

Frequently Asked Questions (FAQs)  
CRDF Global Research Grant Competitions

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**Note: If a program Request for Proposals (RFP) contains information or guidelines that conflict with the information found in this FAQ, *always* defer to information and guidelines found in the RFP.**

## **I. Eligibility**

### **A. Participants:**

- 1. I am a foreign/U.S. Principal Investigator. May I appear as a team member on more than one proposal to the competition?**

**Answer:** Yes. An individual may appear as a team member on more than one proposal to CRDF Global competitions. However, an individual may not serve as the U.S. or foreign Principal Investigator on more than one proposal. In the case that two different CRDF Global proposals are granted awards, the individual will receive a pro-rated amount of individual financial support equal to his or her participation on each project.

- 2. I am a Principal Investigator/Participant on a project submitted to a CRDF Global program other than competitions, may I still appear as a Principal Investigator or Participant on a separate proposal submitted to another competition?**

**Answer:** Yes. An individual may appear as a Principal Investigator or participant on both proposals. These proposals must be independent of one another and be investigating separate research topics. In case both projects are awarded a grant, the individual will receive a pro-rated amount of individual financial support equal to his or her participation on each project.

- 3. I received a research grant from CRDF Global in the past. Can I submit a proposal to the current competition?**

**Answer:** Yes, if the current proposal submission deadline is within 6 months of the current award close-out date (completion date). Please consult the Request for Proposals (RFP) for the current deadlines, and to access the Electronic Proposal Submission (EPS) System.

- 4. The RFP indicates that each Principal Investigator must work full-time in a civilian research environment. Does this mean I must work full-time on the project?**

**Answer:** No. This statement means that Principal Investigator must hold a full-time employment in non-defense related research environment for the duration of the project.

- 5. What kind of students are eligible for inclusion on these proposals?**

**Answer:** Any student on the U.S. team that is enrolled full-time at an accredited U.S. institution of higher learning is eligible for inclusion on a proposal. For students on the foreign team, they must be from and attending an institution of higher learning in an eligible foreign country.

### **B. Countries:**

- 1. Can our team include members residing in other countries?**

**Answer:** Yes. Your team may include researchers from other countries, but these team members may not receive financial support from CRDF Global. However, U.S. or foreign team members may budget travel to a third country.

**2. I am an American scientist who currently resides in another country. May I appear as the U.S. Principal Investigator?**

**Answer:** As a general rule, an American scientist who resides in another country during the course of a grant period is not eligible to appear as the U.S. Principal Investigator. However, exceptions can be made depending on the circumstances and the specifics of the grant competition. Please contact staff at [researchpartnerships@crdfglobal.org](mailto:researchpartnerships@crdfglobal.org) to determine eligibility.

**3. I am a foreign scientist, but I am working full time at a U.S. institution. May I be considered as a part of the foreign team?**

**Answer:** No. A foreign applicant may not be considered as a part of the foreign team if he/she is working full-time at a U.S. institution. However, if an individual is a graduate student or post-doctoral student enrolled in a degree program at a U.S. institution, he/she may be considered part of the U.S. team and receive stipend designated for graduate or Ph.D. students. Foreign participants may be present in the U.S. for no more than four months per year in order to be considered part of the foreign team.

**C. Institutions:**

**1. Can a research team consist of scientists from more than one institution?**

**Answer:** Yes. Researchers may come from more than one institution, but there may be only one Principal Investigator for the foreign team and one Principal Investigator for the U.S. team.

**2. If I work in a U.S. Government agency/ laboratory, may I participate in a competition?**

**Answer:** Generally, yes. For most competitions, individuals working in a U.S. Government agency/ laboratory on civilian-oriented projects are eligible to apply. However, some competitions may be limited to universities only, in which case individuals working in a U.S. Government agency/ laboratory are not eligible. Please review the respective Request for Proposals (RFP) under the "Eligibility Requirements" section.

**3. Who is the Institutional Representative on a U.S. team's side?**

**Answer:** The U.S. institutional representative should be someone who represents the institution, with the formal, legal authority to commit the institution to the proposal/contractual arrangement or award agreement with the CRDF Global. Examples are heads of the Office of Sponsored Research or the Office of Grants.

**4. May the Director of an Institution or University appear as the U.S. or foreign Principal Investigator or may my administrative superior be a participant on my project?**

**Answer:** An "administrative superior" is defined as an individual who has direct administrative authority over the Principal Investigator and who works within the same division, laboratory, or unit as the Principal Investigator. Institutional leadership including university rectors and vice rectors and institute directors and deputy directors are also defined as administrative superiors.

