Grant Program Name: Faculty/Staff Grant Development Program

Funding Source: UW-L

I. Introduction

The intent of the program is twofold: (1) to provide faculty/staff the opportunity to work in a focused manner to develop a grant proposal for a project of their choice and (2) to encourage the development of new grant proposals among additional faculty/staff and departments/divisions.

II. Program Description

The Faculty/Staff Grant Development program will provide funding for a stipend to support extramural grant proposal development, writing, and submission. Training and mentoring support for grant seeking is available to all faculty and staff through the Office of Research & Sponsored Programs (ORSP), and those services will provide a resource for program participants. The tangible outcome of this program will be the submission of a new grant application to an external funding agency. Proposals should request a minimum of $25,000 per year. Faculty and staff are encouraged to contact ORSP with any questions regarding potential funding sources for their project or with inquiries related to this RFP.

III. Award Information

A. Project Dates of Award: August 1 – mid-May, beginning the year following submission

B. Estimated Number of Awards: dependent upon amount of funds available

C. Anticipated Funding Amount: dependent upon number of principal investigators (PIs)

$2,000 for individual PI projects

$3,000 for team projects involving two or more PIs (**divided equally** among the PIs)

D. Funds will be awarded (stipends paid) at the time the extramural grant application is submitted to the funding agency. Proposals must be in ORSP-approved, submission-suitable form no later than mid-May in order to qualify for stipend distribution. A specific date will be communicated to PIs when the fiscal year-end deadline for lump sum payments becomes available from Human Resources.

IV. Eligibility Information

A. PI eligibility:

All current faculty and academic staff members, including instructional and non-instructional academic staff, with a continuing appointment are eligible. Payments will be made according to UWL's lump sum payment policy. As such, applicants must meet requirements for lump sum payment eligibility. Academic staff should consult with their department chair/unit director and/or Human Resources if they have questions regarding their eligibility.

B.   PI number limit:

Projects may be proposed by individuals or by teams of two or more researcher(s).

C.   Limit on Number of Proposals per PI:

PIs may submit one proposal per solicitation and receive one award per program year. Higher priority will be given to PIs that were not funded in the previous year.

V.   Proposal Preparation and Submission Instructions

It is recommended that all items be saved in PDF format if possible for easier viewing by the committee. If this is not possible, HTML format will suffice.

A.   Letter of Intent (if applicable): N/A

B.   Full Proposal Preparation Instructions

Interested faculty and staff should submit a single-spaced narrative not to exceed two pages to ORSP. Your narrative should be structured as follows:

1. In the **first paragraph**, address the following questions:
   a. To which funding agency will you be submitting your proposal? What is the estimated amount of the grant funding to be requested? When is the funding agency's deadline for submitting a proposal?
   b. Have you successfully solicited extramural grant funding within the past three years? If yes, provide the source and amount of the funding.
   c. Have you received any incentive for grant seeking within the past three years? If yes, what was the source of the support (department, college, Provost's Office, etc.)? Was it a stipend or release time?
2. With the balance of the **two-page limit**, beginning with the second paragraph, address the following criteria:
   a. Description of the project idea for a grant proposal targeted to an external funding agency
   b. Description of the project groundwork, if any, already completed
   c. Anticipated amount of grant funding that will be requested in various categories, such as salaries and fringe benefits, supplies and equipment, and travel
   d. Anticipated grant outcomes and the project's impact on research, teaching/learning, and/or outreach activities
   e. A proposal with two or more in the team should clearly delineate each person's responsibilities and qualifications and explain how the team effort enhances the funding prospects.

Proposal Approval Process
The PI is responsible for obtaining approval from his/her department chair prior to submitting an application (see section V.E. Submission Requirements for further instructions). The PI should copy his/her department chair and any co-PIs in the CC line of the grant submission email. Please note that a department chair has the right to rescind an application that has not received his/her approval prior to submission.

C. **Budgetary Information**

As the only allowable budgetary item is stipends, a budget form should not be completed. Use the table below to select the appropriate stipend and put the amount into the "Amount of Proposal" field in Digital Measures.

Number of Investigators	Amount of Proposal
1	$2,000
2 or more	$3,000

D. Deadline

Proposals are due **by the established deadline. The timing and number of deadlines each year are dependent upon available funding. Deadlines will be announced on the grants website and in the *Grant News*.**

E. Submission Requirements

1. Upload all proposal materials (your two-page narrative) into Digital Measures and run a grant proposal report in PDF format.
2. Email a copy of the Digital Measures report to your department chair/unit director, allowing sufficient time prior to the submission deadline for the chair to review and approve the application.
3. Communicate with your department chair/unit director to verify their approval of the application.
4. By the deadline, email the Digital Measures report of the approved application to grants@uwlax.edu. Copy your department chair/unit director and any co-PIs in the CC line of the submission email.

Please note that a department chair/unit director has the right to rescind an application that has not received his/her approval prior to submission.

VI. Proposal Processing and Review Procedures

Encouragement will be given to projects from faculty/staff members who have not had a similar opportunity in the past, for proposals for multiple year awards, and for proposals directed to federal agencies. Collaboration fosters valuable feedback, insight, creativity, and mentoring during the proposal development process. Thus, projects undertaken by a team will be encouraged. Projects will also be evaluated based upon the likelihood of successfully procuring grant funding.

VII. Award Administration Information

A. Notification of Award

Applicants will be notified of award decisions within 30 days of the proposal deadline.

Generally, the Business Services Office establishes separate accounts for each grant awarded shortly thereafter; however, stipends are not payable until the extramural proposal is deemed by ORSP to be in submission-suitable form.

B.   Award Conditions

Funds will be awarded (stipends paid) at the time the extramural grant application is submitted to the funding agency. Proposals must be in ORSP-approved, submission-suitable form no later than mid-May in order to qualify for the grant's stipend distribution. A specific date will be communicated to PIs when the fiscal year-end deadline for lump sum payments becomes available from Human Resources. If the grant is not in an acceptable form on that date, the stipend will be forfeit. The PI may resubmit for the next fiscal year's program, but there will be no guarantee of funding.

If one or more members of a group are unable to fulfill their commitment to the project, contact ORSP immediately. Approval is required, but projects may be allowed to continue if the remaining group member(s) believe it is feasible to complete.

C.   Expectations

All grant recipients (all members of a group) are expected to meet with ORSP at least once to establish a timeline and to discuss any particular needs. Those relatively new to grant seeking are strongly encouraged to meet and consult with ORSP as often as necessary. Possible topics of discussion may include:

- Developing a funding strategy and finding a source or possible sources
- Demystifying budget development
- Interpreting grant guidelines
- Writing a competitive proposal (what it takes to be successful)
- Navigating the submission process (e.g., online application systems, government forms)
- What you need to know when you do (or don't) get funded

ORSP will be happy to discuss other topics tailored to your needs to support the development of a competitive proposal.

D.   Reporting Requirements

The "final report" for this grant program will be the extramural grant proposal submitted to the funding agency. Funds will be awarded (stipends paid) at the time the extramural grant application is submitted to the funding agency. Proposals must be in ORSP-approved, submission-suitable form no later than mid-May in order to qualify for stipend distribution. A specific date will be communicated to PIs when the fiscal year-end deadline for lump sum payments becomes available from Human Resources. If the grant is not in an acceptable form on that date, the stipend will be forfeit.

VIII.   Contact for More Information

Questions regarding the Faculty/Staff Grant Development program can be directed to the Office of Research and Sponsored Programs (ORSP) at 785-8007 or grants@uwlax.edu.