APPLICATION INSTRUCTIONS AND CHECKLIST
RESEARCH START-UP GRANTS FOR NEW SCIENCE FACULTY

PRIOR TO PREPARING THE RESEARCH START-UP GRANTS FOR NEW SCIENCE FACULTY APPLICATION

- Invitations to submit proposals will be sent to all eligible institutions during the early part of summer for a submission deadline on August 1. The invitations will be addressed to the president, the chief academic officer, all relevant department chairs, and the grants administrator. The New Faculty Start-Up program Fluxx grants portal link will be given in the invitation.

- To initiate the submission of a grant, the PI (Department Chair) must first register through the grant application portal and provide the PI's (Department Chair's) name, academic rank, department, institution, along with all other required information, including the contact information of the institution (EIN needed) and the grant administrator. The Contact names of the Principal Investigator (Department Chair) and the Authorized Institutional Representatives (president, chief academic officer, and grants administrator) are the official signatures and represent the official approval of the proposal and budget by the institution. (Login and password will be provided upon registration.)

- Even though the PI (Department Chair) and the grant administrator will work together in developing the application; the grant administrator will ultimately be responsible to submit the proposal on behalf of the institution.

INSTRUCTIONS FOR COMPLETING THE RESEARCH START-UP GRANTS FOR NEW SCIENCE FACULTY APPLICATION

Login to the Fluxx grants portal. Click on Full Application Requests and select the New Faculty Start-Up application draft. Complete the Organization Information, Departmental Information, Consultant Information, and Budget Summary in the space provided online.

- **ORGANIZATION INFORMATION** (self-explanatory)

- **DEPARTMENTAL INFORMATION**
Enter the science department seeking the new hire–this must be a department in the natural sciences: biology, chemistry, physics, geology, astronomy, biochemistry, biophysics. Provide contact information for the department chair; the academic level you are seeking to fill (assistant professor, associate professor, . . .); and the scientific sub-discipline sought (if known).

- **CONSULTANT INFORMATION**
Provide contact information for the chosen consultant; identify the consultant's discipline and sub-discipline of expertise. (Attach a copy of the consultant's CV to the Proposal Narrative PDF.)

- **BUDGET SUMMARY**
  Enter the total dollar budget amount (from the first part of Item G, below), and the total request to the Trust (one-half of the Total Dollar Budget, but not to exceed $36,000). Note: no overhead or indirect costs may be included in this budget.

CONTINUE BY UPLOADING THE PROPOSAL NARRATIVE

The Proposal Narrative upload will include the following, all in one PDF file, in this order: **Sections A-C; the Consultant's CV; and the Chair's cover letter (maximum of 2 pages). (**This PDF file can be generated using a word processor or scanned in high acceptable/high resolution.) Upload the complete Proposal Narrative to Project Documents.

Download the Proposal Narrative form to complete Sections A-C. Institutions may scan the form for ease of preparation, but organization of the requested information on each page as well as space limitations for each item must be followed strictly. Use no-smaller-than **11 point font** in filling out the form. **The application Sections A-C may not exceed 10 pages**.

A. DEPARTMENTAL DATA (self-explanatory) (**If additional space is needed, expand item A by copying the table provided.**)

1. Current Faculty Biographical Sketches: For each, list: highest degree awarded and date, date hired, academic rank, sub-discipline specialty, research interest(s), current research grant(s) held, research proposals submitted and funded or declined [last five years, indicate as (f) funded or (d) declined], list of research publications in peer reviewed journals [last five years; identify student co-authors with an asterisk (*)]), number of post-doctoral fellows supervised. Include titles for grant(s) and publication(s). Please do not include manuscripts in preparation or abstracts for talks.

2. Major Equipment Items Held in the Department: (self-explanatory)

3. Summary of Past Start-Up Research Support: Summarize start-up packages offered to each new faculty person hired in the natural sciences division and relevant departments in the last five years. For each hire [Professor A, Professor B, . . .] indicate the department of the hire; the sub-field of the hire; the total cash support provided [the sum of the various categories shown in the "cash" portion of the budget in this application]; the listing of items provided "in-kind" [from the list shown in that part of the budget in this application]; the number of students mentored by the professor in research; the numbers of external and internal grants submitted [declined, funded] and the total dollar value; the number of invited and contributed presentations and the number of submitted and published peer-reviewed manuscripts.

4. Number of Research Students: (self-explanatory)

5. Outcomes for Department Submitting this Application: (self-explanatory)

B. START-UP PACKAGE BUDGET TO BE OFFERED (self-explanatory) (**If additional space is needed, expand item B.**)

Attention: New faculty research mentoring plan (300 words or less). Describe how the department and the institution will provide mentoring activities that will enable the new faculty member in developing a productive research program. Examples of mentoring activities include, but are not limited to: support in establishing his/her research laboratory; support in preparing of grant proposals, publications, and presentations; guidance on ways to improve the skills of laboratory management and mentoring undergraduate co-workers; guidance on how to effectively collaborate with research from diverse backgrounds and disciplinary areas, from within or outside the institution; and training in responsible professional practices.

C. **CONSULTANT INFORMATION AND INSTRUCTIONS**:

Be sure to provide a copy of the Consultant Response Form to the consultant. **This should be completed by the consultant after the hire is complete and returned directly to the Trust, but not later than April 30**. (This will permit the Trust to obtain information that will allow a periodic evaluation of this program. It will also become a part of the evaluation of future proposals from the same institution.)

Consultant's CV is included in the Proposal Narrative PDF file.

Chair's Cover Letter is included in the Proposal Narrative PDF file.
Prepare a cover letter (maximum 2 pages) that addresses the following items: what is the vision for the department, extending at least over the next five years; how are teaching loads counted in the department, and what is considered a normal load (address at least classroom and also laboratory duties); how many majors have graduated in the department in each of the last five years; what are institutional and departmental expectations for the new hire regarding peer-reviewed publications, external funding, and tenure and promotion considerations; how will the new hire fit into the future of the department; how will the department nurture and mentor the new hire to become a productive research scholar. Chairs are encouraged to provide additional metrics that they feel will strengthen the application and should be included. *The chair letter is a critical component of the application, and department chairs should prepare a most compelling letter.*

UPLOAD ORGANIZATION DOCUMENTS

(If the Organization Documents did not auto-populate from a previous request to the Trust, you must complete this section.)

After selecting your Organization Type, provide the appropriate documents.

For 501(c)(3):
CEO Certification—certifying that your institution's IRS rulings are still correct—specifically referring to both the 501(c)(3) tax exempt ruling and the 509(a) or 170(b) public charity ruling—and explicitly stating the following: "no modifications are planned or pending."
IRS ruling documents—IRS document showing your 501(c)(3) tax exemption ruling and your 509(a) or 170(b) public charity ruling for the current legal name (often, but not always, these rulings appear in the same IRS document).

Note: For institutions making multiple applications, each complete proposal must be submitted separately.