application will be reviewed by a group of experts in the field.

Section F. No addition requirement beyond the instructions for SR application.

Section G. No addition requirement beyond the instructions for SR application.

Section H. No addition requirement beyond the instructions for SR application.

Section I. Project Evaluation

This section must be added to the "Proposal Narrative" file as described in the Instructions for submitting SR applications. Discuss how the alliance plans to evaluate the proposed program. Institutions may enlist the help of outside advisor/evaluators who can bring both perspective and guidance to the program. This should be done on an annual basis.

Submission of the Application Package

Follow the directions given in the Instructions for submitting SR applications. Use as many pages for Sections A and B as needed. The maximum length of the technical portion of the proposal (Sections C through I, including references) should be less than or equal to 17 pages.

The list of eight suggested reviewers must be submitted using the **"Suggested Reviewers"** Excel file that could be downloaded from the SR application portal in Fluxx.