

STRATEGIC PRIORITIES PLAN

VCU Arts, Humanities and Social Sciences Fund FY 2024 Request for Applications

Purpose: The VCU Arts, Humanities and Social Sciences Fund (AHSS) supports, facilitates and enhances the creation, production and dissemination of arts, humanities and social sciences research and creative activity at any stage of development, including initial or mid-stage project development, presentation or performance, and final publication. This fund is supported through a collaboration between the Office of the Vice President for Research and Innovation and the Office of the Provost.

VCU AHSS Fund At-A-Glance *(additional details below)*

Intent to Submit Deadline	November 1, 2023
Full Proposal Deadline	January 19, 2024
Award Start Date and Project Period	May 15, 2024 – May 14, 2024 (12 months)
Award Ceiling	Up to \$10,000
Program Category	Pilot/small project funds for part of a larger project
Eligibility	<ul style="list-style-type: none"> Principal investigators must be a full-time VCU faculty member. Applicants can be of any rank or tenure status. Both single- and multi-scholar and artist applications are eligible. PIs and Co-PIs with <u>active</u> AHSS awards at the time of proposal submission are ineligible to apply as a PI or Co-PI on an additional AHSS proposal during this funding cycle. Upon award for the 2024 AHSS funding cycle, PIs and Co-PIs are ineligible to serve as PI or Co-PI on other AHSS grants for the lifecycle of the grant +2 years.

Intent to Submit: To facilitate the review process, the corresponding investigator **must complete this [Intent to Submit form](#) by 5 p.m. (ET), November 1, 2023**. The preliminary information about the project provided in the Intent to Submit form will be used to identify qualified peer reviewers.

Full proposal deadline: Application packages must be submitted via RAMS-SPOT Internal Opportunities here: [Arts, Humanities and Social Sciences Fund \(OP00000584\)](#) no later than **5 p.m. (ET), January 19, 2024**. You will receive a confirmation email upon receipt. Applications cannot be accepted after the deadline for any reason.

Format: Applications must use [this template](#). Text must be single spaced, Arial, 11-point (minimum) font. The template margins should not be altered. Proposals not following the format requirements will be returned without review. Once complete, **the template and any supporting documents must be converted to a single PDF file for upload**.

Forms for submission:

- [Intent to Submit](#)
- [AHSS Application Template](#)
- [Biosketch Template](#)

Budget guidelines: All requested costs directly related to the project should be listed and justified in the budget section of the AHSS Application Template. Facilities and administrative (F&A or indirect) costs are not allowed. **Budgets require approval from applicable chairs (or their designees) and deans before**

submission in RAMS-SPOT. Please allow adequate time for approval routing. See the Budgeting Guide below for additional information about eligible and ineligible costs.

VCU Arts, Humanities and Social Sciences Fund Budgeting Guide

CATEGORY	ELIGIBLE COSTS	INELIGIBLE COSTS
Salary support	<ul style="list-style-type: none"> Salary support, including fringe benefits, for PI(s) and co-investigators. Salary support, including fringe benefits, for project staff. 	<ul style="list-style-type: none"> Salary support for administrative personnel or 12-month UAP or executive personnel.
Equipment and supplies	<ul style="list-style-type: none"> Research/project supplies. 	<ul style="list-style-type: none"> Office equipment and supplies (including faculty computers, laptops, and tablets unless strictly related to project).
Student costs	<ul style="list-style-type: none"> Undergraduate, graduate student, and postdoctoral stipends, if relevant to the project, with a detailed justification. 	<ul style="list-style-type: none"> Tuition other than graduate student tuition.
Travel	<ul style="list-style-type: none"> Essential travel related to the project. 	<ul style="list-style-type: none"> Travel not strictly related to the project.
Other costs	<ul style="list-style-type: none"> Participant fees. 	<ul style="list-style-type: none"> Professional organization dues or membership fees. Sub-contracts to institutions or salary support for individuals external to VCU. Pre-award costs.

Review process: Applications will be reviewed and scored by a faculty panel including members from across the University. Subject matter experts will be selected whenever possible. Recommendations from the panel will then be submitted to the Provost and the Vice President for Research and Innovation for final selection. Written reviews and scores will be sent to all applicants. Review criteria will include:

- Scholarly and/or creative merit and impact.
- Feasibility (budget and timeline).
- Relation to Strategic Research Priorities Plan, including specific potential for a project to advance the goals and objectives identified.
- Suitability of the PI for the proposed work.

Award and reporting process: The project start date is May 15, 2024 and project end date is May 14, 2025. The entire award will be released at the start of the award. A final project report including an accounting of all funds expended will be required 30 days after the project end date. Periodic progress reports or financial updates may also be requested.

Additional requirements for all Arts, Humanities and Social Sciences Fund awards:

- Projects must have documented compliance approvals (e.g., IRB, IACUC), as applicable and appropriate, secured before work may begin.
- The principal investigator(s) will be required to participate in an annual survey of results and outcomes (e.g., external grants submissions and awards, publications, creative work, intellectual property, etc.) associated with their fund-sponsored research. Participation will begin one year after the project end date and continue annually for a total of three years.
- All publications, presentations, etc., resulting from the project must acknowledge financial support from the VCU Arts, Humanities and Social Sciences Fund, as appropriate. Please provide DOIs or other standard identifiers in project progress reports.
- Projects are expected to be completed within the specified budget period. If an extenuating

circumstance should be considered for a no-cost extension, the PI(s) will be expected to fully justify the request in writing. Extensions are at the sole discretion of the Provost and VPRI and there is no guarantee that the extension will be approved.

Questions: Please direct all questions to ovprifunds@vcu.edu.