

Proposal Guidelines: Core Faculty Catalyst Awards

TDAI core faculty (hires) are eligible to apply for Core Faculty Catalyst Awards to initiate, advance and disseminate interdisciplinary research that has potential to benefit the greater good. Proposals on any topic are welcome, and ideas are encouraged that relate to TDAI’s five Strategic Directions: AI and Health, Environment and Sustainability, Foundations of Data Science and AI, Responsible Data Science, and Smart Mobility.

If you have questions about TDAI Core Faculty Catalyst Awards, email Jenny Grabmeier at [grabmeier.3@osu.edu](mailto:grabmeier.3@osu.edu?subject=Catalyst%20Award%20question).

Uses of Catalyst Awards can include, but are not limited to:

* Conducting small proof-of-concept studies.
* Organizing conferences, symposia or other activities to engage researchers, collaborators and/or stakeholders around research-related topics of import.
* Organizing facilitated workshops or ideas labs to produce concept papers, develop working groups or proposal teams, and/or other steps to advance potential research.
* Organizing facilitated strategic planning and team development activities.
* Engaging services necessary for publishing, presenting or otherwise disseminating research outcomes.

Core Faculty Catalyst Awards may include:

* Up to $10K for direct costs
* Data services and consulting
* [Workshop, symposia conference support](https://tdai.osu.edu/tdai-research-resources/workshop-conference-support), e.g.:
  + Space
  + Activity design and/or facilitation support
  + Event staff support
  + Other hosting costs
* [Data commons](https://tdai.osu.edu/tdai-research-resources/tdai-data-commons) storage and sharing

**REQUIREMENTS**

To be eligible for a Core Faculty Catalyst Award, a proposed project is required to:

* Be led by at least one TDAI core faculty hire.
* Include OSU researchers representing two disciplines.
* Contribute demonstrably to developing, scaling or otherwise advancing research that is innovative and interdisciplinary, has an explicit data analytics component, and has potential to benefit greater good.

**DEADLINE AND REVIEW PROCESS**

There is no deadline for TDAI Core Faculty Catalyst proposals. Applications are reviewed by the institute’s faculty leadership as they are received, and awarded for as long as TDAI's budget permits. The intended time for review and notification is 60 days.

**HOW TO SUBMIT**

* Follow the format described below.
* Save your proposal as a single PDF using the naming convention “PI Last Name\_CATALYST23.pdf” (e.g., Ripley\_CATALYST23.pdf).
* Submit your proposal via Qualtrics using this link: <https://go.osu.edu/tdaicatalystproposalsubmit>

**TERMS**

* TDAI core faculty may submit multiple Catalyst Award proposals and participate on more than one Catalyst Award team.
* Funds may not be used for overhead, capital expenditures or faculty salary. Funds transfers are coordinated with the contact PI’s unit fiscal officer. All university and unit policies for use must be followed.
* Catalyst Award recipients agree to:
  + Complete the proposed work within a one-year period.
  + Provide a 1-page project summary within 30 days of project completion. Failure to submit a final report can result in disqualification from future TDAI funding opportunities.
  + Include cost center CC13305 for 0% Award Allocation in the PA005 for any future proposals that use data or other outcomes resulting from the funded project. This will allow TDAI, at no cost to the project team, to track outcomes of funding to ensure the longevity of TDAI’s award programs.

**EVALUATION PROCESS AND CRITERIA**

TDAI faculty leadership, and other subject matter experts as needed, review and score Catalyst proposals based on the following criteria, which applicants are strongly encouraged to consider when developing the proposal:

* Required Elements: The proposed work:
  + Is led by at least one TDAI core faculty member (i.e., TDAI hire).
  + Includes other researchers representing two or more disciplines.
  + Contributes demonstrably to developing, scaling or otherwise advancing research that is innovative and interdisciplinary, has an explicit data analytics component, and has potential to benefit greater good.
* Purpose and Impact
  + The intended purpose of the proposed work is clearly stated and worthwhile.
  + The proposal includes ethical considerations of the research and its potential societal impact.
* Approach: The approach for the proposed work is clear, reasonable and appropriate.
* Outcomes: The expected outcomes of the proposed work are reasonable, justified and worthwhile.
* Vision for Next Steps: The proposal includes reasonable and worthwhile next steps for leveraging the outcome(s) of the proposed work.
* Timeline and Budget/Resource Request:
  + The proposed work can be completed within one year.
  + The request for budget and other resources is within Catalyst Award parameters and reasonable for the activities described.

**PROPOSAL FORMAT**

Sections I-III below are limited to two pages combined, including figures and tables. Sections IV-VII are not counted towards the page limit. Documents should be single-spaced with ½ in margins and 10-point type (Arial), and include the following sections:

1. Introduction
   1. Title of proposal
   2. Contact PI name
   3. Keywords
   4. Lay abstract (250 words max)
2. Approach
   1. If proposing a small proof-of-concept study, include typical materials and methods information.
   2. If proposing a conference, symposium or other activity, include the focus or topic, draft agenda, potential invitees, potential speakers, any in-kind TDAI staff resources being requested, anticipated number of attendees, and intended timing for the activity.
   3. If proposing a workshop, ideas lab, or strategic planning or team-building effort, include the focus or topic, potential participants, any in-kind TDAI staff resources being requested, anticipated number of participants, and intended timing for the activity.
   4. If proposing support for dissemination, include the journal, conference or other outlet you intend to submit to and any related deadlines if known.
3. Expected Outcomes
   1. Describe the anticipated results of activities and their value, technical and otherwise.
   2. Describe next steps that will be taken once the project is completed.
   3. Highlight potential challenges and how they will be addressed.

The following sections are not included in the 2-page limit.

1. Team: List the name, title(s) and department(s), relevant expertise, and role on the project for every team member, including faculty, students and staff.
2. Resource Request
   1. Funding (copy-paste this completed box into your project description).

|  |  |  |
| --- | --- | --- |
| Description of intended use(s). Funds may not be used for overhead, capital expenditures or faculty salary. | | Actual  Cost |
| Personnel |  |  |
| Supplies |  |  |
| Services |  |  |
| Other |  |  |
| Total |  |  |

* 1. In-Kind (copy-paste this completed box into your proposal document)

|  |  |  |
| --- | --- | --- |
| Type | Description (type, amount/general magnitude, etc.) | |
| Data commons access |  | |
| TDAI physical space |  | |
| Data services & consulting |  | |
| Event support |  | |
| Activity design/facilitation support |  | |
| Other |  |  |

1. Signature (copy-paste this completed box into your proposal document)

|  |  |
| --- | --- |
| *I acknowledge that the proposed work does not present a conflict of interest for any project team member, TDAI or the university. I acknowledge that I am responsible for fulfilling the reporting obligations associated with the Catalyst Grant program and for ensuring the conduct and activities of this team and its guests comply with the values and policies of TDAI and OSU while using awarded resources.* | |
| Contact PI Name Signature | Date |

1. Works cited/references