

**4-VA@Mason Collaborative Research Grant (CRG)**

**Proposal for Funding 2022-2023**

The 4-VA mission is to promote inter-university collaborations that leverage the strengths of each institution to improve education and research outcomes. 4-VA is grounded in a partnership between George Mason and seven other Virginia institutions -- James Madison University, Old Dominion University, University of Virginia, Virginia Commonwealth University, Virginia Military Institute, Virginia Tech, and the College of William and Mary.

The 4-VA@MasonCollaborative Research Grants are designed to boost these relationships and increase competitiveness at Mason and within the Commonwealth by providing small scale funding for faculty to engage in pilot research that could be used as a springboard for subsequent, major federal grants. Proposals supporting these collaborations with at least one other 4-VA institution, and also include a robust plan for dissemination of findings, are strongly preferred and will be given funding priority.

4-VA@Mason funding amounts range from $5,000 to $20,000 per grant, not including complementary funding that may be available at partner institutions for CO-PIs.

Who May Apply?

* Grants are available to full-time faculty or administrative faculty; adjunct faculty may participate, but the grant proposer (PI) should be a full-time faculty member.
* Faculty previously receiving 4-VA funding may apply for additional grants, but preference will be given to those who have not yet received 4-VA@Mason grants.

Please review the following pages carefully and complete each section with as much detail as possible. You may attach additional information as you see fit.

Grant Process Timeline:

1. The primary investigator (PI) submits a grant proposal between February 2, 2022 – March 31, 2022.
2. Submitted proposals are reviewed by the 4-VA@MasonAdvisory Board.
3. Grantees are notified of outcomes May 20, 2022.
4. Funds for approved grants are released to the grantee(s) and grant work is permitted to commence July 1, 2022.
5. All funding should be expended by June 30, 2023.

Grantees must comply with reporting and accountability requirements throughout the duration of the grant, as stipulated in the Responsibilities of Lead PI (see pgs. 7-8).

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| **Proposal Title:** |  |
| **Lead PI Name/Title:** |  |
| **Email Address:** |  |
| **College and Department:** |  |
| **Co PI’s at Mason:** **Include title and email address:**  |  |

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| **Funding Requested:** | $ |

**B. Approval Signatures (Required)**

Both Dean and Chair of Lead PI must review and approve the grant proposal before submitting to 4-VA@Mason. (Electronic signatures are acceptable.)

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| **Dean**  |
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| **First Name:** |  |
| **Last Name:**  |  |
| **Email:** |  |
| **Signature:** |  |

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| **Chair**  |
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| **First Name:**  |  |
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| **Signature:** |  |

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**C. Objective of CRG:**

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**D. Project Summary: (300-word limit)**

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**E. Will colleague(s) at a partner university (ies) participate in your research project? If so, please complete the following. Do they expect to apply for a Complementary Grant at their institution(s)? (Please note, this does not guarantee funding from a partner university.)**

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| Co-PI Name: | Title: | Amount Requested: |
|  University:  | Email: |  |
| Co-PI Name: | Title: | Amount Requested: |
| University:  | Email: |  |
| Co-PI Name: | Title: | Amount Requested: |
| University:  | Email: |  |
| Co-PI Name: | Title: | Amount Requested: |
| University:  | Email: |  |

**F. List any other institutions/organizations/companies with which you plan to collaborate:**

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**G. Anticipated Start Date of Project:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Anticipated Project Completion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**H. Please note the number of faculty, staff, and students expected to participate in the project – both paid and volunteers -- at Mason and at partner schools and organizations:**

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| Anticipated number of paid faculty or staff working on the project: | Anticipated number of volunteer faculty or staff working on the project: |
| Anticipated number of paid undergraduate students on the project: | Anticipated number of volunteer undergraduate students on the project: |
| Anticipated number of paidgraduate students on the project: | Anticipated number of volunteer graduate students on the project: |

**I. Project Lifecycle: Outline the anticipated stages/schedule for your project:**

**Activity**   **Timetable Expected Outcomes**

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**J. What will your measures or indicators for success be with this project?**

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**K. Active dissemination is expected to be a major project component. To be competitive for funding, projects should have a defined dissemination plan.**

