**PHEER Rapid Research Awards: Proposal Submission Guidelines**

Program Eligibility

The **lead researcher must be from an academic institution based in a U.S. state, territory, or tribal nation**. Other research co-leads, research assistants, or local collaborators do not have to be affiliated with a university or located in a U.S. state, territory, or tribal nation—they cannot, however, serve as the project research lead and primary award recipient.

Proposal Submission

Proposal Portal

Please submit your application through the [PHEER Proposal Portal](https://forms.gle/8bNpRhS1drDhofi98) and follow all of the instructions before submitting the online submission form. The deadline for submissions is Friday September 6, 2024 at 11:59 pm (ET).

The online submission form requires that applicants complete the following fields:

* **Investigator Names and Affiliations**
* **Project Title:** Limit 12 words.
* **Full Abstract:** Limit 250 words.
	+ The Full Abstract should include an overview of the project, clear research questions, and the proposed research design.
* **Brief Abstract:** Limit 100 words. This should be a brief plain language description of the planned project, to be posted on the PHEER website.
* **3-5 Keywords**
* **Total Budget Requested:** The total budget amount cannot exceed **$5,000**. Please keep in mind that awards are made directly to applicants and not through academic or other institutions. Unless otherwise specified, the total budget amount will be divided equally among all of the applicants of a successful proposal. As a reminder, each proposal may fund up to three individual applicants but not more.
* **Proposal Narrative and Appendices:** This research proposal process is intended to be reasonably streamlined, and not burdensome to applicants. The online proposal submission involves answering several short-answer questions in addition to the abstracts noted above. In addition, applicants will upload a proposed budget and justification, references, biosketches, and evidence of access to proposed data sources. It is recommended that applicants prepare responses in a separate document that may be saved locally, and then cut-and-paste their responses into the online form.

**Short-Answer Questions (max of 250 words each)**

1. Describe the Location-Based Data that will be used in the proposed project. Include any date ranges associated with the data as well as the geographic scope of the Location-Based Data. Please describe any other data in addition to the Location-Based Data that may be used as part of the project. Briefly describe the types of analyses that will be conducted using the Location-Based Data.
2. Describe the research team’s past experience with Location-Based Data and with the proposed data in particular, if any.
3. Describe the research team’s access to the Location-Based Data. Please specify whether the Location-Based Data are publicly-available, whether they require the data owner’s or data manager’s permission, or whether the data are directly owned or managed by the research team. Please indicate any limitations to posting the analytical dataset on the [DesignSafe data warehouse](https://www.designsafe-ci.org/) by December 31, 2025. **If permissions are required for the research team to use the data, applicants must include in the appendix a letter from the data owner or manager indicating that access to the data will be granted.**
4. Please describe how this project can benefit any of the locally affected communities, regions, or island states. Are there specific data illustrations or analyses that may be helpful to local providers or policy-makers?
5. How is this application responsive to any of the Request for Proposal’s Research Themes (i.e., (1) using Location-Based Data to illustrate the indirect effects of an extreme event, including system disruptions, population movement, or resource losses; (2) incorporating Location-Based Data in analyses of health effects; and (3) advancing the innovative use and visualization of Location-Based Data as a tool for public health disaster research)?
6. Describe the team applying for the funding.

Appendices

**References**

*Optional.* The list of references should be complete and consistently formatted in [**APA 7th edition style**](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html). There is no page limit for the reference list.

**Budget and Budget Justification**

*Required for all proposals.* The budget and budget justification should be no longer than **500 words** in length and provide a breakdown of anticipated expenditures.

* Funding should be used for expenses associated with the proposed project. Funds may be dedicated to fieldwork expenses, the purchase of research equipment or datasets; payments to data collectors, methodologists, statisticians, translators, other collaborators, or team members; and/or dissemination activities including for conference travel, registration expenses, or article publication fees. In terms of budget needs for field equipment, please consider exploring options available through[**NSF-supported RAPID facility**](https://www.designsafe-ci.org/facilities/scheduling/request/rapid/?_gl=1%2Awub0p2%2A_ga%2ANjQ0OTM2NzcuMTY4OTc4OTcyOA..%2A_ga_D96RT1T24K%2AMTY5MDk5MTQyMS40LjAuMTY5MDk5MTQyMS4wLjAuMA%20https%3A%2F%2Fwww.designsafe-ci.org%2Ffacilities%2Fscheduling%2Frequest%2Frapid%3F_gl%3D1%2Awub0p2%2A_ga%2ANjQ0OTM2NzcuMTY4OTc4OTcyOA..%2A_ga_D96RT1T24K%2AMTY5MDk5MTQyMS40LjAuMTY5MDk5MTQyMS4wLjAuMA) before making requests.
* Please carefully read the below Funding Agreement, as it provides details for how many investigators can be included in the budget, the tax ramifications associated with receiving award money, and how and when the award funds will be issued.

**Biosketches or CVs**

*Required for all proposals*. Applicants may use NSF or NIH-style biosketches or a standard Curriculum Vita (CV); a biosketch or CV is required for each funded investigator on the team.

