CRC InfoReady Reference Guide:

FYAP Grant Application Walk-Thru

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2024/2025 First Year Assistant Professor (FYAP) Grant

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2024/2025 First Year Assistant Professor (FYAP) Grant

⌄ Deadline

Internal Submission Deadline: Thursday, October 17, 2024 at 5:00 pm
ADD TO CALENDAR

⌄ Details

Administrator(s): Sherry Core (Owner)
Category: Council on Research + Creativity
Cycle: 2024 - 2025
Number of Applications Allowed Per Applicant: Unlimited
Award Range: Up to $20,000
Award Notification: February 2025
Award Period: 5/7/2025 - 8/5/2025
Supporting Documents: FYAP Reviewer Guidelines
FYAP Proposal Template
CV Template
FYAP Budget Form

⌄ Description

First Year Assistant Professor (FYAP)
Grant Program

The **First Year Assistant Professor (FYAP) Grant program** provides assistant professors in their first year at FSU with essential information and hands-on learning to aid in jumpstarting a successful research career. The full-year program includes a Workshop, proposal submission opportunity, peer mentoring and feedback, and a final report in the form of a poster session. The support provided by this program is intended to enable faculty to devote significant time and effort during their first summer at FSU to the research and/or creative responsibilities of their academic careers by providing summer salary and/or support for project-related expenses incurred during the award period.

Please review the **FYAP Program: Request for Proposals** page on the CRC Internal Funding website for more information about this program.

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General Information

Primary Investigator (PI) First Name *

Primary Investigator (PI) Last Name *

Employee ID *
Please provide the full employee ID number, including all zeroes.

ORCiD

Email Address *

Proposal Title *

Faculty Mentor *
Please list the name of your faculty mentor.

Amount Requested *
(Up to $20,000)

Permission Statement *
Please indicate whether you give permission to use this proposal as an example of an awarded project in the event that it is funded.
No   Yes

Nonfaculty Support
Identify the total number of undergraduate students, Postdoctoral Associates, and non-students/non-ranked faculty to be supported by this grant (funding must be included in budget). Numbers should be based on a head count, not FTE.

Non-Students/Non-Ranked Faculty: *	Graduate Students: *	Undergraduate Students: *	Post-doctoral Associates: *

To save your progress, click "Save as Draft". Otherwise, no changes will be saved.

Next

Save as Draft

Proposal Transmittal:

Select all applicable certifications for this project.
The PI will be responsible for following the individual processes for each approval needed, and emailing the approval letters to: RSCH-CRC@fsu.edu. The project budget will not be set up until the CRC Coordinator has received this approval.

Certifications *
Note: Checking the box will provide a further explanation of the certification.

- ☐ Vertebrate Animals
- ☑ Human Subjects
- ☐ DNA/RNA Use
- ☐ Radioactive Materials
- ☐ Hazardous Chemical
- ☐ Select Agents
- ☐ Nanomaterials
- ☐ Marine Lab
- ☐ Compressed Air Diving (ADP)
- ☐ No Certifications Needed

Research Compliance: Human Subjects

If **Human Subjects** are involved in the project, check yes. If the proposal is awarded, the PI is responsible for submitting their study to the FSU IRB through RAMP: https://myramp.research.fsu.edu/ , then submitting the approval to the CRC at: RSCH-CRC@fsu.edu. IRB approval may take on average 40 days. For more information, visit the Office for Human Subjects Protection website: https://www.research.fsu.edu/research-offices/ohsp/grant-applications-funding-the-irb/ohsp-guidance-on-post-award-funded-projects/ . **The project budget will not be set up until the Human Subjects Committee has approved the protocol associated with the project.**

Clicking the box for the certification populates additional details.

Additional Resources *
Will additional resources such as animal or non-animal space, equipment, utility service, etc., be needed to conduct this project in addition to what is currently available to you or is budgeted for this in the proposal?

[No | **Yes**]

Resources

| Resource Requested * | | Requested From * | |

| Estimated Cost * | | Has this request been approved? * | [Yes | No] |

Add new

Keywords *

Please fill in the keywords that are related to your proposed project. You can enter as many as desired, but at least one keyword is required.