In general, CRDF Global discourages the inclusion of an administrative superior in a proposal in any role if individual financial support is requested. For an administrative superior to be supported by CRDF Global, a written justification must be provided in the proposal - both a detailed description of the anticipated contribution to the project and a justification of the proposed level of effort to be devoted to the CRDF Global-funded activity by the administrative superior. All projects recommended for funding that include support for an administrative superior will be assessed by CRDF Global to determine if such participation is essential for the successful execution of the project. CRDF Global may decline the administrative superior's participation or request that the level of effort be modified. An administrative superior may be required to submit a signed certification confirming his or her commitment to the level of support approved by CRDF Global.

## **D. Scientific Disciplines:**

1. **If my sub-discipline does not appear in CRDF Global Research, Sub-Research and Focus Areas, does this mean I may not apply?**

**Answer:** No. The list of eligible research, sub-research, and focus areas is not limited to those named in [CRDF Global Research Areas](#) at this link. However, all projects submitted must be in the natural sciences, mathematics, engineering, or biomedical and behavioral sciences. If your project lies within these general eligibility areas, but you do not find the appropriate research, sub-research or focus areas listed in the above document, please indicate the appropriate one on the Cover Sheet and indicate "other" during electronic proposal submission process.

2. **What if my proposal falls between two scientific areas?**

**Answer:** Applicants should pick a scientific area they feel is most appropriate and that will enable their proposal to receive the fairest review.

## **II. Submission**

### **A. Timeline:**

1. **When is the next CRDF Global competition scheduled to begin?**

**Answer:** Please check CRDF Global website (<http://www.crdfglobal.org/grants/funding-opportunities>) periodically for announcements regarding upcoming competitions.

### **B. Electronic Submission:**

1. **I understand that all proposals must be submitted electronically through CRDF Global's Electronic Proposal Submission (EPS) system. Do I also need to submit a hard copy of my proposal to CRDF Global U.S. office?**

**Answer:** No. Applicants are not required to submit a hard copy of their proposal to the CRDF Global U.S. headquarters. However, in our joint competitions, many country counterpart agencies do require paper copies to be submitted to their office. Please see the Request for Proposals (RFP) for current country-specific submission requirements.

2. **What should I do if I am not able to submit my proposal electronically?**

**Answer:** Please contact program staff listed in the RFP as soon as possible and staff will try to assist you.

### **C. Special Requirements:**

#### **1. Human/Animal Subjects: What specific guidelines apply to proposals that involve human or animal subject research?**

**Answer:** Human subject research requires both the U.S. Principal Investigator and the foreign Principal Investigator and their respective institutions to certify several additional items regarding the proposed research. Information related to human subject research is included in the Request for Proposals (RFP). The submitting parties will also be prompted to provide the required information during electronic proposal submission process.

Projects involving research with human subjects must ensure that subjects are protected from research risks in conformance with the U.S. federal policy known as the Common Rule (*Federal Policy for the Protection of Human Subjects*, see [45 CFR 690](#) for more information). Please refer to CRDF Global's policy and guidelines by visiting the [Guidelines for Proposals Involving Human and/or Animal Research Subject](#) link.

Please contact program staff listed in the RFP for any questions regarding animal and human subjects.

### **III. Budget**

#### **A. Support Provided:**

##### **1. Does CRDF Global provide Individual Financial Support or Institutional Support/Overhead to the U.S. team?**

**Answer:** Yes. CRDF Global will distribute support to the U.S. team as a fixed obligation grant (FOG). The U.S. team may request a stipend for graduate or undergraduate student member/s of the team, The U.S. side may also request funds for individual financial support, travel, expendable materials and supplies, and indirect/administrative costs.

##### **2. What constitutes “Expendable Materials” in the U.S. budget?**

**Answer:** Expendable materials constitute items or supplies that will be used up during the project. Computers, printers/scanners, and software are considered major line-item materials and should be included in the U.S. budget under **Equipment, Supplies and Services** section.

##### **3. What does a graduate student stipend include?**

**Answer:** Graduate student stipends are funds intended to partially support the participation of a U.S. graduate student or students in carrying out the project. Stipend expenses may include payroll taxes, benefits, tuition remission, or other related costs up to the approved maximum amount. The U.S. stipend should be paid directly to a student.

#### **B. Cost-Sharing:**

**1. How are cost-sharing types classified?**

**Answer:** CRDF Global classifies cost-sharing in two main ways:

- a. Cash Contribution – A cash contribution is a cash amount that should be specified in the proposal at the time of submission. In case of award, this sum will be also specified in the award agreement. Cash contributions must be deposited to CRDF Global and are disbursed by CRDF Global in accordance with the project budget and CRDF Global procedures. Cash contributions are an option by which participating For-Profit organizations can fulfill CRDF Global’s mandatory cost-sharing requirements.
- b. In-Kind Contribution –The most common kinds of in-kind contributions are physical items such as equipment, software, expendable materials, unreimbursed (under the award) professional time spent working on the award, and use of equipment or space. Volunteer services furnished by professional or technical personnel and consultants are also considered in-kind contributions.

