



## “Collaborate JU”

### *Sponsored by the EPIC Program at Jacksonville University* FY 2020 Request for Proposals

**Background:** Collaborate JU (C-JU) is a competitive internal grant program made possible by an annual appropriation from the Florida Department of Education; it is one component of a larger JU initiative known as EPIC (Entrepreneurism, Policy, Innovation, and Commerce). The goal of EPIC is to develop and retain the next generation of skilled workers as a means of growing Florida’s state-wide economy. This will be accomplished through the following objectives:

- Ensuring JU’s academic programs closely align with Florida’s future workforce needs;
- Bridging the gap between higher education and industry by engaging employers in the learning process;
- Delivering high quality training that is responsive to and reflective of the high-demand skills and competencies expected by Florida’s employers.

The goal of the C-JU program grants is to engage interdisciplinary teams from the JU community in real-world learning experiences so our students develop the skills and competencies needed to enter the Florida workforce or pursue advanced training.

This will be accomplished through the following C-JU objectives:

1. Fostering and supporting interdisciplinary project-based learning projects.
2. Providing opportunities for students to practice leadership development, presentation, project management and critical thinking skills and develop greater appreciation for diverse perspectives.
3. Broadening the scope of learning beyond the JU campus through external partnerships with government, industry and non-profit partners so students have greater opportunities to engage in field-based learning experiences to solve real-world issues and challenges.

**C-JU Activities:** Teams of faculty and students will collaborate on projects that accomplish the three C-JU objectives identified above. Teams will consist of a minimum of two disciplines, with at least one discipline representing any of the EPIC priorities: Aviation, Business, Global Trade, Healthcare Sciences, Public Policy, Science, Technology, Engineering, Mathematics (STEM), and Sustainability.

#### **Eligible C-JU projects must include:**

- A minimum of **two Jacksonville University faculty** members, each representing different disciplines. Both applicants must hold JU faculty status but do not have to be tenured/tenure track. Adjuncts are ineligible to apply as lead faculty but may participate in the project.
- An assurance that a **minimum of two students from each discipline** will be working on the project (four students total). Names of students are not required for the proposal but will be necessary before any funds are released. Students are required to present project findings at the JU Student Symposium in spring 2020.

#### **Faculty Expectations:**

1. Faculty must be actively engaged in the research project, providing guidance and oversight to the students for all activities. C-JU grants are designed to support projects that empower our students and engage them as active contributors in real-world problem solving as they learn under close faculty mentorship.
2. **NEW for April 2019 round:** Faculty teams must submit quarterly reports via Blackboard on their *C-JU* projects, as well as photos of students engaged in project activity.

## *Collaborate JU (C-JU)* **Application Instructions**

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Please follow the instructions carefully. EPIC funding is competitive, not automatic. Faculty members may collaborate on only one C-JU project at a time, meaning Principal and Co-Investigators may only serve on one C-JU award per the six-month project period.

**Proposal Deadline: Monday, April 15, 2019, 5:00 p.m.**  
Awards Announced: By Friday, May 31, 2019  
Project Period July 1, 2019 – December 31, 2019

➔ A complete application consists of three components: Application Form, Project Proposal, and Budget.

### **Component 1: Application Form**

Download the **Application Form** from the ORSP Internal Grants webpage and save to your computer to complete. Form should be signed by faculty, chair(s) and dean(s) – students do not need to sign. Faculty do not have to print the Application Form to obtain signatures; we've simplified the signing process and there are now three ways to easily add an electronic signature. See Application Form for instructions.

➔ When signed, save the file using the last names of the two primary faculty members.  
Ex: "SapienzaJackson\_ApplicationForm".

➔ **Please do not wait until the last minute to get your signatures;** we will not accept just the signed application forms forwarded from the Dean or Chair. The completed application form must be included with the full proposal submission.

