

Proposal Guidelines: Core Faculty Catalyst Grants

TDAI core faculty (hires) are eligible to apply for Core Faculty Catalyst Grants 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.

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

* Proof of concept activities
* Hosting conferences, symposia or other activities at Ohio State to engage researchers and other potential collaborators around strategic research topics
* Holding facilitated activities at Ohio State to develop concept papers, proposals, strategic plans, and/or other outcomes to advance research ideas
* Engaging services necessary for publishing or otherwise disseminating research outcomes.

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

Core Faculty Catalyst Grants may include:

* Up to $10K for direct costs
* Use of TDAI physical space
* Data Science Services
* Event logistics assistance
* Facilitation services

**REQUIREMENTS**

To be eligible for a Core Faculty Catalyst Grant, a proposed project must:

* Be led by at least one TDAI core faculty hire.
* 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.

**TERMS**

* Convening activities receiving funds must be held at Ohio State.
* Awarded funds must be spent within 12 months of allocation.
* 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.
* TDAI core faculty may submit more than one Catalyst Grant proposal and may be a member of more than one Catalyst Grant team.
* Catalyst Grant recipients agree to:
  + Provide a description of outcomes (<1 page) 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 work. 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.

**DEADLINE AND REVIEW PROCESS**

There is no deadline for TDAI Core Faculty Catalyst Grant 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 goal time for review and notification is 60 days after submission.

**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:

* Purpose and Impact
  + The intended purpose of the proposed work is clearly stated and worthwhile.
  + The proposal includes ethical considerations of the work and its potential societal impact.
* Approach: The proposed approach is clear, reasonable and appropriate.
* Outcomes: The proposed outcomes are reasonable, justified and worthwhile.
* Vision for Next Steps (if applicable): The proposal includes reasonable and worthwhile next steps for leveraging outcomes of the proposed work.
* Timeline and Budget/Resource Request:
  + The proposed work can be completed within one year.
  + The budget and other resources requested are within Catalyst Grant parameters and reasonable for the activities described.

**HOW TO SUBMIT**

* Follow the format below.
* Save your proposal as a single PDF using the naming convention “CATALYST\_PI Last Name.pdf” (e.g., CATALYST\_Ripley.pdf).
* Submit your proposal via Forms using this link: <https://forms.office.com/r/rN7Pvuefar>

**PROPOSAL FORMAT**

Documents should be single-spaced with ½ in margins and 10-point type (Arial), and include the following sections:

Sections I-III are limited to **two pages** combined, including figures and tables.

1. Introduction
   1. Title of Proposal
   2. Contact PI Name
   3. Requested Period of Performance
   4. Keywords
   5. Lay Description of Purpose and Impact (250 words max)
2. Approach
   1. If proposing exploratory or proof-of-concept work, describe methods and/or scientific merit.
   2. If proposing a workshop, conference, symposium or similar activity, include the topic, intended outcomes, potential external speakers (if applicable), intended invitees, anticipated number of attendees, and intended timeframe for the activity.
   3. If proposing support for dissemination, include the journal, conference or other outlet you intend to submit to and any relevant deadlines if known.
3. Expected Outcomes
   1. Describe the anticipated results of activities and their value, technical or otherwise.
   2. Describe next steps to be taken once the project is completed, if applicable.

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

1. Team: List name, title(s) and department(s), relevant expertise, and project role for every team member, including faculty, postdocs, students and staff.
2. Resource Request – complete and copy-paste the boxes below into your proposal:

|  |  |  |
| --- | --- | --- |
| FUNDING | Description of use May not be used for overhead, capital expenditures or faculty salary | Actual Cost |
| Personnel |  |  |
| Supplies |  |  |
| Services |  |  |
| Other |  |  |
| Total Funding |  |  |

|  |  |  |
| --- | --- | --- |
| IN-KIND | Description (type, quantity, timeframe, etc.) | |
| Physical space in TDAI |  | |
| Data Science Services |  | |
| Event assistance |  | |
| Team science facilitation |  | |
| Other |  |  |

1. Signature – complete and copy-paste this 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.* | |
| Contact PI Name Signature | Date |