OFFICE OF RESEARCH AND SPONSORED PROGRAMS - INTERNAL GRANT PROGRAMS
Pilot Studies for Future Funding Program

FY 2020

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 <u>no</u> ongoing internal grant support through ORSP. All previous internal grants must be closed-out and in good standing per the contractual requirement of each specific award.

Proposal Format: The proposal will consist of 11 individual sections - routing form, general project information, project summary, table of contents, project description, plan for external funding, prior, current and pending support, biographical sketch, budget, budget justification, and literature cited. All sections should be continuously paginated. Each section must begin on a new page and must be 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 of the application 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 Michelle Metzler (mxm268@shsu.edu) by the posted due date.

Due Date: 1 November 2019 at 5:00pm. Late proposals or proposals that do not adhere to the published guidelines will be disqualified.

Funding: The anticipated funding level for this program in FY20 is $60,000. 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.

I. Routing Forms (1 page; 2 points)
A routing form must be completely and accurately filled out and signed by all parties. This will serve as the cover sheet to your application.

II. General Project Information (1 page; 2 points)
The general information sheet must include the following: (1) A project title. (2) The name of the specific internal grant program to which the PI is applying (Individual Scholarship Program, New Faculty Program, etc.). (3) Names and affiliation of the PI and COPI(s). (4) Names and academic rank of any students that will participate in the project. (5) The academic discipline (up to 5 key words) that defines this research project.

III. Project Summary (1 page; 15 points)
A summary of the proposed activity suitable for publication, not more than one page in length. The summary should be 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 and understandable to a lay reader.

IV. Table of Contents (1 point)
Indicate page numbers for each major section. List and indicate page numbers for all figures and tables.

V. Project Description (5 pages max; 30 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, where appropriate, a clear description of experimental methods and procedures, and a timeline. 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* - Specifically state the question, problem, or goal of the project.

> *Deliverables/Products* - List each deliverable/product that will result from this work. The deliverables/products should clearly relate to the question/problem/goal, and should include all scholarly products such as publications, presentations, performances, exhibits, etc.

> *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 the project will have on the academic discipline, on your college, department and students at SHSU, and/or on the general community.

VI. 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.

VII. Prior, Current and Pending support (3 pages; 10 points)
Prior ORSP Support - List all prior support received from ORSP over the past 5 years. In this list, please provided a title of the project, a brief description of the project, the dollar amount provided by ORSP and any major scholarly products of that resulted from that ORSP funding (e.g., publications, presentations, performances, exhibits, etc.).

Current Support - List all current internal and external grant support. Provided a title of the project, a brief description of the project, the dollar amount of the award, and the name of the funding entity.

Pending Support - List all pending internal and external grant applications. Provided a title of the project, a brief description of the project, the requested dollar amount, and the name of the funding entity.

VIII. Biographical Sketches (2 pages per senior personnel; 5 points)
Provide a short, 2-page biographical sketch. The biographical sketches should include: (1) name and affiliations; (2) professional preparation; (3) appointments; (4) five most relevant publications/works; (5) additional publications/presentations/works (5 max); (6) professional and synergistic activities; (7) collaborators; (7) Students supported.

IX. Budget (1 page; 10 points)
Complete the budget form provided at the end of this RFP.

X. Budget Justification (1 page; 25 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.

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

Review Criteria

Proposals will be grouped by academic discipline and 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 in the Proposal Instructions section above). Successful proposals will clearly state the products and/or deliverables of the project and justify how the requested funding will allow the applicant to complete the project.

Award Notification

Proposals will be reviewed and awardees selected by the FRC and presented to the AVP of Research and Sponsored Programs. The AVP will present awardees to the SHSU Provost and Vice President Academic Affairs and to the SHSU President for final approval. Approved awardees will meet with ORSP and Office of Research Administration to review and sign the contractual agreement for the funds.

Reporting Requirement

A short (6 page max, excluding references) final report must be filed with the Office of Research and Sponsored Programs when the project is complete or within 1 year of receipt of funds. All proposals with a PI or COPI that has an outstanding report will be ineligible for funding.

The final report should include:

Cover Page - Title, PI, COPI(s), and Students.

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

Question/Problem/Goal - Specifically state the question, problem, or goal of the project.

Deliverables/Products - List each deliverable/product that will resulted from this work. The deliverables/products should clearly relate to the question/problem/goal, and should include all scholarly products such as publications, presentations, performances, exhibits, etc.