**Publication/Presentation/Other Outlets Date**

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**L. Should your project receive positive outcomes, do you anticipate seeking further funding through an outside agency/foundation? If so, outline potential organizations for future funding:**

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**M. BUDGET**

**Please provide budget and budget justification that clearly describes the funding needed.**

**Be specific in your funding requests:**

 **Name/Explanation Amount Semester**

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| **Faculty Stipends\***  |  |  |  |
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| **Graduate Student Stipends** |  |  |  |
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| **Undergraduate Research: Departmental or OSCAR (please note source)**\***\*** |  |  |  |
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| **Materials (list)** |  |  |  |
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| **Travel (list)** |  |  |  |
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| **Other (list)** |  |  |  |
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\*Faculty stipends incur fringe, please budget accordingly. (Students are not assessed fringe.)

\*\*OSCAR will directly receive funding designated for undergraduate researchers, unless otherwise requested. If the department intends to directly hire students, this should be noted to prevent delays created by erroneously transferred funds to OSCAR.

**Total Requested Budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Do not include amounts that may be requested by partner institutions. Mason is unable to transfer funds between schools.*

**Budget Team for College / School / Unit**:

If you are awarded a Collaborative Research Grant, your funds will be allocated to a newly created budget ORG. To create this ORG, list the contact information for the officials in your unit who will be responsible for all financial transactions related to this grant (the items delineated in the budget). Please provide the following information to expedite creation of the ORG code should you be awarded a grant.

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**Responsibilities of the Lead PI**

Faculty receiving a 4-VA@Mason Collaborative Research Grant should note the following:

* Acknowledgement. Faculty are expected to acknowledge 4-VA support by using the official 4-VA logo on printed materials, in their online profiles, and by using the following language: “This project was funded by 4-VA, a collaborative partnership for advancing the Commonwealth of Virginia” or “This project was funded in part by 4-VA, a collaborative partnership for advancing the Commonwealth of Virginia.”
* Reporting. The lead PI is expected to promptly complete a mid-project report and a final report. Additionally, should there be further activity on the project (such as disseminations, presentations, outside funding to further the research, etc.) 4-VA@Mason may ask for additional brief reports for up to two years.
* Legal and Ethical. Federal, state and university policies, procedures and rules apply to all awarded grants. For further information regarding these rules, please consult the department or school budget and finance team. If the project results in patentable work, follow the requirements and policies from the [Office of Technology Transfer](https://ott.gmu.edu/). Several ethical practice review protocols are required for some research activities.  For further questions about requirements that may apply to the project, contact the [Office of Research Integrity and Assurance.](https://oria.gmu.edu/)

**4-VA@Mason Budget Policies and Process**

CRG funding can be used for a variety of services and supplies for the research project, including but not limited to:

* Faculty Stipends
* Travel (any trips associated with the project)
* Materials
* Printing
* Graduate student wage
* Undergraduate student wage (managed through OSCAR)

The proposed budget must be reviewed by each unit or department’s budget and finance team.

4-VA research funds are governed by the Commonwealth of Virginia financial policies and procedures. All 4-VA grant expenditures must be spent and/or reimbursed in accordance with the [Mason Financial Procedures Manual and university policies](http://fiscal.gmu.edu/).

The grant recipient is the responsible financial party.

Undergrad student funding may be delivered through the OSCAR program. For further information, contact: Anthony DeMaio, Office for Undergraduate Education.  Johnson Center 228, 703-993-3766

If there are changes regarding students assigned to the project, funding can be moved.  For more information on budgets and funding contact 4-VA@Mason Deputy Campus Coordinator, Marcy Glover.

Upon receiving a grant award, a new budget ORG is created, into which the grant funding is disbursed. This ORG code will reside within the recipient’s unit and will be monitored by the unit’s budget and finance team. Any questions regarding utilization of funds should be directed to that team prior to any expenditures or encumbrances. All funds within the ORG should be dispensed completely before the end of the fiscal year, ideally prior to June 30 of each year to assure that any encumbrances are cleared through the system.

It is imperative that grant activities and expenditures match the awarded proposal.  If there are changes, a modified budget and proposal must be submitted to the 4-VA@Mason office and approved in advance.

Failure to comply with the above commitments will result in the loss of funding and ineligibility for future grants through 4-VA.

I understand and agree to comply with the above policies and procedures.

Signature Date