Begin typing to search ...

Conflict of Interest

Does any investigator (PI or other key personnel) working on this project have a conflict of interest, whether financial or otherwise, direct or indirect, as defined below?

- FSU's Faculty Handbook, Section 4
- FSU's Financial Disclosure Policy
- FL Statutes, Ch. 112: Code of Ethics for Public Officers and Employees

Conflict of Interest? *

No   Yes

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Project Spending Authorization, Named Faculty Approvals and Notifications:

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Project Spending Authorization, Named Faculty Approvals and Notifications

Project Spending Authorization

The PI and other users listed below will be added to Proposal Resources for read-only access to the OMNI Proposal record.

If the proposal is awarded, the Project Team will be set up as follows:

Project spending Authority for non-travel transactions:

- PI will automatically have expenditure authority for all non-travel financial transactions
- Sponsored Project (SP) Managers with ePRO means this user will have expenditure authority for all non-travel financial transactions, including the ability to approve requisitions in OMNI.
- SP Managers without ePRO means this user will have expenditure authority for all non-travel financial transactions, except the ability to approve requisitions in OMNI.
- Departmental Rep means this user will have no post-award expenditure authority. Users with this role on the Proposal will only have access to view proposal information.

Project spending Authority for travel transactions:

- Only one user is allowed to approve travel for a project. The PI will be made the default travel approver unless an alternate is listed below. Note that the Project Travel Approver cannot approve his/her own travel transactions. The travel approver role is "Project Manager" which is different from a "Sponsored Project Manager (SP Manager)."

Note: Also include all email addresses in the **Contacts for Notifications** section below, so they can receive all notifications about this proposal submission.

Project Spending Authorization *
Please indicate if your project will have any of the following:

- [x] Project Manager
- [x] Sponsored Project Managers with ePro Authority
- [ ] Sponsored Project Managers without ePro Authority
- [ ] Departmental Representatives
- [ ] Additional Named Faculty Approvals
- [ ] None

Project Manager

Name *	Employee ID *	Email Address *
	Please provide the full employee ID number, including all zeroes.	

Sponsored Project Managers with ePRO Authority

Name *	Employee ID *	Email Address *
	Please provide the full employee ID number, including all zeroes.	

Add new ← Add more if needed.

Contacts for Notifications
Please list anyone you would like notified about the status of this proposal submission.
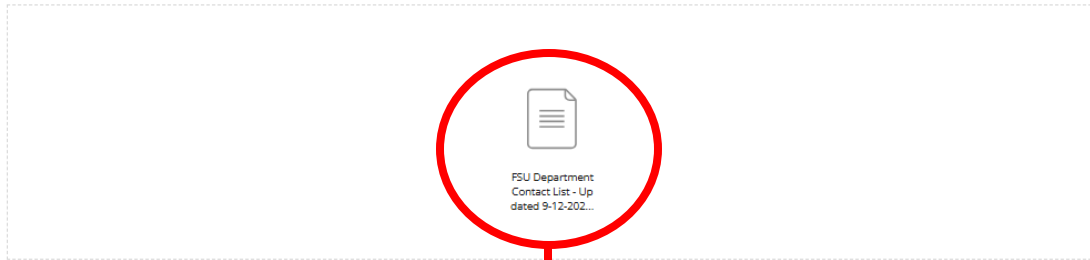
Please include the email addresses for the following:

- Dean
- Chair
- Project Managers
- All Sponsored Project Managers
- Departmental Representatives
- Additional Department Notifications (i.e. Grant Managers, Accounting, Business Managers, etc.)
- Any additional faculty who may be assisting you with this submission

Use the dropdown list below to find everyone in your Primary Department who has indicated that they would like to be included on grant notifications (including the Dean, Chair, and any additional department staff).

FSU Department Contact List
Please search for your department on the FSU Department Contact list, and copy all the email addresses in your department. Then paste them in the "Add Contacts for Notifications" field below. All email addresses should be separated only by a comma, and no spaces.

