

PROPOSAL INCENTIVE PROGRAM (PIP)

Request for Proposals

Due Date: November 21, 2019

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 six (6) 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 \$200,000 or more, in support of scholarly research. These proposals must include fiscal support (stipend and fees) for at least one graduate student.

II. ELIGIBILITY

Applicants 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 distributed in two increments. The **first** \$1,500 installment will be provided to selected faculty members when a full first draft of the proposal is submitted to the Office of the Provost, no later than March 20th, 2020. The **second** \$1,500 installment will be distributed after the Office of Sponsored Programs and Research (SPAR) confirms the completed proposal has been successfully submitted to an external funding agency, no later than June 30th 2020.¹

IV. REQUIRED DOCUMENTS

All components of the PIP application must be single-spaced with 1" margins on all sides in Times New Roman font of 12 points. Please merge all components into a single non-fillable PDF with the title "**Applicant Last Name_Proposal Incentive Program.pdf.**"

- i. Cover Page – Cover page must be a maximum of one (1) page and contain the following information, in the order specified:
 - 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. Proposed funding agency or opportunity and a link to the RFP, if available
 - e. Agency dollar amount requests and any required match
 - f. A link, if relevant, to applicants' scholarship web page
- ii. Proposal Summary – Proposal Summary cannot exceed four (4) pages and must contain the following information:
 - a. A narrative description of the proposed activity, including goals and objectives, and acknowledgment of any IRB or IACUC reviews that will be pending (or completed)
 - 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

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
- iii. Curriculum Vitae – A CV of no more than two (2) pages is required and must demonstrate applicant’s scholarship.
- iv. A separate page(s), not counted in the total page count, that includes a history of the applicant’s grant record for the past 5-10 years (internal and external, funded and non-funded).

V. DEADLINE DATES

- i. November 21, 2019 - PIP proposal is submitted via e-mail to Amy Taylor, Director of Sponsored Programs and Research (taylor28@southernct.edu). Submissions are due by 5:00 PM. Response confirming receipt will be sent within 24 hours.
- ii. December 5, 2019 – Applicants are notified if they have been selected for stipend support.
- iii. March 20, 2020 – Completed draft of peer-reviewed proposals (see below for details on peer-review) are delivered via e-mail to the Office of the Provost and the Office of Sponsored Programs and Research. First installment of \$1,500 is awarded.
- iv. On or before June 30th, 2020 – Deadline to confirm submission of completed proposal to an external funder (please see exceptions statement on previous page). Second installment of \$1,500 is awarded.

VI. AWARD NOTIFICATION DATE AND CRITERIA

PIP applications will be reviewed by both SPAR and a selection of SCSU faculty members who have received external research funding (min. 3 to 4 reviewers based on applicant cohort size). Applicants for stipend support will be notified of results of these reviews no later than December 5, 2019.

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

Each PIP awardee will be invited to a series of two (2) peer review sessions in the Spring 2020 semester in order to engage in conversation and proposal development with SPAR staff and fellow PIP awardees. In addition, they will have their completed proposal submitted to a peer reviewer (either of their choosing or selected by SPAR and subject to their approval) for evaluation and feedback. The two peer review workshops are an optional resource and awardees may attend both, either or neither of the sessions as they see fit; the peer review process is a requirement for **all** PIP awardees.

For any questions about this RFP, please contact Julianne Fowler at fowlerj3@southernct.edu or on ext. 26802