COEDU PROPOSAL SUBMISSION GUIDELINES:
WHERE THE RUBBER HITS THE ROAD

The College of Education strongly encourages the submission of research and training proposals to support faculty research and external funding goals. Consistent with this encouragement, the College is committed to helping faculty and staff to ensure that proposal submissions are in compliance with USF, federal and state guidelines. The Office of the Associate Dean for Research (ADR) is staffed to review, advise and approve proposal submissions at the College level. The COEDU Proposal Submission Guidelines refer to proposals submitted from the College of Education and proposals submitted by other agencies which the College of Education is serving as partner/subcontractor. Please review these guidelines carefully and forward your questions/concerns to ADR.

Proposal Submission Guidelines
COEDU
Effective June 2007

1. Contact Grace Wang at extension 4-0944 or gwang@tempest.coedu.usf.edu in ADR to let her know that you plan to submit a proposal and what the agency deadline is. A Request for Proposal (RFP) or Application (RFA) should be forwarded to her at the same time. This should be done when you have identified a funding source.

2. Verify the correct fringe benefits rate, tuition cost, and indirect costs rates and any other applicable rates that are part of your budget.

3. Identify whether or not the research/training project will involve any of the following elements. Appropriate University approvals may need to be obtained prior to or soon after the submission of
the proposal:

- Subcontracting
- Cost Share of any kind
- Use of special facilities
- Special request on indirect cost distribution
- Institutional Review Board (Human Subjects) specifications
- Letter of Support from the College

4. Prepare the Proposal Review and Certification Form (aka. Internal Form). This form needs to include all authorized signatures from principal investigator (PI), Co-PI, and appropriate department Chairs.

5. Submit the following documents to Grace Wang and Richard Fernandez (974-5354; fernande@research.usf.edu) in Research Proposal Services (RPS) three (3) business days before the agency deadline; for electronic submission, the files need to be submitted six (6) business days prior to the due date. By doing this, both ADR and RPS will have enough time and information to review and PI will have time to respond if necessary. All the original documents should send to Richard Fernandez with an electronic copy to Grace, except Internal Form, which the original should be sent to Grace with a copy to Richard

- Abstract
- Complete proposal with detail budget and budget narrative/justification.
- Internal Form with complete signatures mentioned in step 4.
- Any appropriate documents pertaining to items mention in step 3.

6. After the entire documentation has been finalized, the Associate Dean for Research will endorse the proposal on the Internal Form and notify Research Proposal Services (RPS) to submit the proposal to the sponsoring agency.

- Bruce Jones

FACULTY GRANT AWARDS

This is to extend CONGRATULATIONS to the faculty and staff below who have successfully secured the following research and training grants since April 1, 2007.
James Tramill (Special Education) has been awarded a grant from the US Department of Education totaling $799,926 titled Personnel preparation to improve services and results for children with disabilities. The project will address the infrastructure problem by developing a new leadership training program for USF Florida Special Education Administration (SEA) through a collaborative effort between the Department of Special Education and the Department of Educational Leadership and Policy Studies.

JoEllen Carlson, (IIRP & At Risk) has been awarded a grant from NCS Pearson Inc. totaling $7,248,295 to work with NCS Person to develop and administrate the educator certification examinations for Florida Department of Education.

JoEllen Carlson, (IIRP & At Risk) has been awarded a grant from the Florida Department of Health totaling $8,600 to Provide a directory of Early Intervention At Risk, Research, pilot and Demonstration Projects in Florida.

Michael Curtis & George Batsche, (Psychological & Social Foundations) were awarded a grant of $275,613 from the Florida Department of Education.

Kim Deoksoon, (Secondary Education) received a $1,477 USF Faculty International Travel Grant for travel to the University of Guanajuato, Mexico.

William Kealy, (Secondary Education) received $5,000 USF Established Research Grant for a preliminary study to establish psychological norms for abstract shapes.

Smita Mathur, (Psychological and Social Foundations of Education) received $4,000 from the Center for 21st Century Teaching Excellence, Innovative Grant for Service Learning supported by Online Instruction.

Lynn McBrien, (Psychological & Social Foundations) received a $2,500 USF Faculty International Travel Grant to travel to Sarajevo, Bosnia.

Janet Richards, (Childhood Education) received $2,000 from 1.) the
Dana Zeidler, (Secondary Education) received a $775 USF Faculty International Travel Grant to travel to Calgary, Canada.


Fauske, J. (2007). Leadership dispositions: developing theoretically...


**RESEARCH EVENTS**

**Mini-Grant Program**

Please contact Grace Wang to request mini-grant extensions.

**Research Announcements**

COEDU doctoral student **Kim Shea** received a *USF Graduate School Summer Pre-doctoral Fellowship* for the summer. This will allow Kim to keep focused on her emerging research during the summer months. We are all proud of her.

**ADR CONTACTS**

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**ADR News Report design by Ms. Stephanie Ballinger**