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Online Application

Welcome to the Office of the Vice Chancellor for Research and Graduate Education's 2022 Fall Competition Online Application. At this time you have **TWO** application options:

1. Individual application - This is the traditional Fall Competition application involving a single PI.
2. Multi-PI application - This is a collaborative application involving a PI and one or more co-investigators. The investigators need not be from different academic divisions.

You may submit *only one* application to the Fall Competition - either an Individual application or a Multi-PI application. Applicants will be notified of the outcome in December 2022.

Like last year, the results of the competition will be available on-line on the day the awards are finalized. All applicants, chairs, and departmental administrators (identified by RSP as award contacts) will receive an email notifying them that the results are available for online viewing. **THERE WILL BE NO FORMAL HARD COPY AWARD LETTERS OR FUNDING STRING CONFIRMATION LETTERS MAILED THIS YEAR.** You will be able to access the online competition results and print a copy of the results notification letter if necessary. When awards are activated (e.g. a project number assigned after contingencies are cleared or activation requests approved), applicants and administrators will receive email notification with the funding string information and will be directed to a link where the award letter can be viewed and printed.

Notice Regarding Accessibility [Back][Top]
This website has recently been updated to address previously reported accessibility barriers, but there may be additional barriers still present. If for any reason, you require any additional assistance inputting or submitting your proposal via this website, please contact Russell Schwalbe at russell.schwalbe@wisc.edu (mailto:russell.schwalbe@wisc.edu) or Jessica Wipperfurth at jessica.wipperfurth@wisc.edu (mailto:jessica.wipperfurth@wisc.edu). They will assist you in submitting your proposal.

New This Year [Back][Top]
There are several new updates to this years Fall Research Competition application.

1. Protocols
    1. Fetal Tissue has been added as a protocol option.

2. Budget Request

1. If you are a tenure track faculty member with an annual appointment, you cannot request salary support.
2. You can now request RA/PA salary at approved departmental rates that are different than the campus standard rate.
3. You can make a request for ONLY tuition remission.

General Information [Back][Top]

1. The Competition Announcement, Research Committee Policies, and Divisional FAQs (https://research.wisc.edu/funding/fall-competition/) contain information that should help answer most questions. If you have questions that are not answered in these documents, email the Research Competitions Administrators (mailto:russell.schwalbe@wisc.edu;jessica.wipperfurth@wisc.edu;vielska.brautigam@wisc.edu?subject=Research Competitions) .
2. This year we will continue to use UW NetID authentication. If you do not have a NetID, follow the link to activate your NetID account (https://www.mynetid.wisc.edu/activate) first.
3. Please be sure you're using the latest browser version. Whether you use Internet Explorer, Firefox, Chrome, Safari or Opera- your version information can usually be found under the "Help" menu. Please check with your departmental IT staff or DoIT (4-4357) provides technical support to assist with your browser setup.
4. CV Uploads are required.
5. Previous award progress fields are also now a requirement before submissions are allowed.
6. Certain sections are prefaced by "yes/no" questions. If you answer "no"- the subsection will be hidden and you may proceed.
7. Prior to submitting your application, the system will confirm completeness or identify areas that need to be completed.
8. Upon successful submission, you'll receive an email confirmation for your records.
9. The Save + Previous Step and Save + Next Step buttons save the current page information when clicked. A completeness check is performed for each data collection page when viewing the Submit page. You can see the missing required fields for a page by clicking any of the linked pages in the "Application Completeness Check" section on the Submit page.

Sign On [Back][Top]

1. Subsequent logons require the applicant's NetID and the Password.
2. Remember the password is **case-sensitive**.
3. If you forgot your NetID password, follow these instructions (http://kb.wisc.edu/helpdesk/page.php?id=4610) from DoIT Help Desk.

Log Out [Back][Top]

1. To exit the application process at any time just exit from your browser. To do this go to your browser menu and do `File | Exit` or `File | Quit`.
2. To log out click the "Save" button if you want to save what you just changed and then click the "Log out" link in the upper right hand corner.
3. **WARNING** Save the page you are working on before you exit your browser. If you don't save before you exit, your latest changes will not be saved.

Landing Page (Applications List) [Back][Top]

1. Displays information including current status and Interdisciplinary category for each previously created application.
2. Use `View/Edit` to examine or change an application.
3. When there are no applications previously created, use the drop down list to select the type of application you wish to create. Click "Create".
4. After the application is submitted, or if the Fall Comp application period is closed, you can access the application in read-only mode.

Project Info [Back][Top]

Project Title, Abstract, Description

1. The **Project Title** may be up to 250 characters long. You cannot underline or bold text.
2. The **Project Abstract** section may be up to 1000 characters long (a space is a character).
3. You cannot include special characters, bolding, underlining, graphics, equations or formulas in the project abstract.
4. The **Project Description** should be no longer than 10,000 characters (approximately three to four double-spaced pages with 12 point Times font size).

5. You cannot include special characters, bolding, underlining, graphics, equations or formulas in the project description. **If you feel your project description will not be understandable with these limitations, take a copy to your interview or work this out with your interviewer when they contact you to set up the appointment.**
6. You can type directly into the **Project Description** field or copy and paste from a variety of file formats. For safety's sake we recommend creating the project description in a word processor and saving it before you copy/paste.
7. You can upload a one-page figure or document as a PDF. The Online Application will guide you through the process. **WARNING: Do not upload PDFs bigger than 50M.** If you need help reducing the file size, please contact your department's IT Staff.

Applicant Info [Back][Top]

Please Note: We use "look up" tables to bring in information from some Campus maintained databases. Using the NetID provided when you first registered, some information may already be inserted for you. Please fill in blank fields and correct any information that is incorrect. Making a change to this Fall Competition application will not update the University database that provided the information. Contact your department to find out how official changes can be made.