**Supporting Documents for Students**

*Required only for those proposals whose lead investigators are students.* Master’s and PhD students are welcome to apply for this special call for funding. If a student is listed as the lead investigator they will need to submit:

* A one-page statement explaining qualifications and ability to implement the proposed methods, a plan for managing a project team (if applicable), and a timeline for completing the proposed work during their degree program.
* A brief one-paragraph statement of support from an academic advisor, indicating that they approve of the project and support the student’s application for funding.

**Human Subjects Approval Letter**

*Optional at proposal stage but required for all accepted proposals.*An official letter from the applicant’s human subjects committee approving the research, or waiving the need for approval, is required before an award is activated and funds are released. The proposal may be submitted before approval is obtained, but we strongly encourage all applicants to seek **human subjects approval as early as possible** given the short six-month timeline for completing data collection, analysis, and submitting the final report. Data collection may not begin until a letter of approval or waiver from a university or other organization is submitted to PHEER.

Funding Agreement

Award recipients must carefully read and agree to the following funding criteria:

* The **lead investigator,** as designated in the proposal, **must be from an academic institution based in a U.S. state or territory or a U.S tribal nation.** Other co-leads, project assistants, or local collaborators do not have to be affiliated with a university or located in a U.S. state, tribal region, or territory—these individuals cannot, however, serve as the project lead and primary award recipient.
* Award payments can be distributed across team members as designated by the lead investigator (for example, 50% of the award sent to the lead, 25% to the co-lead, and 25% to a local collaborator). **No more than three recipients** can be designated for any one award.
* **Payments will be sent directly to the award recipients** as designated in the budget to cover project-related expenses or time dedicated to data collection, analysis efforts, or the dissemination of results.
* This award funding can **NOT be sent directly to a university or other institutions**, and there are no overhead or indirect costs associated with these funds.
* Expenses may need to be **paid out of pocket** if fieldwork begins prior to receiving payment. Due dates will not be extended due to delays in payment processing.
* Individual recipients of these awards will be **solely responsible for all tax reporting and ramifications.** Neither the Natural Hazards Center nor the directors of PHEER **can provide tax advice.** Awardees are **allowed to include estimated taxes** in their budget justification.
* Per tax compliance requirements, the University of Colorado Boulder will report payments to taxing jurisdictions when required. Individual payees will be issued any applicable tax forms directly from the University. Payees are responsible for any and all tax consequences related to payments they have received.
* If you or one of your team members are a **University of Colorado employee,** please reach out to Candace Evans at **candace.evans@colorado.edu** prior to submitting a proposal, as the funding distribution has different requirements, including additional fringe and payroll tax considerations.
* For award recipients who are **neither U.S. citizens nor permanent residents,** the payment process may take longer and will require additional paperwork. All payments made to visa holders are submitted through the International Tax Office at the University of Colorado Boulder.

Award funding will be processed after proposals are accepted and awards are announced. To receive the award funding, the designated recipients will need to return:

* One copy of a completed and signed funding agreement, to be issued upon approval to designated recipients of the award funds. The information for payees will be filled out on the form.
* A W-9 or W-8BEN for all payment recipients (W-9 is for U.S. citizens or permanent residents; W-8BEN is for non-U.S. persons).
* A letter of approval or exemption from a university based Institutional Review Board, if applicable.

Once the award has been activated and the award agreement, tax forms, and IRB approval have been submitted to PHEER and to the Natural Hazards Center, researchers may begin fieldwork.

Post-Award Requirements

Award recipients are required to fulfill the following expectations:

**“Work-in-Progress” Workshop:** All funded researchers must present their ongoing work at a virtual “Work-in-Progress” workshop scheduled for mid-December. This workshop aims to gather feedback from peers and address challenges associated with using Location-Based Data (LBD).

**Best Practices and Findings Webinar(s):** Recipients are expected to participate in a final public webinar scheduled for early 2025. This webinar will disseminate key findings and lessons learned from the research.

**Final Report:** Recipients must submit a final report summarizing the project’s activities and results. The report should be 4-6 pages long, single-spaced, and include typical sections such as an introduction/background, data and methodology, findings, and a discussion on future research. Data tables and graphics are not included in the maximum page limit of six pages. We strongly recommend including a discussion on the dual use of LBD for both practice and research purposes, and suggestions for future uses of the location-based data. The final report is due six months after funding is received.

The PHEER team may also request necessary revisions after the final report deadline. All finalized reports will be published in an edited compilation of PHEER Rapid Research Award Reports.

**Formal Acknowledgments**

Prior to submitting a proposal, applicants will be required to affirm the following:

 I have read and understand the PHEER Rapid Research Proposal Guidelines and any additional special call criteria.
 I understand that all funding will be paid directly to award recipients and not their universities, and that the award recipients are responsible for all tax ramifications.
 I agree to fulfill all requirements outlined in the Proposal Guidelines if chosen for this research award.

[Take me to the application form](https://forms.gle/8bNpRhS1drDhofi98)

**Assistance**

We are here to support you and your team in developing and submitting your proposal. Please send any questions by email to pheernetwork@gmail.com