Frequently Asked Questions

1. Is the deadline to submit a letter of inquiry (LOI) a "postmark" deadline or a "received by" deadline?

Answer: LOIs for Wave 2 funding must be received by the deadline of 5 p.m. December 1, 2009. LOI packets will only be accepted if delivered in person, by mail or by courier. No electronic submissions will be accepted. Each delivered LOI packet must contain 7 copies (coversheet attached to 3-page letter) in order to be considered complete and eligible for consideration for further evaluation. Any LOIs received after December 1, 2009 will not be considered as part of the po. If you have any questions, please contact the Project Manager at generous@nd.edu or 574.631.2173.

2. Is the invitation deadline to submit a full proposal a "postmark" deadline or a "received by" deadline?

Answer: Your full proposal must be postmarked by the respective deadlines (September 1, 2009 for Wave 1 and May 1, 2010 for Wave 2). Full proposal packets will only be accepted if delivered in person, by mail, or by courier. Each Full Proposal packet and must contain 12 complete copies of all required materials in order to be considered complete. Any full proposal postmarked after each respective deadline will not be considered, and cannot be appealed. If you have any questions, please contact the Project Manager at generous@nd.edu or 574.631.2173.

3. Am I allowed to submit more than one LOI and/or full proposal?

Answer: Individual scholars are allowed to submit only one LOI per wave of funding for which they are the Principal Investigator. Scholars may be listed as Co-Investigators on multiple LOIs/projects, but again they may only submit one LOI per wave of funding as the Principal Investigator.

Individual scholars may not be listed on more than one full proposal as either a Principal Investigator or Co-Investigator.

4. I am submitting an LOI. Do I include my CV or the CV(s) of my collaborator(s)?

Answer: No. Your LOI packet should only contain one official coversheet stapled to each of the seven (7) copies of your 3-page letter of inquiry, respectively.
5. I am not affiliated with a university or institution. How does this affect my eligibility and my award disbursement if chosen as one of the grantees?

**Answer:** You are still eligible for this grant competition even if you are not affiliated with a university or institution. However, if your proposal involves the use of human or animal subjects, you must be affiliated with an organization that can provide Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) approvals. If you are selected as one of the grant winners who are not affiliated with a university or institution, and are not using human or animal subjects in your research, you will be consulted by our project on an individual basis regarding your award disbursement.

6. If I am awarded a grant through Wave 1 funding, must the start date be January 15, 2010? Or, if I am awarded a grant through Wave 2 funding, must the start date be October 1, 2010?

**Answer:** Yes.

7. Do I need to include a detailed, full budget in my LOI?

**Answer:** No, an itemized budget is not mandatory for the LOI. However, it is expected that your LOI indicate a description of the prudent use for the proposed requested funding.

8. Am I allowed to include money for course buyout as well as summer salary in my proposed budget? Am I allowed to include travel expenses related to other conferences and meetings that are related to my research? Is there a cap on the salary that a Principal Investigator may claim as part of the direct costs of a proposed research budget?

**Answer:** Summer salary and course buyout are allowable items to include in your proposed budget, as well as trips to other meetings and conferences directly related to your funded research for the Science of Generosity project. In addition, there is no cap on the salary that a Principal Investigator may claim as part of the direct costs of a proposed research budget. However, you should be very prudent with regard to the degree to which your proposed research program can be justified if a substantial portion of the requested grant funds goes toward the direct salary support of the Principal Investigator.

9. How are “indirect costs” defined? What line items can be applied to indirect costs, and what line items cannot?

**Answer:** Indirect costs are any costs that are not directly allocable to the supported activity. The prescribed limit of 15% on indirect costs applies to any subcontracting institutions on the proposed project, or administrative fees incurred by the affiliated institution’s research...
administration. Indirect costs may not be applied to overhead on prizes, other sub-grants that may be included in a funded program or sub-contract, consultant expenses, or equipment.

10. Will an award from this program provide additional monies for indirect costs?

Answer: No. The upper limit for indirect costs is set at 15% of the total direct costs for the project. Any needed indirect costs that exceed the 15% upper limit will need to be funded by other outside sources.

11. Can an award from this program be used to support on-going research that is also supported by other funds? Can this award be used as a basis for seeking other funds?

Answer: Yes. If you plan on doing this, be sure to list the other awards you are using and how this award would allow you to expand or improve your current research. If you have received funding from other sources for a proposed research project, you must use this award to support something new within your existing research. Also, you can apply for other grants and assistance to go along with the Science of Generosity award, should you receive it. However, we need to know about your plans at the time of submission of your proposal, and will request notification of successful funding requests. Our intent is to encourage strongly co-funding and/or follow on funding of the research, provided that the funding is used for budget items not already funded by a Science of Generosity award. In fact, we are committed to do whatever we can to help you with this process both scientifically and administratively.

