

Action Fund - Format of Request for Funds (Revised April 2004)

All Action Fund Requests must be submitted using the OBR electronic submission system. Access to this system must be authorized by the designated University Research Officer at one of the eligible Ohio research universities. The Action Fund electronic submission system may be found at https://qry.regents.state.oh.us/cgi/action_fund_inst.cgi

Faculty members wishing to access the system and prepare an Action Fund request should contact the Research Officer on their campus for instructions and procedures to follow in accessing the system and preparing an application. The actual Action Fund request may only be officially submitted to OBR by the Research Officer and/or his/her designee.

Information required in the electronic application system is as follows:

1. GENERAL INFORMATION

1. Title of Proposed Project
2. External Funding Agency (from drop down table in the system)
3. Research Category (from drop down table in the system)
4. Instrumentation type requested (from drop down table in the system) 5. Third Frontier Focus Area (from drop down table in the system) 6. Principal Investigator data (name, department, telephone, etc.)
7. Due date of the proposal as announced by the external funding agency 8. Award date as announced by external funding agency

2. BUDGET

- A. Amount and Sources of Funds for the project
 - i. External agency request
 - a. Capital Request
 - b. Non-capital request
 - ii. Other external source(s)
 - a. Capital request
 - b. Non-capital request
 - iii. Institutional match
 - a. Cash for capital related only b. Other institutional match
 - iv. ACTION fund request (may not exceed A(iii)(a))

3. PROJECT DESCRIPTION

Provide a brief summary of the proposed project, including key participants, expected goals and outcomes, timeliness, and the specific equipment to be acquired under the requested Action Fund grant and how this equipment will enhance the conduct of the proposed research project.

4. COLLABORATION OPPORTUNITIES

Describe the collaboration opportunities which may result from this project. Are researchers from other institutions involved in this project? If so, who and in what capacity? Are other Ohio researchers engaged in research in this area or a complimentary area? Will any equipment be purchased that potentially could be shared with other Ohio researchers?

5. RELATION TO STATE'S STRATEGIC INITIATIVES

Describe the relationship of the proposed project to the state's strategic research initiatives. Specifically, indicate whether or not this project addresses the goals and objectives of the Third Frontier Project with particular reference to shared instrumentation using the Third Frontier Network.

6. DEADLINES FOR RECEIPT OF APPLICATIONS TO THE ACTION FUND

All requests for required-match, peer reviewed grants shall be received by the Board of Regents no later than **10 working days before the sponsoring agency's published deadline for receipt of proposals**. Proposals will be accepted up to **three working days before the agencies' deadlines in extraordinary circumstances**. Requests received after that time shall not be considered. Requests for non-peered reviewed grants or those not requiring a match by the institution shall be received at least three weeks before the sponsoring agency's published deadline."

While "extraordinary circumstances" will be liberally interpreted and the Board of Regents will attempt to facilitate such quick reviews when necessary, the Board cannot guarantee that a proposal received with less than 10 working days review time will make it through the review process to receive a commitment prior to the external agency deadline. The submitting institution must accept the risk that an Action Fund proposal may not be able to be processed with such short notice.

Applications received after 5:00 p.m. will be considered as received on the next working day. Institutions are encouraged to submit full applications as soon as possible so that commitments can be made in a timely manner. In no case will a proposal be considered for review after the third (3) working days prior to the external agency's published deadline.