



NCSA FELLOWS PROGRAM
Request for Proposals
September 23, 2022

PROPOSAL PREPARATION, SUBMISSION, AND REVIEW

PROPOSAL PREPARATION INSTRUCTIONS

IMPORTANT DATES

- **October 7, 2022: IDEA ACCELERATION WORKSHOP**
11:00 a.m.–1:00 p.m., [REGISTER HERE](#)
This speed match-making event will help potential fellowship applicants find NCSA staff and other researchers with whom to collaborate and build successful proposals. Potential applicants are invited to submit a single slide to Senior Research Coordinator [Olena Kindratenko](#), by 5:00 p.m., October 5, 2022. These slides will be used at the Idea Acceleration Workshop, made available on the [NCSA Fellows wiki](#), and distributed to NCSA staff until the submission deadline, on October 31, 2022. Slides ideally should contain a photo, contact information, your project idea (as much as you are comfortable sharing), and what skills/interests/resources you are interested in finding from NCSA.
- **October 31, 2022:** Deadline to submit a proposal to the NCSA Fellows program
- **February 1, 2023:** Target date for announcing decisions

FULL PROPOSAL REQUIRED DOCUMENTS

For more detailed instruction for the following sections, please refer to the Review Criteria.

- A) Abstract — 1/2 page
- B) Project Description — 4 pages
 - B.1) Project Significance

- B.2) Investigators
- B.3) Innovation
- B.4) Approach
- C) References Cited (avoid using et. al)
- D) Bios for each PI/co-PI — 2 pages
- E) Budget and Budget Justification
- F) Letter(s) of Commitment — 1 page

LETTERS OF COMMITMENT

Short Letters of Commitment must be included for all co-PIs and NCSA staff collaborating in fellowship proposals (see Letter of Commitment template [Word]). The Letters of Commitment should confirm individual's anticipated involvement in the project, confirmation that their plans have been discussed with their supervisor, and specify the source of funding for their involvement, including, where appropriate, a request for support from the NCSA Director's Office.

BUDGETARY GUIDANCE

Fellowships can include up to \$25,000 in support over 15 months (starting May 16, 2023 – August 15, 2024). Support for NCSA staff to take part in fellowship projects can come from an existing project, grant funds, or can be requested as part of the proposal from the NCSA Director's Office. If funds are requested from the Director's Office, the staff member should include the request as part of his/her Letter of Commitment and should discuss their plans with their supervisor. Please note that requests for funding for staff time should be limited to \$10,000. Project budgets do not need to include benefits, tuition remission, or overheads. NCSA staff are encouraged to talk with the Senior Research Coordinator, Olena Kindratenko, for more information, or to discuss their potential involvement in fellowship projects.

Fellowship funds can be used for the following purposes:

- Research assistant support (GRA, postdoc, etc.)
- Travel support-maximum of \$1,500 for conference travel or travel to other sites
- Faculty summer salary

- Teaching release
- Workshops (hosted at NCSA)

A suggested budget and budget justification template can be found on the [NCSA Fellows wiki](#). However, applicants are welcome to use alternative formats.

PROPOSAL SUBMISSION VIA EASYCHAIR INSTRUCTIONS

NCSA Fellowship proposals should be submitted via EasyChair and the link will go live on the NCSA Wiki following the Idea Acceleration Workshop. Proposals for 2023-2024 are due **October 31, 2022** by 11:59 p.m. Decisions on funding are anticipated by February 1, 2023. If you do not have an EasyChair account, see the [instructions for creating an account](#). Read the "Overview" information, and then click on "New Submission."

- Fill in all the required information indicated by (*)
- Fill in the information on the author(s)
- Fill in the title in plain text
- Fill in the abstract in plain text
- Fill in at least three keywords for searching, if desired

Upload a PDF of your proposal or click the "Abstract Only" box under "Upload Paper." When you have completed the form, press "Submit" **only ONCE**. It may take time to upload the submission. Questions or more information can be directed to Senior Research Coordinator, Olena Kindratenko.

REVIEW CRITERIA

Competitive proposals will involve individual or multiple Illinois faculty in a well-defined activity that requires close collaboration with NCSA application and technical staff and possible use of NCSA computational resources or facilities. **Prior to submitting proposals, applicants are strongly encouraged to discuss potential collaborations in detail and take an active role in the development of the proposal. We also encourage PIs to maintain an active, close collaboration with the appropriate NCSA staff for the duration of the fellowship.** When possible, project activities are recommended to take place in the NCSA building where they will contribute to a collaborative, interdisciplinary research environment.

- **Significance**

- Does the project address an important problem or a critical barrier to progress in the field?
- Is the project interdisciplinary and relevant to the Illinois campus and to the [NCSA strategic vision, mission, and goals](#)?
- Is there a strong scientific promise for the project?
- If the aims of the project are achieved, how will scientific knowledge, technical capability, and or clinical practice be improved?

- **Investigators**

- Does the project include NCSA staff as integral contributor to the project?
- Are the PI(s), collaborators, and other researchers well suited to the project?
- Does the project include plan(s) to leverage NCSA scientific, technical, and management expertise, and/or leverage NCSA facilities and other major ongoing activities and programs?
- Does the project include plan(s) for continued collaboration and pursuit of external funding from Federal agencies, Foundations, or Industry?

- **Innovation**

- Does the project challenge seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions?
- Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense?

- **Approach**

- Are the overall strategy, methodology, and analysis well-reasoned and appropriate to accomplish the scientific aims of the project?
- Are potential problems, alternative strategies, and benchmarks for success presented?

- If the project is in the early stages of development, will the strategy establish feasibility, and will particularly risky aspects be managed?
- Does the project demonstrate a compelling need for the NCSA funding and involvement?

Awards are made are subject to the availability of funds, review panel's recommendations, and alignment with [NCSA goals](#).