### **Component 2: Project Proposal** (85 points)

**Anonymize:** At the request of the faculty-led review committee, all proposals will undergo a blind-review process. This means the reviewers score the proposal without knowing the applicants' identities. For this process to work, proposals must be "masked" and must not include faculty names or make reference to the faculty applicants. Applicants are advised to not include any obvious distinguishable information, such as names or email addresses, within the project narrative that could reveal their identity and jeopardize the blind-review process. Anonymization also applies to the References/Literature Review. If citing one's own work, applicants must remove their names and instead use "Self". **Failure to anonymize may result in the proposal not being reviewed.**

**Format:** Seven pages maximum, portrait layout, 1.5-line spacing, minimum font size of 11, Arial or Times New Roman preferred; page numbers on lower right of page. All files must be PDFs.

➔ **Save** the file using the last names of the two primary faculty members:  
Ex: "SapienzaJackson\_Proposal".

Proposal Sections – please use the headers below for each section.

- A. Project Summary (5 points).** Using lay-person’s terms, tell us what the project is about. Describe what the team will do, why the project is relevant to the goals of EPIC and C-JU, and the role of each collaborating discipline. This description should be suitable for public distribution to the JU community and to the Florida State Department of Education. (250 words max)
- B. Need Statement (10 points).** Define the problem, question, or issue this project will attempt to address. Why is it important? How do we know the need exists? Include a brief discussion of the literature review and work in the area(s) of study, with citations, and how the project expands upon previously published work. (500 words max)
- C. Project Description (40 points).**
- i. In one succinct sentence, state the overall goal of the project.
  - ii. Define the project’s objectives. These should be measurable and relate to the overall project goal.
  - iii. Describe project methods and activities. These should be specific, and relate to the objectives.
  - iv. Describe how the team will measure success. Be sure to include outcomes and deliverables as applicable.
  - v. Timeline of activities for the project period. Examples are provided on the ORSP webpage under Internal Grants.
  - vi. If your project requires any special compliance considerations (e.g., IRB, IACUC or BioSafety reviews), please explain and be sure to provide sufficient detail for plans to obtain compliance approvals.
  - vii. Please include References on a separate (new) page; they are not included in the seven-page limit.
- D. EPIC Alignment (30 points).**
- i. Provide a clear mission statement for this collaboration. What is its purpose, and what are the roles and responsibilities of each member? Explain how decisions will be made.
  - ii. How will this project realistically be sustained after the EPIC award period ends? If it can’t be sustained without EPIC funding, explain why not.
  - iii. Explain how this project is likely to lead to interdisciplinary curricular programming or collaboration beyond the project year of 2019.
  - iv. Explain how this program has the potential to lead to significant outside funding, scholarly publications, creative work, or activities that support EPIC and/or other University-wide initiatives.
  - v. If any of the faculty applicants received either EPIC or Collaborate JU funding within the past four years for this project or any other project, please list the three most recent publications or presentations generated as a result of that prior funding.

□ **Component 3: Budget** (15 points).

Include a detailed budget table of projected costs to be covered by the grant, and a corresponding budget narrative/justification.

➔ Save the file using the last names of the two primary faculty members:

Ex: "SapienzaJackson\_Budget"

Below is a sample budget and justification and a list of allowable expenditures is on the next page. You may use this table below or create your own budget table. A blank budget template can be downloaded from the internal grants page under ORSP.