FSU Department Contact List - Updated 9-12-202...

Add Contacts for Notifications *
From the sections above, please copy all the email addresses for Project Managers, Sponsored Project Managers, Departmental Representatives, the emails provided in the "FSU Department Contact List", and any additional faculty or staff you would like notified about the status of this proposal submission. Contacts will receive all notifications you receive. (Separate email addresses with commas, no spaces.)

Separate email addresses with commas

[Previous] [Next]

[Save as Draft]

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FSU Department Contact List:

For your grant application, please copy only the email addresses, separated by a comma and no spaces between the addresses. Then paste them in the "Add contacts for notifications" section of the grant application. The people on this list will receive all the notifications you do about the status of your grant application.

Center for Ocean Atmospheric Prediction Studies (059000): echassignet@fsu.edu,tlogan@fsu.edu
University Libraries (066000): getschmaier@fsu.edu
Earth, Ocean & Atmospheric Science (069000): rhart@fsu.edu,tlogan@fsu.edu
College of Arts & Sciences (070000): tlogan@fsu.edu
Geophysical Fluid Dynamics Institute (071003): kspeer@fsu.edu,tlogan@fsu.edu
Anthropology (072000): Mark.mccoy@fsu.edu,tlogan@fsu.edu,mcarlisle@fsu.edu
Anthropology Sponsored Projects (072004): Mark.mccoy@fsu.edu,tlogan@fsu.edu,mcarlisle@fsu.edu
Institute of Molecular Biophysics (073002): hongli@sb.fsu.edu,tlogan@fsu.edu
Biological Science (074012): houpt@bio.fsu.edu,tlogan@fsu.edu
Chemistry and Biochemistry (075000): yang@sb.fsu.edu,tlogan@fsu.edu
Classics (076002): tstover@fsu.edu,tlogan@fsu.edu,khawkins@fsu.edu

Curriculum Vitae:

Abstract:

Budget:

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Budget

Budget Form
Please visit the CRC Internal Funding website and download the budget form from the "InfoReady Support Resources" page. Then save the Excel form as a PDF and upload it here.

- First Year Assistant Professor (FYAP) Budget Form

Upload the project budget form. *

Drag and drop a file here or click the button below to select a file to upload.

📁 Select File

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Download the appropriate budget form from the CRC website:

https://internalfunding.research.fsu.edu/infoready-support-resources/

Save as Draft

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FYAP Budget Form:

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InfoReady Support Resources

Budget Forms

Please attach the appropriate **Budget Form** in the **Budget** section of your grant application.

- Arts + Humanities Program Enhancement Grant (AHPEG) Budget Form
- First Year Assistant Professor Grant (FYAP) Budget Form
- Seed Grant Budget Form
- Small Grants Program (SGP) Budget Form
- Summer Research Support Grant (SRS) Budget Form

First Year Assistant Professor (FYAP) Grant - Budget Form

All the budget categories will total here.

GRANT BUDGET	$20,000
TOTAL AMOUNT FROM SECTION A-D	$0

Name:
Title of Proposal:
Date:

SECTION A: PERSONNEL SALARY — AMOUNT
List all personnel employed at FSU. Do not include non-FSU employees, such as personnel at other organizations or consultants. Each person's role on the project should be identified. OPS personnel should be budgeted using an hourly rate.

	AMOUNT
PI Salary (Co-PI salary is not allowed)	
Other Personnel Salary (GA, Undergrad, Post-Doc, Technician, etc. are allowed. Faculty, USPS and A&P are not.)	
TOTAL	$0

SECTION B: PERSONNEL TRAVEL — AMOUNT
Travel expenses for all personnel employed at FSU. These expenditures can include conferences, workshops, or other such research meetings that are necessary to carry out the project are generally allowable direct costs. These costs include transportation (airfare, mileage, etc.), lodging, ground transportation, registration fees, and per diem. Travel budgets should be divided into domestic (travel within the contiguous United States, Alaska, Hawaii, Puerto Rico or the U.S. Virgin Islands) and foreign (travel outside of the contiguous United States, Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands).