**2. Are there any exclusions or types of contributions that do NOT fall under the CRDF Global definition of cost-sharing?**

**Answer:** Though these items can be considered leverage and should be listed in the Budget Narrative, the following items are not considered cost-sharing: 1) Salary for U.S. For-Profit company representatives 2) Salary or equipment and supplies originating from a U.S. Government funding source. These excluded funds may **not** be included in the Budget in the space marked “Total Cost-Sharing from Non-CRDF Global Sources.”

**C. For-Profit Participation:**

**1. I am a U.S. Principal Investigator who represents a for-profit company. Is my company required to financially contribute to the project?**

**Answer:** Yes. This contribution must include two components: 1) U.S. for-profit company must cover all U.S. team expenses; and 2) Contribute 10% of the non-U.S. team expenses.

Both components of the contribution must be described in the Budget Narrative of the proposal. U.S. for-profit companies are strongly encouraged to contact CRDF Global for more information about the contribution requirement prior to submitting a proposal, in order to ensure compliance with contribution regulations. A letter of commitment stating the contribution elements is required from the U.S. for-profit company upon submission of the proposal. Please contact competitions staff at [researchpartnerships@crdfglobal.org](mailto:researchpartnerships@crdfglobal.org) for additional information and a sample letter of commitment that may be used as a template for a U.S. company.

**2. I am a foreign Principal Investigator who represents a for-profit company. Is my company required to make a contribution to the project?**

**Answer:** Yes. Proposals that involve the participation of a foreign for-profit company are eligible for the competitions, but the foreign for-profit company must agree to provide at least 10% of the total foreign expenses by committing cash, material, or in-kind contributions.

You may find additional information at the following link:

<http://www.crdfglobal.org/sites/default/files/RP%20Competitions%20Cost%20Sharing%20Policy%200.pdf>

The contribution must be described in the Budget Narrative of the proposal. Foreign for-profit companies are strongly encouraged to contact CRDF Global for more information about the contribution requirements prior to submitting a proposal in order to ensure compliance with contribution regulations. A letter of commitment stating all contribution elements is required from the foreign for-profit company upon submission of the proposal. Please contact competitions staff at [researchpartnerships@crdfglobal.org](mailto:researchpartnerships@crdfglobal.org) for additional information and a sample letter of commitment that may be used as a template for a foreign company.

## **IV. Miscellaneous**

### **A. Competition Results:**

#### **1. When will CRDF Global notify us of the results of the competition?**

**Answer:** CRDF Global requires up to six months to review proposals and to announce the results of the competition. Please refer to the Request for Proposals (RFP) for the expected announcement schedule for competition results.

#### **2. When would I receive funding for an award if I receive a grant?**

**Answer:** Principal Investigators should expect projects to start approximately 60-90 days after results are announced. Grants that do not require additional administrative review usually begin within 3-4 months after funding decisions are announced. Sometimes CRDF Global holds joint competitions with other funders who issue portions of the award. Funding issued by other agencies follows those agencies' administrative guidelines and timeframes. Please refer to specific joint competition RFPs for more details.

#### **3. Will expert reviews be provided to applicants? How soon and in what format?**

**Answer:** Yes, CRDF Global provides applicants with anonymous reviews shortly after announcing competition results. Applicants will receive a message from CRDF Global with a link to a website where they can retrieve their reviews.

#### **4. What if I disagree with CRDF's decision or with reviewers' comments?**

**Answer:** CRDF Global decisions are final and indisputable. Please read reviewer comments carefully and try to address major issues when revising and resubmitting your proposal. There is no mechanism for applicants to respond directly to reviewers' comments.

### **B. Finding Collaborators:**

#### **1. I am a potential foreign applicant to the competition. Does CRDF Global have any general guidance to provide with regard to finding U.S. collaborators?**

**Answer:** Yes. Please refer to CRDF Global website Newton's List<sup>1</sup> at <http://newtonslist.crdfglobal.org/> or contact competitions staff at [researchpartnerships@crdfglobal.org](mailto:researchpartnerships@crdfglobal.org) for guidance in identifying potential U.S. collaborators.

## **C. Successful Proposal Examples:**

### **1. Can CRDF Global provide guidance for writing a better proposal?**

**Answer:** Yes. For more information and proposal examples please see [Grant Writing Tips](#) at this link.

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<sup>1</sup> Newton's List is a co-sponsored by CRDF Global and the U.S. National Science Foundation (NSF) website for funders and grantseekers interested in collaborative international research and education.