**Center for Communication, Culture, and Change**

**Pilot Research Awards**

**REQUEST FOR PROPOSALS**

**Deadlines: Applications due on the last Friday in September and April by 5:00 PM**

**Note: Funding for each award cycle must be spent by May 31st**

**Purpose**

The Center for Communication, Culture, and Change funds interdisciplinary pilot projects that are designed to provide data needed to compete successfully for external funding from private, foundation, and government sources.

**Eligibility**

* **Interdisciplinary teams** led by School of Communication full-time faculty members on continuing appointments are eligible to apply for this award.
* Team must be led by a member of the Center for Communication, Culture, and Change.
* At least **two** School of Communication departments must be represented on the project team.
* **Interdisciplinary teams** can also consist of at **least one SoC faculty** member and **other University of Miami full-time faculty** members. Such teams are eligible to apply as long as the SoC faculty member is: a. Principal Investigator and b. member of the Center for Communication, Culture and Change.

**Award Amount**

Awards have an expected range of $1,000-$5,000. In truly exceptional cases, an award in excess of $5,000 can be made. The funding will become available immediately after award decisions are made and must be spent within the award cycle funding period.

**Criteria**

Evaluation of proposals will be based on the following criteria:

* Lead applicant is an SoC faculty member of the Center and at least two SOC departments or two University of Miami disciplines are meaningfully represented.
* Proposed project represents a significant collaboration across disciplines. In other words, project could not be accomplished without the participation of faculty from at least two disciplines.
* Potential of the research to lead to a viable external funding application.
* Purpose of the pilot project (or the larger project that will be proposed for external support) is to create positive social or behavioral change.
* Specific external funding mechanism for future project is identified. (Please attach printout and/or provide links.)
* Strong evaluation component must be present.
* Research methodology used is appropriate for the research questions or hypotheses advanced.
* Writing of the proposal is clear.
* Timeline for project is feasible.
* Budget is clearly justified.

**Additional Criteria**

Proposals that include the following criteria will be evaluated more favorably:

* Project focuses on populations within Miami, the Caribbean, Central America, and/or South America
* Meaningful involvement by one or more graduate or undergraduate students or classes.
* Strong likelihood that the project will yield data that can be used to strengthen a future external grant proposal.

**Evaluation**

* All proposals will be evaluated by the internal advisory board of the Center for Communication, Culture, and Change, based on the criteria outlined above.
* Applicants who serve on the advisory board will recuse themselves from the evaluation of grant applications in the current round.

**Conditions**

By accepting this award, the 4C member agrees to the following:

* The award recipient will submit a written report of the results and make an oral presentation of the work resulting from the 4C award at the Research Forum following the conclusion of the funding period. If the work is not complete by that date, the recipient will make this presentation at the Research Forum in the following year.
* Faculty members not fulfilling the obligations of the award will be ineligible for future awards for a period of 3 years beyond the deliverables due date.
* 4C members can be the lead applicant/Principal Investigator for one project per year. There are no limits on the number of application teams 4C members can be a part of, however.

**Budget**

* All direct research costs are eligible for support (travel, consultants/contracts, and other direct costs such as supplies and equipment). Salary is not eligible for support. Travel to conferences is not eligible for support.
* Where requested funding is for travel, equipment, or supplies, a statement is required to the effect that the requested budget items are either not available or that no other outside support is available.
* Equipment purchased with the 4C Award funds becomes University property and is to be housed in the SoC.

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**INSTRUCTIONS**

1. **Submission Deadline**

Please submit the proposal via email to [harrison@miami.edu](mailto:harrison@miami.edu) no later than **5:00 p.m. of the deadline date.**

1. **Order of Items (include all of the following items, appropriately headed and assembled).**
2. Cover Sheet with project summary and applicants’ signatures.
3. Description of proposed project, including a statement about how the project will lead to external funding through a specific funding mechanism or RFA. (Include a URL to this information if available.)
4. Brief (2 page) Curriculum Vitae for each applicant
5. UM/SoC/4C Grants Received and Resulting Work Form (attached)
6. Budget Form (attached)
7. **Explanation of Items**
8. **Cover Sheet**

* Includes a project summary in layperson's terms (100 words) and applicants’ signatures.