	AMOUNT
Domestic (U.S., Alaska, Hawaii, Puerto Rico, or U.S. Virgin Islands)	
International	
TOTAL	$0

SECTION C: OTHER DIRECT COSTS

	DESCRIPTION OF COST	AMOUNT
Materials and Supplies	• Supplies that are directly related to the project are generally allowable as direct costs. • "Equipment" that costs less than $5,000 falls within this category.	
Publication Costs	• Costs for publication of research results in professional journals as a part of the project dissemination plan are generally allowable as direct costs. • Costs of the publication of a book, article or other forms of publication (e.g. exhibits, performances), such as: • Special costs associated with illustrations, reprint fees, editing and etc. for either an article or book. • Other types of equivalent expenses involved in the "publication" of creative works in other media (music, drama, visual arts, electronic arts, etc.). • Subventions are not allowed.	
Consultant Services	• A consultant is generally an expert advisor who is paid to provide advice, but should not be making decisions for the direction of the research at a fixed rate. Consultant costs are allowable as direct costs as long as it directly benefits the project. • If the consultant is an employee of another university, be certain that the consultant is following his or her home institution's consulting policy.	
ADP/Computer Services	• The services you include here should be research specific computer services, such as, reserving computing time on supercomputers or getting specialized software to help run your statistics.	
Consortium/Contractual Costs	• Contractual costs are associated with a vendor that provides a service or good that is routinely provided to the general public and therefore is not unique to the project. Typically the organization is for-profit and not subject to federal compliance requirements.	
Rent	• Rent is generally an allowable cost when work is being performed in a space that is not owned by FSU.	
TOTAL		$0

SECTION D: ADDITIONAL OTHER COSTS — AMOUNT
Other costs are not mentioned above can be budgeted as a direct cost as long as they are allowable, allocable, reasonable, and consistently treated, such as:
• Honorariums
• Travel Costs for non-FSU employees
• Incentives and/or payments for research participants

TOTAL	$0

Put the amounts in the right column. The formulas in the spreadsheet will total the amounts in each category, and at the top of the page.

Proposal:

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The proposal text cannot exceed eight pages (not including references, appendices and the list of Past/Current/Pending Grants). If you have no information to submit for a given section, enter N/A for that section. Upload only PDF versions of your Proposal Text form.

Locate the appropriate Proposal Template from the CRC Internal Funding website, on the "InfoReady Support Resources" page:

- Download the Proposal Template

Past Current and Pending Grants:

Attached to your grant proposal, include a list of any recent (within the last 5 years) past, current and pending grants for the PI. Please include:

- All current external grants (federal/state or other) and all current CRC grants
- All pending external grants (federal/state or other) and all pending CRC grants
- All grants and awards - both external and CRC - you have received in the past 5 years, and
- Any grants you plan to submit in the near future.

Information to include about each grant:

- Grant Title
- Source of Support
- Grant Start Date
- Grant End Date
- Time Commitment %
- Award Amount
- Project Location
- Outcomes (proposals submitted, publications, awards, etc.)

CRC Grants:

Include FYAPs, EIEGs, SRS, AHPEG, Seed, SGPs and/or Honorary Awards - awarded to the PI within the past 5 years. These **must** be included, along with the outcomes (proposals submitted, publications, awards, etc.) of those awards. **Failure to include these awards and their outcomes will result in the disqualification of this proposal.**

To view the last 5 years of CRC Award History, search the table on our website: Prior CRC Award History

Proposal Formatting Guidelines:

- Five (5) pages maximum (excluding References and any Appendices).
- Font size: must be 11 points or larger (smaller text in figures, graphs, diagrams, and charts is acceptable as long as it is legible when the page is viewed at 100%). Some PDF conversion software reduces font size; it is important to confirm that the final PDF document complies with the font requirements.
- Line spacing: must be no more than six lines per vertical inch.
- Text color: must be black; color text in figures, graphs, diagrams, charts, tables, footnotes and headings is acceptable.
- Please use one of the following fonts: Arial or Times New Roman.
- Provide at least one-inch margins (1") - top, bottom, left, and right - for all pages. No applicant-supplied information can appear in the margins.

