The *Pilot Studies for Future Funding Program* is intended to support pilot projects that will help scholars submit a competitive proposal to an external sponsor. Thus, the investigators must identify a specific grant program and/or funding opportunity to which they plan on applying. They must clearly describe the goals and design of the larger, external project and explain how the pilot project will enhance the quality external proposal. Funds in this category can be used for most any item needed to execute the pilot project, but it is critical to justify how these funds will contribute to the completion of the pilot project and clearly illustrate how the pilot project will enhance competitiveness of their proposal for external support.

**General Instructions**

*Eligibility:* All faculty and staff at Sam Houston State University who have no ongoing internal grant support through the ORSP. All previous internal grants for all investigators must be closed-out and in good standing per the contractual requirement of the award.

*Proposal Format:* The proposal will consist of 10 individual sections - cover sheet, project summary, table of contents, project description, plan for external support, results from previous ORSP support, biographical sketches, budget, budget justification, and literature cited. All sections, from cover to last page, should be continuously paginated; however, the cover page, project summary and table of contents should have no page number displayed. Each section must begin on a new page and listed in the Table of Contents.

*Allowable Typefaces:* Courier New at a font size of 10 points or larger, Calibri or Times New Roman at a font size of 11 points or larger.

*Spacing and Margins:* No more than six lines of text within a vertical space of one inch. Margins, in all directions, must be at least an inch. While line spacing (single-spaced, double-spaced, etc.) is at the discretion of the proposer, established page limits must be followed.

- PIs are advised that readability be of paramount importance and should take precedence in selection of an appropriate font/spacing in the proposal.

*Submission:* Submit this document as a single PDF via email to Kathy Allen ([kathyallen@shsu.edu](mailto:kathyallen@shsu.edu)) by posted the due date.

*Due Date:* 15 December 2018 at 12:00pm. Late proposals or proposals that do not adhere to the published guidelines will be disqualified.

*Funding:* The anticipated funding level for this program in FY19 is $40,000. Although funding requests will vary by need, the typical award size is expected to range from $5,000 to $10,000 per proposal. The maximum a PI may request is $15,000. Only one proposal may be submitted per applicant.

**Proposal Instructions**

I. **Cover Sheet (1 page; 3 points)**

The coversheet must include the following information: (1) A project title. (2) The name of the specific internal grant type to which the PI is applying (Individual Scholarship Cluster, New Faculty Category,
etc.). (3) Names and affiliation of the PI and CoPIs. (4) Names and academic rank of any students that will participate in the project. (5) The academic discipline (single word) that defines this research project. (6) A statement as to whether the project requires approval through the compliance unit in ORSP (e.g., IRB, IACUC, Export Controls, etc.). (7) The total requested funding from ORSP to complete this project.

II. Project Summary (1 page; 10 points)
A summary of the proposed activity suitable for publication, not more than one page in length. The summary is a self-contained description of the activity that would result if the proposal were funded. The summary should be written in the third person and include a statement of objectives and methods to be employed. It should be informative to and understandable to a lay reader.

III. Table of Contents (2 points)
Indicate page numbers for each major section. List and indicate page numbers for all figures and tables.

IV. Project Description (5 pages max; 25 points)
The Project Description should be divided into a number of supporting subsections that together justify the need for funding. Generally, these subsections would include a historical background or theoretical context for the project, the question/problem/goal of the project, a list of deliverables or products that will result from funding, and a general plan of work including the broad design of activities to be undertaken, and, where appropriate, a clear description of experimental methods and procedures. Finally, the project description should include broader impacts to the community, discipline, department, college and/or SHSU students resulting from the proposed activities.

- **Background** - The background discussion provides a theoretical framework or historical context of the work. This section helps reviewers understand the relevance of the stated questions/goals and the contribution of the deliverables/products to the discipline.

- **Question/Problem/Goal & Deliverables/Products** - Specifically state the question, problem, or goal of the project and list each deliverables/products that will result from this work.

- **Plan of Work** - Describe in detail the method and/or processes that you will employ to meet each deliverable, and a timeline for completion. This will allow the reviewers to evaluate the feasibility of completing the project and determine if the method/process is sufficient to address the stated goal.

- **Broader Impacts** - Describe the impact project will have on the academic discipline, on your college, department and students at SHSU, and/or on the general community.

V. Plan for External Funding (2 page; 25 points)
Provide some specific information about the grant proposal you plan on submitting for external funding. This should include the name of the sponsor, the specific program, the due date for the proposal, a tentative title for your external proposal and an estimated dollar amount of your future external request.

In addition to the information above, provide a thorough summary of the project you plan on submitting for external funding. Clearly indicate how this internal funding will enhance your external proposal and make your external submission more competitive.
VI. Results from previous ORSP support (1 page; 5 points)
List all previous support from ORSP by project title for each investigator. Provided a brief description, dollar amount provided and any major products of that resulted from that ORSP funding.

VII. Biographical Sketches (2 pages per senior personnel; 5 points)
Provide a short, 2-page biographical sketch for the PI and all CoPIs. The biographical sketches should include: (1) Name and affiliation; (2) Professional Preparation; (3) Appointments; (4) Five most relevant publications/works; (5) Additional publications/works; (6) Professional and synergistic activities; (7) Collaborators; (7) Students supported.

VIII. Budget (1 page; 5 points)
Complete the excel budget form provided on the internal grant webpage and at the end of this RFP.

IX. Budget Justification (1 page; 15 points)
To award the greatest number of proposals across campus, the FRC reserves the right to recommend proposals for partial funding. Thus, to help prioritize funding needs, it is imperative to clearly explain how each budgetary line item will be used to meet deliverables identified in the proposed project description. Moreover, the PI should Identify the impact to the project if each line item were not to be funded.

X. Literature Cited (2 pages)
List any references cited in this proposal.

Review Criteria
Proposals will be awarded through a competitive selection process. The Faculty Research Council (FRC), an interdisciplinary committee composed of faculty from each college, will evaluate each proposal on clarity, brevity, adherence to the general guidelines, and quality/thoughtfulness of each section (relative weights per section are indicated below). Successful proposals will clearly state the products and/or deliverables of the project, outline a clear link between this project and a larger external proposal, and justify how the requested funding will allow the applicant to meet the goals/deliverables of this project that will enhance the external grant.

Award Notification
Proposals will be reviewed and awardees selected by the FRC. Awardees will be presented to the Academic Affairs Council for approval during the first Spring meeting. Awardees will be contacted after this final list is approved by the SHSU Provost and President. Awardees will meet with the ORSP to review and sign the contractual agreement for the funds.