

Guidelines for PIs

Please read these carefully – PDP proposals not following the guidelines are returned for revision before review.

Mission

The Proposal Development Program (PDP) was created in Fall 2005 as part of the Center for Advancement of Research and Scholarship (CARS) to provide:

- *faculty development* opportunities in the area of proposal-writing
- *incentives* to encourage individual faculty and collaborative groups to submit proposals to highly competitive external agencies and foundations
- *mentoring* from an experienced mentor who guides each PI over a long time period on strategy, planning, and details of a proposal.

Eligibility

The following can be included on CARS-PDP proposals:

- Full-time tenured or tenure-track faculty
- Individuals or collaborative groups of up to three faculty
- Individuals who have NOT been a PI on an externally funded project are eligible for support as a grant-writer.
- Mentors must be on the list approved by the ORSP
- The external proposal must request at least \$50,000 per supported PI involved.
- Research or creative proposals are especially encouraged (as distinct from purely instructional or public service proposals).

Choice of mentor

The mentor/mentee relationship can be established as follows:

- PI chooses a mentor and approaches him/her
- Mentor finds a mentee to work with
- ORSP personnel suggest possible mentors to a potential PI or arrange a meeting
- Mentors must be on the list approved by the ORSP

Funding Levels

- Individual or collaborative groups of up to three PIs can receive \$2600/PI per 12 month period. The role of each PI must be justified for projects with more than one PI and one mentor.
- The mentor will receive \$1000/project and may be compensated for up to two projects in one 12 month period, but not concurrently. Projects are limited to one funded mentor.

CARS-PDP PROPOSAL FORMAT

The proposal should be written in 10 or 12 point Helvetica or Arial font and include the application form, outline of external proposal (*1 page*), and timeline for project (*1 page*). One original copy with a signed cover page should be submitted to the Office of Research and Sponsored Programs, Midgett 104.

Outline

The outline of the proposal should begin with a brief statement of the project and its significance. The outline should be sufficiently detailed to give reviewers an idea of what will be discussed in each major section and what will be required to make the proposal viable. If more than one PI is involved, the role of each PI should be made clear. PIs are urged to discuss the basic idea with a program officer before submitting a PDP.

Timeline

The PI(s) and mentor are expected to meet periodically (weekly?) to discuss progress. The timeline should include at least monthly (biweekly, or weekly) milestones along the path to submitting the proposal.

Deadlines

There are no formal deadlines for this program. It is *strongly recommended* that PDP proposals be submitted 3-6 months in advance of external proposal due dates, a *minimum of 2 months*, to provide enough planning time for PI and mentor. Six months lead time is required if reassigned time is requested.

Review

PDP review is carried out by an interdisciplinary subcommittee of the FRCPC. An attempt will be made to review as soon as possible and communicate the comments to the PIs. Reviewer comments are provided if the proposal is declined. In most cases, it is recommended that the proposal be resubmitted as soon as possible.

Resubmissions of Full Proposals

Faculty wishing to resubmit external proposals that were declined can receive PDP support including mentoring and extra compensation at a decreased level.

Obligations Upon PDP Funding

- Submission of the external proposal is expected within 12 months after the award is made.
- If the PI does not submit a full proposal, the PI will be ineligible for FRCPC funding for 5 years.

Distribution of Funding

To allow flexibility to applicants and their departments and colleges, the funds may be spent on:

- Extra compensation for the PI
- Reassigned time for the PI
- Travel
- Supplies, or equipment

Extra compensation will be awarded the month following proposal submission, or the month of submission (if submitted before the 10th of the month). PIs must make sure that summer pay does not exceed the maximum of 29-33% (depending on the source), otherwise payment should be moved to the fall. Arrange with your Department Chair for scheduling of any reassigned time. Travel, supplies, or equipment can be purchased as needed.

Information and Contacts

Questions about the PDP should be directed to Dr. Andrienne Friedli
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