Note: If your proposal does not adhere to formatting guidelines, it is subject to technical disqualification.

Use the "Prior CRC Award History" tool to research your previous CRC awards. The last 5 years are included in the table, and searchable by FSU employee ID.

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RESEARCH OFFICES / RESEARCH DEVELOPMENT / PRIOR CRC AWARD HISTORY

Prior CRC Award History

The following information is used by the CRC to identify the recent internal award history of proposal applicants. History includes 2019/2020 through 2023/2024.

Show 25 entries   Copy Print Excel   Search: [   ]

Employee ID:	Role:	Award Type:	Proposal Title:	Amount Awarded:	Award Year:
000002241	PI	AHPEG	Original Compositions and Recordings: Leon Anderson, Jan-et...	$15,000.00	2023/2024
100338506	PI	AHPEG	The Rite of Spring Reimagined: A Cinematic Virtual Reality...	$19,957.00	2023/2024
000102473	CO-PI	AHPEG	The Rite of Spring Reimagined: A Cinematic Virtual Reality...	$19,957.00	2023/2024
000000000	PI	AHPEG	Movers: The Cost of Farb...	$20,000.00	2023/2024
000000000	PI	AHPEG	Hurbanation Natives...	$20,000.00	2022/2023
000111551	PI	AHPEG	Material Ecologies, Indigeneity, Objects, and Environments in...	$20,000.00	2022/2023

Upload a Proposal *

Drag and drop a file here or click the button below to select a file to upload.

📁 **Select File**

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At any point in the application, you can click the "PDF" button and it will create a PDF for your application.

Recommendation:

Before you submit your application, produce the PDF and send it to your department grant team for review.

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CRC Terms and Conditions of Award
The following Terms and Conditions are applicable to all proposal-based awards issued by the Council on Research + Creativity unless otherwise noted.

General Guidelines:
1. CRC grant funds may only be used to support research and creative activity.
2. Project-related travel is allowed on most CRC grants; however, **travel is restricted to necessary and direct support of the research conducted as part of the proposed work**. Conference or workshop attendance for the purpose of presenting research or creative activities is not permitted, with some exceptions allowable for the Arts + Humanities Program Enhancement Grant program. If awarded, any travel plan alterations must receive prior approval by a representative of the CRC before the travel occurs.
3. Computers and computing equipment purchases are not allowed on CRC grants.
4. Book subventions cannot be funded by CRC grants, with the exception of the Small Grants Program.
5. Equipment purchases are not allowed on CRC grants, with the exception of the Equipment + Infrastructure Enhancement Grant program.
6. CRC grants may support a stipend for a student hired on a grant; matriculation and tuition fees cannot be paid for by CRC funds. Student travel cannot be funded by CRC grants.
7. Faculty members who receive CRC funds during sabbatical will be asked to repay those funds if they terminate employment with FSU during the year following the award. In addition, summer funding (First Year Assistant Professor and Summer Research Support programs) will not be awarded to faculty planning to leave the university immediately following the award period; if grant funds have been used prior to award termination, it will be necessary for the PI to repay the spent funds.

Changes to the Project:

1. The CRC approved the scope of work as submitted with the proposal. ***The written approval of a representative of the CRC is required prior to implementing any change to the scope of work.*** Scope of work violations may result in loss of internal funding eligibility for multiple years.
2. Actions likely to be considered a change of scope include, but are not limited to, the following:
   ○ Changes in the goals or specific aims approved at the time of the award,
   ○ Any change from the approved use of animals or human subjects, or
   ○ Transferring the performance of substantive programmatic work to a third party by contract or any other means.

Budget Deviations:

1. The CRC approved the project budget as submitted with the proposal. *Budget deviations greater than 10% per budget line item (cumulatively) require the prior written approval of a representative of the CRC.*

2. Budget revisions should be requested via a Budget Amendment Form. The Budget Amendment Form, which can be downloaded from the Internal Funding website, must be electronically signed by the PI and submitted via the CRC Time Extension and Budget Amendment Submission page. If the budget revision is approved by a representative of the CRC, the OMNI Project Budget will be modified to reflect the newly approved categories and amounts.

