

PROPOSAL INCENTIVE PROGRAM (PIP)

Request for Proposals

Due Date: October 17, 2022

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 has been fully employed as such 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 2023, upon the expectation that a completed proposal will be successfully submitted to an external funding agency no later than June 30, 2022

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 FY2023 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

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

- f. Likely venue for eventual “dispersal” 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 Kualu 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 Kualu 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. October 17, 2022- PIP application is submitted to the Office of Sponsored Programs and Research via the [PIP FY2023 Application Form in Kualu Build](#). Submissions are due by 5:00 PM. Response confirming receipt will be sent within 24 hours.
- ii. November 22, 2022– Applicants are notified if they have been selected for stipend support.
- iii. February 17, 2023– Completed drafts 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, 2023 – Deadline to confirm submission of completed proposal 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 evaluated based on 1) the overall clarity and scholastic significance 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.