# PROPOSAL INCENTIVE PROGRAM (PIP)
Request for Proposals
Due Date: November 8, 2021
Submit via Kuali Build

## I. PROGRAM DESCRIPTION
To better promote the creation and submission of highly competitive proposals for external grant funding, the Office of the Provost will offer up to four (4) stipends of $3,000 each to full-time faculty members who have been at Southern seven years or less. Awardees will produce a completed proposal for submission to an appropriate federal agency, state agency, corporate foundation, or non-profit organization, with a budget of $225,000 or more, in support of scholarly research.  These proposals must include fiscal support (stipend and fees) for at least one graduate student but can additionally include undergraduate student support.

## II. ELIGIBILITY
Applicant must be a full-time SCSU faculty member who have been fully employed in such positions at Southern Connecticut State University for no more than seven years.

## III. FUNDING LIMITATIONS
The stipend of **$3,000** will be paid to successful applicants in two equal installments of $1,500 each. The first payment will be upon submission of a proposal draft for peer review; the second will be issued during the first pay period in June 2022, upon the expectation that a completed proposal will be successfully submitted to an external funding agency no later than June 30, 2022.[1]

## IV. REQUIRED DOCUMENTS
All attachments must be single-spaced with 1" margins on all sides in a 12-point font. Please upload information into Kuali Build at the following link: PIP FY2022 Application

 i.    Cover Page – *Completed in Kuali Build*. Cover page must contain the following information:
   a. Faculty member's name, rank, start date at Southern as full time faculty member, department and contact information
   b. Full title of planned proposal
   c. A project abstract of no more than 100 words
   d. Link to proposed RFP or funding opportunity
   e. Budget to be requested
   f. Specify any required match or cost share
 ii.   Proposal Summary – *Uploaded as an attachment in Kuali Build*. The Proposal Summary cannot exceed four (4) single-spaced pages and must contain the following information:
   a. A narrative description of the proposed activity, including goals and objectives
   b. The value of this proposed activity to SCSU and its students
   c. The value of this proposed activity to the awardee's own scholarship work and professional development
   d. The value of this proposed activity to the awardee's overall discipline
   e. A proposed timeline for completion of the work

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[1] If a chosen funder operates on a different schedule, exceptions may be considered on an individual basis

      f.   Likely venue for eventual "display" of scholarly work (i.e. journal name(s), presentation outlets, display/showing venues, etc.)

      g.   A draft budget

      h.   A separate page(s), **not counted in the total page count**, that includes a history of the applicant's grant record for the past 5 years (internal and external, funded and non- funded).

  iii.  Curriculum Vitae – *Uploaded as an attachment in Kuali Build.* A CV of no more than two (2) pages is required and must demonstrate applicant's scholarship.

  iv.  Additional Documents – *Uploaded as an attachment in Kuali Build.* Attach any additional appendices, illustrations, surveys or infographics for use in review of the application, no more than ten (10) pages total when merged

## V. DEADLINE DATES

  i.  November 8, 2021 - PIP application is submitted to the Office of Sponsored Programs and Research via the [PIP FY2022 Application Form in Kuali Build.](#) Submissions are due by 5:00 PM. Response confirming receipt will be sent within 24 hours.

  ii.  December 1, 2021 – Applicants are <u>notified</u> if they have been selected for stipend support.

  iii.  March 10, 2022 – Completed <u>drafts</u> of proposal narrative are delivered via e-mail to the Office of Sponsored Programs and Research to be shared with peer mentors; first half of the stipend is distributed

  iv.  On or before June 30, 2022 – Deadline to confirm submission of <u>completed proposal</u> to an external funder (please see exceptions statement on previous page); second half of the stipend is distributed.

## VI. AWARD NOTIFICATION DATE AND CRITERIA

PIP applications will be reviewed by both SPAR and a selection of SCSU faculty members who have received substantive external grants. Applicants for stipend support will be notified of results of these reviews no later than December 1, 2021.

PIP applications will be evaluated based on 1) the overall clarity of the proposed project idea, 2) the likelihood for funding success and achievement of stated objectives with the selected funding agency, 3) the project's potential contribution(s) to the relevant disciplines, our institution, and our students, and 4) the relative "promise" of "next steps" in terms of potential scholarly products and opportunity for future additional funding support.

## VII. PROGRAM REQUIREMENTS

Prospective PIP applicants are invited to participate in a series of proposal development workshops hosted by SPAR pre-award staff. These optional workshops of one (1) hour each will be offered during Fall 2021 and will guide faculty members through 1) Creating targeted funding searches using SPIN, 2) Drafting a Proposal Abstract, Specific Aims and Research Strategy, 3) Development of a detailed budget

Each PIP awardee will have their drafted proposal submitted to a **peer review mentor** and will be invited to an additional series of **four workshops** for proposal development, supported by guest speakers drawn from SCSU's principal investigators. The four workshops are an optional resource and awardees may attend all or none of the sessions as they see fit; the peer review is a requirement for **all** PIP awardees.