3. *Budget amendment requests **must be approved before any changes can occur**.* Requests may not be submitted after the fact, and all requests must be submitted no less than 30 days prior to the end of the award period. ***Requests submitted less than 30 days prior to the end of the award period will be rejected without consideration.*** Budget amendments are limited to two per award.

4. Budget violations may result in loss of internal funding eligibility for multiple years.

5. The Office of Research reserves the right to withdraw remaining funds from a project if unauthorized spending occurs and may also require misspent funds to be repaid by the PI/Department. Any unapproved expenditures beyond the 10% limit will result in the grant being frozen until the overage is refunded to the grant; the same applies to any unapproved expenditures that fall outside a grant's budgetary categories. In addition, no further CRC grant proposals will be accepted from applicants (as PI or Co-PI) on any grant that is out of budgetary compliance until the situation is rectified. Penalties will be handled on a case-by-case basis.

Time Extensions:

1. Time extensions require prior written approval by a representative of the CRC; only one time extension is permitted per project.

2. If the project budget is in good standing, a 90-day extension will be automatically granted upon request. Time extension requests for greater than 90 days will be considered on a case-by-case basis, not to exceed six months.

3. Requests for a time extension, along with justification, should be submitted to the CRC Time Extension and Budget Amendment Submission page no less than 30 days prior to the award expiration date. ***Requests submitted less than 30 days prior to the end of the award period will be rejected without consideration.***

4. Funding allocated for PI salary is not eligible for a time extension; other budget categories - such as student stipends, supplies, etc. - are eligible for time extensions.

Program-Specific Requirements:

FYAP – First Year Assistant Professor Grant Program

- For funding allocated to PI salary, deductions and fringe benefits will be taken from the maximum award amount as they would in a typical paycheck.
- Teaching and service responsibilities while utilizing a FYAP award are not permitted; however, if a Seed Grant or other CRC grant has also been awarded, the awardee is expected to complete the respective projects as proposed, even if the award periods overlap.
- FYAP award recipients are required to deliver a poster presentation of their research project at the FYAP Workshop during the Fall semester immediately following the award period. Failure to fulfill this requirement will render the PI ineligible for all future CRC funding as either a PI or Co-PI.
- Recipients of a FYAP award are ineligible to receive a Summer Research Support (formerly knows as COFRS) award for two years following their FYAP award period.

Click "Preview" to review your application before submission.

Terms + Conditions Acknowledgement *

☐ I have thoroughly read and agree to adhere to the CRC's Standard Terms and Conditions of Award.

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Preview:

Clicking "Edit" will return you to the application to make any changes you need. Click "Submit" once completed.

Terms + Conditions Acknowledgement *

☐ I have thoroughly read and agree to adhere to the CRC's Standard Terms and Conditions of Award.

Edit

Submit

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If you try to leave the page without saving, it will warn you. Make sure to click the "Save as Draft" button at the bottom left corner of the application.

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The changes you made will be lost if you navigate away from this page.

OK   Cancel

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General Information

Your Application History:

Any CRC applications you submit during the Fall 2024 term and after will show on this tab.

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Your Applications ▶️

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You have no applications at this time.

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Tallahassee, FL 32306-1330

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Progress Reports:

RESEARCH @
FLORIDA STATE UNIVERSITY

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Your Progress Report

All of your Progress Reports are listed below. The search, sort and filtering options allow you to organize your Progress Reports as desired. Click the Progress Report Title to access your Progress Report, along with details about the opportunity, and your submitted application.