Current Curriculum Vitae [Back][Top]

1. Please upload a PDF of your CV with your proposal application data. The Online Application will guide you through the process.
   WARNING: Do not upload PDFs that are greater than 2MB. If you need help reducing the file size, please contact your department's IT staff.

> **Do not mail or email your Curriculum Vitae to VCRGE.**

Awards [Back][Top]

1. If you have received Fall Competition support in the last 3 years, briefly explain the outcomes from your work. If you have more information than will fit in the space provided (500 characters per entry), use multiple entries or bring the additional information to your interview.
2. Please enter the most current and pertinent data for **Active External Awards/Grants, Proposals for which you are requesting Insurance Funding,** and **Other Related External Proposals.**
3. **Related** means *related to the work described in this proposal*.

Protocols: Human Subject, Stem Cell, Animal Welfare, Drone Usage, Fetal Tissue, or Biological Materials Approvals [Back][Top]

1. **Export Control** information: This section includes links to resources that can help you determine whether your proposal requires an Export Control disclosure. For the vast majority of Fall Competition applications, the answers to the Export Control questions will be: Yes, then, No. **When in doubt, follow this rule.**
2. If your project requires human subject, stem cell, animal welfare, drone usage, fetal tissue, or biological safety approvals, you must provide current status information.
3. At the time your VCRGE award is scheduled for activation (July 1, 2023), an updated approval must be provided to the VCRGE before your award can be activated.

Budget Request [Back][Top]

1. To move to the next field TAB or mouse click.
2. The Principal Investigator salary should be your current 2022 - 2023 UW salary rate and base (academic or annual). OVCRGE will update awards with the new rate if necessary. Tenure track faculty who have a 12-month appointment will not be able to request salary support.
3. The Budget page of this application includes a salary calculator for the PI. It includes space to request salary for co-investigators, but no calculator for these salary amounts. If you are requesting salary for a co-investigator, please calculate the amount manually and enter it in the "Co-Investigator Salary" section of the Budget page.
4. Faculty salary and co-investigator salary requests are capped per OVCRGE and NIH policy. Salary is capped at $203,700 annually for purposes of compensation.
   Information on the this policy can be found at https://rsp.wisc.edu/awardmgt/DHHSSalCap.cfm (https://rsp.wisc.edu/awardmgt/DHHSSalCap.cfm)
5. Graduate Assistants Appointments

    a. When you fill out your budget page you can now choose between the four types of graduate assistant appointments: Academic Project Assistant, Annual Project Assistant, Academic Research Assistant and Annual Research Assistant. Please check with your department administrator to find out how graduate assistants are appointed in your department. Then use the appropriate Title: Project Assistant or a Research Assistant, and appointment type: Academic or Annual for this section of your budget

    b. Different graduate student programs on campus specify a funding rate for assistants. You can select a specific program, or select the "campus default" funding level. Additionally, some programs offer different "funding levels" for a given assistant type (tier 1, 2, etc; dissertator, non-dissertator). Funding rates are displayed at a rate of 50% FTE annually, and then prorated based on the number of months selected. Finally, if you would like to request a custom base rate, uncheck the "default base rate" checkbox and enter in a custom amount.

6. **Tuition Remission:** Fiscal year 2022 - 2023 grants will be charged tuition at the flat rate of $6,000 per semester for each Graduate Student that has a one-third time or greater appointment during that semester. Enter how many semesters of tuition support you will need for the graduate students in your budget.

    a. You now have the ability to request only tuition remission. Select no to "Fund Salary" and then select yes for "Tuition Remission".

7. **Fringe Benefits:** This number is calculated for you using the amounts you enter elsewhere in the individual salary sections of the budget. A grid on the budget page will show how the Fringe Benefit amount was calculated. The grid and TOTAL FRINGE BENEFITS amount are calculated fields. You cannot make entries in this section.

8. When requesting funding for project travel please keep in mind that conference travel will not be awarded through this competition. Information on VCRGE support for conference travel can be found at: https://research.wisc.edu/funding/conference-travel-information/ (https://research.wisc.edu/funding/conference-travel-information/)

9. A detailed Budget justification and budget priorities is requested and may be up to 2,000 characters (a space is a character). You cannot include special characters, bolding, underlining, graphics, equations or formulas.

10. If you have startup funds that exceed 25% of the original award, provide a plan to spend your remaining startup funds. This may be up to 2,000 characters (a space is a character). You cannot include special charters, bolding, underlining, graphics, equations or formulas.

Layperson's Summary [Back][Top]

1. The **Layperson's Summary** section may be up to 2000 characters long (a space is a character).
2. You cannot include special characters, bolding, underlining, graphics, equations or formulas in this summary.

Printer View [Back][Top]

1. This section allows you to view a printer friendly version of your application. The information shown on this page will vary based on the application type and data entered on the application.
2. Use the buttons located in the upper-right corner of each section header to hide a particular section.
3. Use the "Expand All Sections" button to restore all hidden sections to a viewable state.
4. If you choose to print this page only the currently viewable sections and section headers will be printed. You can use your web browser's "Print Preview" feature to confirm which sections will be printed.

Submit [Back][Top]

1. The "Application Completeness Check" section indicates whether all the required information has been completed, or there are certain pages with missing required information.
2. Click "Submit My Application Now" only when you are sure all the information is accurate. After you submit you can still view or print your application but you will not be able to change it. If you submit by mistake, please contact Russell Schwalbe (russell.schwalbe@wisc.edu, 608-262-8386) or Jessica Wipperfurth (jessica.wipperurth@wisc.edu, 608-265-6931).