EXAMPLE BUDGET TABLE WITH JUSTIFICATION			Please do not include cents.
Project Title:			
Item	Unit Price	Rationale	Total Cost
Supplies: Shatterproof Beakers	\$5.99 ea.	12 beakers x \$5.99 (\$72) plus shipping @ \$25.55 = \$97.55	\$ 98
Hotel/lodging: XYZ Conference to present study results, Hartford, CT Dec 1 – 3. (faculty will share one room, students the other)	\$119 /night	Departure - Nov 30. Return - Dec 3. \$119/room x 2 rooms total x 3 nights	\$ 714
Airfare: XYZ Conference to present study results, Hartford, CT Dec 1 – 3. Departure – Nov 30. Return – Dec 3.	\$295 per person	4 round-trip tickets, JAX to Boulder = \$1,180  Baggage Fees at \$25.00 per person x 4 = \$100	\$ 1,280
Meals: XYZ Conference to present study results, Hartford, CT Dec 1 – 3.	<b>C-JU Meal Rates: \$30 for first/last day of travel; \$55 for full days while on travel status</b>	First Travel Day – Nov 30 = \$30 for food Last Travel Day - Dec 3 = \$30 for food Travel Status, full day, Dec 1 & 2 = \$55 for food \$30 x 4 people x 2 days = \$240 \$55 x 4 people x 2 days = \$220	\$ 460
Conductivity/Temperature/Depth sensor One Year License	\$8,500  \$1,000	The sensor measures conductivity (salinity), temperature and depth, the three main variables to describe a body of water and its changes over time. The instrument can be lowered into the water by hand from any vessel. \$8500 + \$1000	\$ 9,500
Total Collaborate JU Request			12,052

<b>Collaborate JU Budget Considerations</b>	
* <b>Eligible Costs</b> *	* <b>Ineligible Costs</b> *
<ul style="list-style-type: none"> <li>• Research materials, supplies and consumables</li> <li>• Software, survey costs, and related subscriptions</li> <li>• Equipment necessary for the conduct of the project  <b>Equipment is classified as property that costs more than \$1,000 per item and has a life expectancy of at least one year. Note:</b> All equipment purchased under a grant or contract are the property of JU, and must remain at JU, even after project completion</li> <li>• Travel expenses for faculty and student participants (registration fees, coach-level airfare, baggage fees, mileage or car rental, and lodging). JU Travel Policy applies</li> <li>• Meals while on approved travel status are up to \$30 per day on the first and last day, and up to \$55 for full days while on travel status</li> <li>• Poster printing for the JU Symposium</li> </ul>	<ul style="list-style-type: none"> <li>• Student wages or stipends are no longer allowable under C-JU grants.</li> <li>• Supplemental compensation, including stipends, for faculty or staff</li> <li>• Food for meetings or conferences (i.e., not related to official travel status)</li> <li>• Entertainment</li> <li>• Gifts, gift cards, trophies, or awards</li> <li>• Furniture and decorations, including balloons, table centerpieces, etc</li> <li>• Advertising expenses</li> <li>• Boat fuel</li> </ul>

**Submission Instructions:**

1. Late submissions will not be accepted.
2. It is the responsibility of the applicants to ensure that the submitted application includes all required elements of the proposal as well as adheres to program guidelines (page limitations, etc.). Incomplete applications and those not adhering to the guidelines will be scored accordingly and/or deemed ineligible for review.
3. Application forms must be signed by both the faculty members, their respective Chair, and their respective Dean.
4. Be sure files are PDFs. Attach the Application, the Proposal and the Budget as three separate files in one email.
5. Applicant teams submit one email with the three attachments to [ORSP@JU.EDU](mailto:ORSP@JU.EDU) no later than 5:00 PM on Monday, April 15, 2019.

## □ Review and Scoring:

Upon receipt of each submission, the ORSP will conduct an administrative review to ensure applications are complete, and will then forward the Proposal and Budget sections to the Research Engagement and Academic Pursuits (REAP) Committee for a blind-review. Once scoring is complete, REAP members will have the opportunity to view the other documents for each submission.

The REAP Committee will evaluate proposals based on the following criteria:

- a. Adherence to format and directions
- b. Completeness - including summary of past grants
- c. Clarity
- d. Merit - meaning whether the project addresses an important issue, and/or contributes to scholarship, and/or supports a programmatic/school/University goal
- e. Likelihood that the project will be completed with intended outcome(s)
- f. Whether the methods are appropriate and likely to result in successful and timely outcome(s)