Show 100 entries   Search: _____

Application Title	Competition Title	Progress Report Title	Progress Report Status	Deadline
			All	
		No data available in table		

Showing 0 to 0 of 0 entries   Previous   Next

FSU FLORIDA STATE UNIVERSITY

Florida State University
QUESTIONS? Email us

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Progress Report Questions:

Project Outcomes Survey: 6-Months Post-Award
2024-2025 First Year Assistant Professor (FYAP) Grant

As part of our commitment to ensuring the continued success and impact of CRC-funded research at Florida State University, we kindly request your participation in our Project Outcomes Survey. This survey, conducted at 6-, 12-, and 18-month intervals following the award end date, helps us gather essential information on the progress and outcomes of your funded project.

Your responses will provide valuable insights into the proposals, publications, exhibits, presentations, and other external funding outcomes resulting from your CRC-funded award. This information is crucial for evaluating the impact of our funding and for promoting the accomplishments of our faculty.

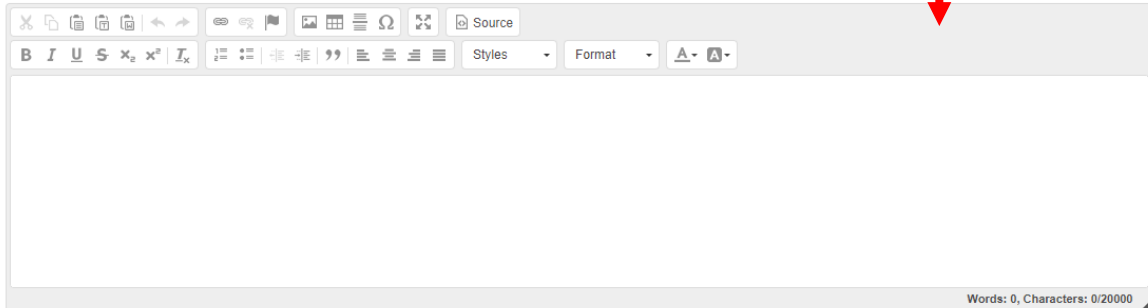Please take a few moments to complete the following questions:

External Funding Outcomes

How many external grants have you applied for since receiving this funding? *

> 1

A number any higher than 0 will populate the details box below the question.

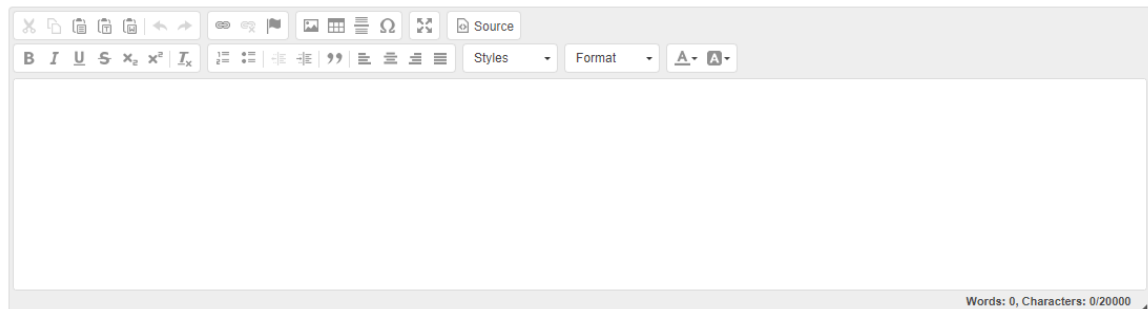Please list the funding sources and the proposal title(s) below, along with the date of submission. *

Words: 0, Characters: 0/20000

Publications and Presentations

How many articles and/or books have been submitted that are related to this funding? *

> 1

Please list the names and dates of the articles and/or books. *
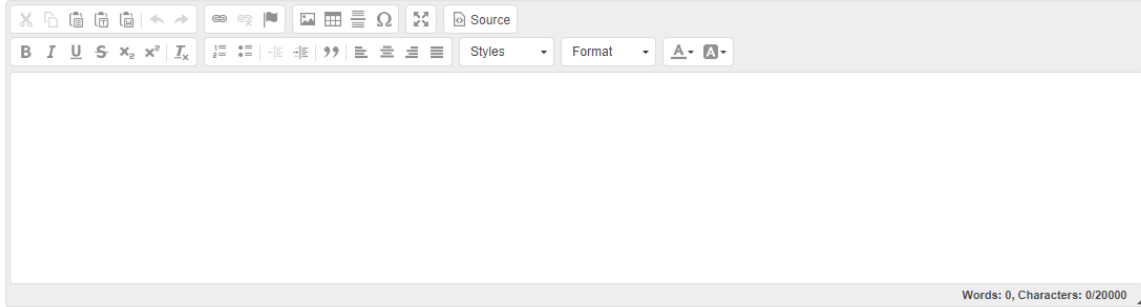
Words: 0, Characters: 0/20000

