MEMORANDUM

October 7, 2009

TO: UCF Faculty and Staff

FROM: Greg Schuckman, Assistant Vice President for University Relations and Director of Federal Relations and Research Advancement

RE: FY 2011 UCF Federal Priorities Identification Process and Request for Proposals

While the Congress has only passed one appropriations bill (ironically, it is the one that funds the legislative branch) before the beginning of the new fiscal year that began last Thursday, we have become accustomed to starting the new fiscal year under a series of continuing resolutions. Nonetheless, that unfinished business makes our FY 2011 federal priorities identification process a bit more complicated because we won’t know what the final disposition will be for the University’s FY 2010 priorities before we begin this annual exercise. To date, it appears that UCF will receive directed funding for an existing biofuels research project through the Department of Agriculture, a new solar power R&D project through the Department of Energy, and as many as three projects through the Department of Defense – one through the Army that is focused on developing faster, safer, and more effective vaccines; one through the Air Force that will develop biofuels for use in gas turbine engines; and a third project through the Army that will utilize our expertise in simulation to help combat medics improve their lifesaving skills on the battlefield. Once the Congress has passed, and the President has signed, the remaining FY 2010 appropriations bills into law, we will know how many federal dollars will be steered to UCF for these purposes.

As we have done in previous years, the University will once again convene a federal priorities identification committee to review the proposals that have been submitted. The critical dates are:

- White papers (1-2 page overview) will be due to College Deans; Institute/Center Directors; or, for non-academic units, to me by Wednesday, October 28. Following a review of the white papers by the Committee, principal investigators will be contacted by me by November 3 and, at the discretion of the Committee, invited to submit full proposals.

- Full proposals (3-7 pages) will need to be submitted in hard copy to 311 Millican Hall and via email to gregs@mail.ucf.edu not later than Tuesday, December 1.

- Presentations to the Committee will be scheduled for Monday, December 7th
As has been the practice over the past few years, the federal priorities identification committee will be comprised of eight individuals who have been invited to serve on the basis of their position within the university. They are:

- Dr. M.J. Soileau, Vice President for Research and Commercialization, **Co-Chair**
- Dr. Tom O’Neal, Associate Vice President for Research and Commercialization and Director of Sponsored Research
- Mr. Gregory Schuckman, Assistant Vice President for University Relations and Director of Federal Relations and Research Advancement, **Co-Chair**
- Mr. Ed Schons, Director of University Economic Development
- Dr. Patricia Bishop, Vice Provost and Dean, College of Graduate Studies
- Dr. Jim Wright, Provost’s representative
- Dr. Ida Cook, Chair, Faculty Senate
- Chair, Faculty Senate Research Council (TBD)

Once the committee has ranked the proposals, their recommendations are then forwarded to Provost Hickey and Vice President Holsenbeck for their review and approval and finally, to President Hitt who approves the University’s FY 2011 federal priorities. The process is completed before the end of the year so that our federal priorities can be presented to the Chancellor’s office and the Florida congressional delegation shortly after the New Year.

Please note that our federal priorities process is one that is meant to supplement – not substitute – for faculty submitting traditional merit-based proposals to federal agencies. No proposals will be accepted without having first attempted to obtain competitive funding unless the proposed research does not have an identifiable funding stream or there is a critical resource needed to successfully compete for peer-reviewed funding in the future (i.e.: acquiring expensive instrumentation, leveraging state research dollars for greater impact, building partnerships with other institutions). As the process of seeking earmarks has changed substantially over the past few years, those persons submitting proposals should consider partnerships – whether in state or out-of-state – as a key ingredient in their proposals.

The fact that UCF continues to set new records for sponsored research year after year is indicative of how gifted our university community is, especially in the hypercompetitive world of federal funding through peer-review. As we continue to focus on the needs of our region, our state, and our nation, UCF has earned the support of our congressional delegation for earmarks and other legislative initiatives. In doing so, the delegation is helping us to build a greater capacity to vie for competitive funding in areas of strategic importance to UCF, and that support has been especially significant over the past decade.

Thank you again for your assistance in helping UCF develop the best projects for our congressional delegation to consider as they submit their requests for funding in the FY 2011 appropriations cycle. If you have any questions, please feel free to contact me at (703) 898-8485 or via email at gregs@mail.ucf.edu. We look forward to receiving your proposals and to hearing your presentations in the coming months.
UCF Federal Priorities Criteria and Guidelines

I. The principal investigator, school or college seeking funding can demonstrate that all possible competitive-based options, both private and government, have been pursued and can present a justification for why UCF should pursue congressional support for directed funding.

II. The funds being sought are from accounts and agencies where directed funding comprises a significant amount of the funding made available for a particular program account, funding line and/or agency.

III. The effort supports a regional initiative that fosters regional economic development and/or provides an important community/state/national service that is supported by various stakeholders.

IV. The effort has the support/involvement of the agency from whose budget the funding would be derived and the effort is consistent with that agency’s mission. In the case of defense projects, **this includes the Program Element (PE) number, Agency Line/Title, and Program Manager**. It is important to note that while we always pursue funding as a congressional “plus-up” (meaning the funds are added to the agency’s budget instead of being taken from existing funds), we have no control over what Congress or the agency will do if our request is funded.

V. Higher priority will be afforded to those proposals that can demonstrate a commitment to partnership, advances the university’s strategic objectives, and can leverage financial and/or in-kind support.

VI. All proposals for congressional support of projects for which UCF is a partner institution must go through the federal priorities process if support from the Florida delegation is being sought.

VII. Any commitment of space to a proposed project must be accompanied by a letter from the Dean/Director stating the affected College/Center/Institute will meet such commitment.

It is important to note that UCF will not seek directed funding from NSF or NIH as there is an unwritten rule in Congress that these agencies are “off limits.”
UCF FEDERAL PRIORITIES FULL PROPOSAL FORMAT
(Please use Arial Font 12 and complete in MS Word)

NAME OF PROJECT:

REQUESTED FY 2011 FUNDING:

PROJECT TEAM MEMBER(S): (Name/Dept/College/Center/Institute with P.I. contact information)

PARTNER INSTITUTION(S): (If any, please describe their role and proposed funding)

PROJECT DESCRIPTION: (Executive Summary – please limit to one page if possible)

PRIOR FEDERAL FUNDING OF THIS PROJECT? □ Yes □ No

If yes, please explain how much you received, in what fiscal year, through what agency/program, and any successes or major accomplishments that may be relevant to the funding request:

If no, please explain why not (i.e. previously rejected for funding, new research proposal, new faculty member(s), etc):

LOCAL/STATE/FEDERAL SIGNIFICANCE OF PROJECT:

On separate pages, please include:

• 1-page budget for FY 2011 project, including proposed sources of federal, state, corporate, foundation, or other matching funds as well as projected out-year funding (if any)

• The names and contact information for Program Manager(s) who would be willing to administer the funds, including the name of the program (and in the case of DOD, the program element (P.E.) number and agency/program title as well)

• 2-7 page project description that includes more details about the project; team member(s); core capabilities; relevance to UCF/College/Institute Strategic Plan, and any additional information that you feel would strengthen your proposal

SIGNATURE AND DATE

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