

**Purdue Northwest Proposal Submission Grants – Fall 2020**

PROPOSAL SUBMISSION DEADLINE: October 18, 2020 @ 11:59 P.M. (EDT)

OBJECTIVE: The objective of the PNW Proposal Submission Grant is to support faculty in the development of NEW, high-quality proposals for external funding. Up to $3,500 will be awarded to faculty to develop NEW proposals, and submit those proposals to one or more funding agencies within 18 months of the award. Additionally, each awardee will have up to $1,000 in travel funds available for visiting program officers to discuss the opportunity they are pursuing. The goals of the program are to stimulate and support sponsored projects as well as increase proposal submissions and success rates.

AWARD:

* + Up to $4,500 maximum per proposal.
	+ Awardees will receive up to $3,500 for release, salary, or other proposal development expenses. Funds may not be used to pay collaborators from other institutions through subcontracts, purchase personal electronics, or support activities unrelated to the project.
	+ Remaining $1,000 will be available for travel to visit the program officer and paid on a cost-reimbursement basis. Grant recipient must demonstrate that virtual meeting with a program officer was not possible, or that in-person meeting provided significant additional benefits to the project.
	+ The project period is July 1, 2021, to December 31, 2022. A project period may range from January 1, 2021, to June 30, 2022, with written approval from the Department Chair or Dean submitted at the time of the proposal application.
	+ Awardees are required to submit a proposal, appropriately scaled for the discipline, to an external funding agency within 18 months of the award.

QUALIFICATIONS:

* + Applicants must be tenured/tenure-track faculty at PNW.
	+ Applicants may be involved in a maximum of 2 active PNW internal awards at one time. PRF Summer and International Travel Grants are excluded from this count. A final report must be on file in the Office of Research to move an award from an active to a complete status. If you have questions about the reporting process, please contact Maja Marjanovic at podbojm@pnw.edu.
	+ Proposals from applicants who did not meet internal grant commitments during the last three years will not be considered for funding.

REQUIREMENTS: Awardees, without exception, must fulfill the following criteria:

* + Submit a proposal, appropriately scaled for the discipline, to an external funding agency within 18 months of the award.
	+ Participate in the Days of Discovery or a similar event at PNW.
	+ Participate in grantsmanship training during 2020-21 or 2021-22.
	+ Submit a progress report to the Office of Research within 9 months and a final report within 18 months of receiving the award.
	+ Research involving human or animal subjects must have regulatory approval before the project start date.
	+ All participants (including students) must complete RCR (CITI) training before starting the project.
	+ **All work must be conducted in compliance with** [PNW COVID guidelines](https://www.pnw.edu/pnw-and-coronavirus-covid-19/).

APPLICATION GUIDELINES: All applications must be completed electronically by visiting InfoReady before October 18, 2020, @ 11:59 P.M. (EDT). The following questions must be answered on the application form by the lead applicant. If awarded, the lead applicant is responsible for the budget as well as progress and final reports.

APPLICATION SECTION 1: APPLICANT INFORMATION (For PI and each PNW Co-PI)

* + Full name (Last, First, Middle)
	+ Email
	+ Position Title
	+ Department
	+ College

APPLICATION SECTION 2: PROJECT INFORMATION

* Project Title
* Project Period
	+ The project period is July 1, 2021, to December 31, 2022. A project period may range from January 1, 2021, to June 30, 2022, with written approval from the Department Chair or Dean submitted at the time of the proposal application.
* List funding received from any internal or external sources for this project in the past. Please provide funding source, amount, and year.
* List external funding opportunities that you are interested in pursuing as a result of this award.

APPLICATION SECTION 3: COMPLIANCE INFORMATION

* + Will your research involve the use of Animals, Humans, r-DNA bio-hazard materials, or other regulatory controls? If yes, please provide an approval number.

APPLICATION SECTION 4: PROJECT NARRATIVE

* Attach a project narrative and ensure that it meets all of the following criteria:
	+ 3-page maximum (references are excluded the total page count)
	+ Times New Roman
	+ Single spaced
	+ Font size 12
	+ 1” Margins
* PLEASE ADDRESS EACH SECTION LISTED BELOW IN YOUR NARRATIVE:
	+ Statement of the problem, needs, and objectives
	+ Goals
	+ What you intend to do, methodology, intellectual merit and broader impacts
	+ Expected outcome and dissemination plan
	+ Brief description of applicant's prior activities related to the scholarly work
	+ Timeline for project completion and proposal preparation: Outcome must be a high-quality proposal submitted to an external funding agency

APPLICATION SECTION 5: BUDGET INFORMATION

* Please provide information on how you intend to use the funds to support and advance your project.
	+ Salary (provide details)
	+ Fringe Benefits
	+ Students
	+ Supplies
	+ Travel
	+ Equipment
	+ Other
* Please provide a brief justification for the budget specified above.
* If you intend to meet with the program officer, please provide information about the planned visit.
	+ Travel funds to visit the program officer will be paid on a cost-reimbursement basis.
	+ The traveler must provide evidence of the meeting with the program officer before the trip.
	+ If travel involves other personal or professional business, expenses must be shared appropriately.

APPLICATION SECTION 6: CV

* + Please attach a CV (up to 4 pages).

APPLICATION SECTION 7: CERTIFICATIONS

* Requirements: Please read and check the box, acknowledging you understand that if awarded, all recipients of the award will:
	+ Submit a grant proposal to an external funding agency, appropriately scaled for the discipline, within 18 months of the award start date.
	+ Participate in Faculty Research Day or a similar event at PNW.
	+ Participate in grantsmanship training during 2020-21 or 2021-22.
	+ Submit a progress report to the Office of Research within 9 months and a final report within 18 months of receiving the award.
	+ Complete RCR Training (CITI Training) before the project start date.
	+ Follow all PNW COVID guidelines.
	+ Serve as a reviewer of internal grant proposals in the future, if needed.

EVALUATION CRITERIA: Proposals will be evaluated by a faculty review committee, selected by the Research Board, based on the following criteria:

* Significance of the issue/project (includes the purpose of the project and evidence of research base)
* Plan for completion (includes methodology and steps to completion)
* Potential for success (includes professional achievements of authors and evidence of potential funding or, when applicable, publication or presentation)

*REVIEWERS MAY NOT BE EXPERTS IN THE DISCIPLINE OF EACH PROPOSAL THEY ARE REVIEWING. THEREFORE IT IS IMPORTANT TO WRITE THE PROPOSAL NARRATIVE WITH GENERAL AUDIENCES IN MIND.*