12. How will each of the grant awards be disbursed?

Answer: Wave 1 funding will award individual grants in the range of $250,000-$500,000 and Wave 2 will award individual grants of up to $150,000. Care should be taken when constructing the detailed project budget submitted with the full proposal since it is one of the factors that we will take into account when selecting the grantees. Note: All awards will formally be made on a cost-reimbursable basis. Awardees must invoice for costs that have actually been incurred during the invoice period. Invoicing against the budget is not allowed (i.e. dividing the budget by the number of budget months). The invoice must be signed by a person who has responsibility for official financial data and can certify its validity. The PI is usually not this person. Payment will be provided within 30 days of invoice receipt. Invoices can be submitted monthly, quarterly, or annually for costs of $1,000 or more. Progress reports will be required half way through project completion and upon the conclusion of the project in order to complete reimbursement. In the event that the work is not completed by the end date of the project, we will consider requests for "no cost extensions" on a case-by-case basis.
13. I reside and conduct my research in a foreign country. How does this affect my award disbursement if chosen as one of the grantees?

**Answer:** If you are selected as one of the grant winners and are a foreign resident, affiliated or not affiliated with a university or institution, you will be consulted by our project on an individual basis. For all awardees who are affiliated with foreign institutions, we would require (at the award stage) the most recent audited financial statements for that institution. Research budgets will need to be realistic given expected exchange rates between relevant currencies.

14. Who will serve as the judges of the invited full proposals?

**Answer:** Members of the expert judging board is composed of scholars highly qualified to evaluate the LOIs and full proposals, including some members of the Board of Advisers and other scholars recruited as needed to evaluate and judge the LOIs and proposals.

15. What are the specific evaluation criteria used by the judges to select the winners of this competition?

**Answer:** The following is a list of the evaluation criteria that will be used by peer evaluators and judges:

- **Significance:** Does the proposed study address an important problem or question in research on generosity? Does it account for and build upon the most important findings of prior research? If successful, how will scientific knowledge about generosity be advanced? What will be the effect of this study on the concepts or methods that currently define the research on generosity?

- **Approach and Methods:** Are the conceptual framework, research design, methods, and analyses adequately developed and specified, and are they rigorous and fitting for the specific questions and goals of the project? Does the project seek to understand real causal mechanisms involved in generosity and not merely the association between observed variables? Is the applicant aware of potential problems and challenges involved in the project’s approach and has the applicant considered alternates?

- **Innovation:** Does the project employ fresh and creative concepts, approaches, or methods? Does it challenge or innovate upon existing frameworks or develop new methodologies or analyses in appropriately creative ways? Does it bring a new approach to a traditional topic, integrate learning from multiple fields in the data collection or analysis, or explore an underdeveloped aspect of existing literature? Does the project attempt to address issues of underlying causal mechanisms by employing new methodologies or combinations of methodologies?

- **Investigators:** Are the researchers well qualified to execute the project, including demonstrating a genuine interest in the origins, manifestations, and/or consequences of generosity? Do the investigators have the ability to communicate the significance of their research findings beyond academia? Does the project involve identifying, recruiting, and training young scholars in generosity research?
- **Financial Responsibility**: Do the detailed financial documents convey reasonable uses of funds and smart budgeting for the proposed scope of the project? Does the project employ effective collaborative arrangements or take advantage of special opportunities or available synergies in the research enterprise?

- **Potential Scholarly Influence**: How publishable will the results of the project be? What scholarly networks or communities will the results engage and influence? In what ways might the project help to build larger momentum of interest in research on generosity?

- **Institutional and Collateral Support**: Is there evidence of real institutional support for the project? Are resources available to leverage support for the longer-term development of the ongoing research project?

16. I mailed in my LOI or proposal and then realized that my packet was incomplete or contained errors. What do I need to do to correct this?

**Answer**: As long as the correction is made before the published deadlines, you may withdraw your problematic submission and repeat the same application process to submit a revised version of your LOI or full proposal. If you need to do this, be sure to do the following: (1) Send an e-mail to generous@nd.edu to request that we remove your initial application; and (2) Once you have received an e-mail notification that your application has been formally removed from the pool, you may resubmit a revised version of your LOI or full proposal. Also, remember to re-submit all grant packet content, including the portions that did not need revisions. This way, the new version will arrive to us in one complete package of finalized materials.

17. I am submitting a full proposal as the Principal Investigator with an additional collaborator(s). Do I include the CV(s) of my collaborator(s)?

**Answer**: Yes. Your full proposal includes the submission of full-length curriculum vitas of the Principal Investigator, Co-Investigators, and dedicated senior collaborators.

18. I am not a resident of the United States. If I am chosen as one of the grant awardees, would I have to establish residency within the United States for any extended period of time?

**Answer**: No. The Science of Generosity project seeks to globalize scholarly inquiry into the sources, manifestations, and consequences of generosity. We definitely want to involve international scholars from outside of the United States. Your research may be conducted in the country in which you reside. Only two short visits to the United States are required of all grant awardees. Wave 1 grant awardees are additionally required to attend the face-to-face Wave 2 full proposals review meeting. See our timeline to view the Science of Generosity schedule of project events and activities.
19. I applied as one of a team of scholars. If awarded, will all members of my team be invited to attend the Science of Generosity events?

**Answer:** No. Only a single Principal Investigator per project is invited to attend the events where he/she will represent the interests of the entire group. Airfare, hotel, and some meals will be funded for the Principal Investigator to attend these events.

20. I am a person with a disability who will need specific accommodations when attending the Science of Generosity events. Who do I contact?

**Answer:** If you are an individual with a disability and require a reasonable accommodation, please contact, the *Project Manager* as soon as possible at 574.631.2173 or generous@nd.edu