1. **Description of proposed project** (not to exceed 1500 words): Your narrative should include:

* A *concise* statement of the problem and warrant for the research proposed (max of 300 words)
* Hypotheses and research questions being proposed
* Methods (max of 1000 words)
* An estimated timeline of research or creative activity, the present status of the work. Please address the following items (concisely). These items do not contribute toward the maximum length of the proposal.
* How each person’s expertise will meaningfully contribute to the project.
* Detail how the project may lead to external funding, including the potential funding sources (provide links to relevant RFAs).

1. **Brief Curriculum Vitae** **from each applicant**

* *Two (2) pages maximum* listing pertinent academic information, publications and previous funding related to the current activity for which support is being requested.

1. **UM/SoC/4C Grants Received and Resulting Work Form**

* Include in your statement books and articles as well as grants applied for, grants received, and any other academic activity that arose from your past awards.

1. **Budget Form**

* Please use the attached budget form. In the budget explanation*,* be quite specific about why you need each item; for example, to “spend the summer in London” is not sufficient unless you explain briefly why spending the summer in London is crucial to the activity.

**Additional Instructions/Notes**

* Applications must follow these instructions.
* **Late applications** **will not be accepted**.
* **Incomplete applications will not be reviewed**.
* **The timeline for executing the project must be specified and the project must take place within the funding period**.
* All questions should be sent via email to [harrison@miami.edu](mailto:harrison@miami.edu).

**Center for Communication, Culture, and Change Pilot Research Awards**

**COVER SHEET**

1. **Applicant’s Name/SOC Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Position: ☐ Tenured ☐Tenure Track ☐Continuing Appointment ☐Not Tenure Track

Rank: ☐Lecturer ☐Asst. Professor ☐Associate Professor ☐Full Professor

1. **Applicant’s Name/SOC Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Position: ☐ Tenured ☐Tenure Track ☐Continuing Appointment ☐Not Tenure Track

Rank: ☐Lecturer ☐Asst. Professor ☐Associate Professor ☐Full Professor

1. **Applicant’s Name/UM Department (any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Position: ☐ Tenured ☐Tenure Track ☐Continuing Appointment ☐Not Tenure Track

Rank: ☐Lecturer ☐Asst. Professor ☐Associate Professor ☐Full Professor

1. **Project Title:**
2. **Project summary** (100 words)**:**
3. **Word count of the body of the application: \_\_\_\_\_\_\_\_\_** (Not to exceed 1500 words)
4. **Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Center for Communication, Culture, and Change Pilot Research Awards**

**LIST OF UM/SOC/4C GRANTS RECEIVED AND RESULTING WORK**

Circle YES below for grants received. List papers/publications/creative activity/grant activity resulting from these awards, and if none, indicate progress of the project.

**UM Provost Awards 2015-present:** YES NO

If yes, please specify years awarded and project title:

If yes, conference papers, publications, creative activity, and grant activity resulting from these awards.

**SoC Research and Creative Awards 2015- present** YES NO

If yes, please specify years awarded and project title:

If yes, conference papers, publications, creative activity, and grant activity resulting from these awards. If none, please indicate the progress you have made in the project.

**Center for Communication, Culture, and Change 2018-present** YES NO

If yes, please specify date(s) awarded and project title:

If yes, conference papers, publications, creative activity, and grant activity resulting from these awards. If none, please indicate the progress you have made in the project.

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| --- | --- |
| **Center for Communication, Culture, and Change Pilot Research Awards** | |
| **BUDGET FORM** | |
| **Budget category** | **Total** |
| **HUMAN RESOURCES (Except Salary)** |  |
|  |  |
|  |  |
| **TRAVEL** |  |
|  |  |
|  |  |
| **CONSULTANTS/CONTRACTS** |  |
|  |  |
|  |  |
| **OTHER DIRECT COSTS** |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** | $0 |
| **Notes:** |  |
| 1. **Human Resources:** Includes UM graduate or undergraduate student and/or professional help. | |
| 2. **Travel:** Includes estimated costs of transportation, lodging, and food. | |
| 3. **Consultant/Contracts:** Includes professional help from outside the University of Miami. | |
| 4. **Other Direct Costs:** Includes any equipment or supplies needed for the project. | |
|  |  |
| **Budget Explanation** | |
| **Note**: Copy each item description from the above table and provide a clear explanation of the cost calculation and the rationale for the budget item. | |
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