How many conferences or seminars have you presented at as a direct result the CRC-funded project? *

1

Please list the names and dates of the events below. *
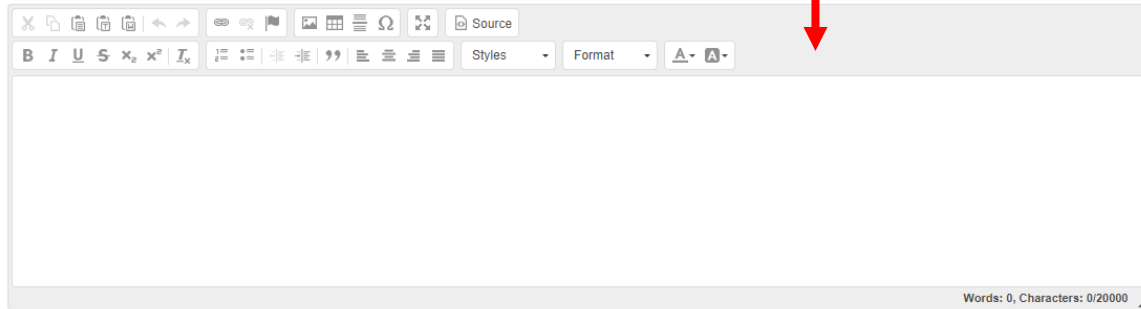
Words: 0, Characters: 0/20000

Creative Products

Have any creative products been made/displayed/showcased as a result of your CRC funding? *

Yes   No

Clicking "Yes" will populate the details box below the question.
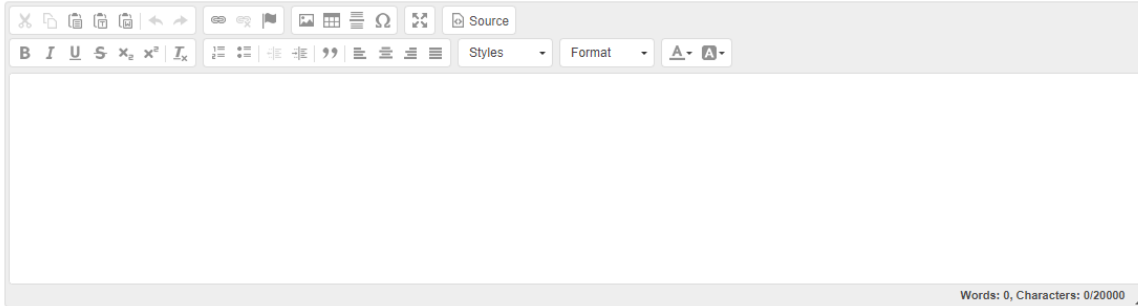
Please provide the details about the creative products. *

Words: 0, Characters: 0/20000

Impacts

Please provide a paragraph about how this funding has enhanced your ability to make an impact. *

Impacts may include: Community Engagement/Impact, Artistic/Cultural Impact, Educational Impact, or an Impact to your Department/College.

Words: 0, Characters: 0/20000

We greatly appreciate your time and effort in providing this information.

Your contributions are vital to the continuous improvement and success of our research programs at FSU. If you have any questions or need further assistance, please do not hesitate to contact us at: RSCH-CRC@fsu.edu.

Thank you for your participation and for your ongoing dedication to research excellence.

Click "Preview" to review all your questions before submission.

Preview

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Click "Edit" to return to the questions. Click "Submit" once completed.

Edit

Submit