

**College of Human Sciences
Grant Proposal Support Program**

Purpose	<p>CHS Grant Proposal Support is designed to facilitate faculty efforts to obtain extramural funds. Forms of support include:</p> <ul style="list-style-type: none"> (1) Single course buyout (2) Graduate research or teaching assistant (GRA/GTA) for one semester (3) One month of summer salary (4) Resubmission preparation activities (RPA) to support research tasks needed for resubmission of a well-scored external proposal.
Eligibility	<p>Tenure-track assistant and associate professors will be given priority consideration. Full professors are also eligible to apply.</p> <p>Support is available for:</p> <ul style="list-style-type: none"> ○ The (re)submission of a single large proposal on which the faculty member is serving as PI (i.e., a proposal for an amount of \$200,000 or more in direct costs) ○ Two smaller proposals on which the faculty member is serving as PI (i.e., two proposals that, combined, total at least \$200,000 in direct costs). <p>At least one of the proposals must generate fully-allowable indirect cost recovery and request support (salary and tuition - if permitted) for at least one graduate research assistant at .33 or higher. It is expected that support recipients will (re)submit their grant proposals to the external agency.</p> <p>Faculty who have not previously received CHS Grant Proposal Support will be given priority consideration. To be eligible, faculty who have previously received CHS Grant Proposal Support must have submitted the proposal(s) they developed with previous support. Support recipients must wait two years before applying again.</p>
Procedure	<p><u>Course Buyout and GRA/GTA Requests:</u> Faculty members can apply for a course buyout or .50 GRA/GTA for the fall, spring, or summer semester during which (or up to two semesters preceding when) they will submit one or more competitive external grant proposals.</p> <p>For course buyouts, the faculty member will need to communicate with the department head to ensure appropriate, qualified coverage (faculty or GTA) for their course. A department head memo should be included with the application that confirms approval of the buyout for the semester/course requested and provides the cost of the buyout. See deadlines for requesting course buyouts below.</p> <p>For GRA/GTA requests, the faculty member is responsible for identifying the student who will receive the CHS-supported assistantship. A department head memo should be included with the application that confirms the approval and cost of the assistantship. See deadlines for requesting a GRA/GTA below.</p> <p><u>One Month of Summer Salary:</u> One month of summer salary (capped at \$15,000) can be requested to cover time spent developing one or more grant proposals. Grant proposals should be submitted before the end of the following spring semester.</p> <p><u>Resubmission Preparation Activities (RPA):</u> Faculty are eligible if they have submitted an external proposal that was not funded but received positive reviews/scores indicating that they should revise and resubmit the proposal. The faculty member should have a target resubmission date that is within one year of receiving the scores/reviews for the proposal. RPA requests may not exceed \$15,000 to be used for research expenses (e.g., participant incentives, GRA support). RPA requests can be submitted any time.</p> <p>Pre-submission Review Requirement Support recipients are asked to submit a draft of their proposal(s) to the ADR at least three weeks prior to submission of their proposal(s) to the funder(s) for a pre-submission review.</p>

Application Materials	<ul style="list-style-type: none"> • Application letter (2-page maximum) • Timeline for completing proposal tasks (and timeline for RPA if relevant) • Full RFA/RFP or program announcement/division priority for grant opportunity • Memo from department head for course buyout or assistantship (including assistantships associated with RPA) • Scores and reviews for RPA • Full CV <p>See information below regarding specific elements of the application letter and supporting materials, as well as information on how applications will be evaluated.</p>
Application Deadlines	<p>February 15 for fall semester buyouts and fall assistantships; April 15 for summer salary support; September 15 for spring semester buyouts and spring assistantships. When the deadline falls on a weekend, the application is due on the Monday that follows the due date. RPA requests can be submitted at any time. Submit your application as a single PDF to serath@auburn.edu.</p>

Application Letter and Supporting Materials

Please provide a letter (not to exceed two single-spaced pages) that includes your name, rank, department, and type of support requested (buyout, GTA/GRA, month of summer support, RPA) and addresses the five areas below:

1. Aims of the grant proposal and potential for funding.
2. Need for CHS Grant Proposal Support to prepare and submit the grant proposal(s). In the case of RPA, describe the types of activities needed to sustain/enhance preparation for resubmitting the proposal to the funder and provide a brief budget indicating the activities/personnel to be covered.
3. Strategy for task completion and proposal submission by the target date(s).
4. Teaching and/or service load for the upcoming academic year.
5. Resources currently available (e.g., start-up funds, ICRE, salary savings). Include the names of any collaborators on the project.

Please attach to your 2-page letter:

- Timeline for completing proposal tasks (and timeline for RPA if relevant)
- Full RFA/RFP or program announcement/division priority for grant opportunity
- Memo from department head for course buyout or assistantship (including assistantships associated with RPA)
- Scores and reviews for RPA
- Full CV

Evaluation Criteria

1. **Need for the type of support requested:** Demands of the grant proposal development process (complexity and time demands of completing the grant proposal); resources available. If other sources of support are available or the teaching load is less than 2:2, this will indicate less need (if a lower teaching load exists because of a time-consuming obligation, this should be explained in your letter of application). For RPA requests, the necessity of engaging in the RPA to support the quality of the resubmission will be assessed.
2. **Value of the proposal/potential for funding:** Fit with the faculty member's research program and goals; likelihood of success; amount of funding proposed; ICRE generated; GRA support.
3. **Strategy for completing and submitting the proposal:** Logical and feasible plan and timeline.
4. **Track record:** Relevant publications and products; past grant proposals/awards (years of experience will be considered).

We will consider applications based on these evaluation criteria as well as the eligibility criteria noted above. Applications that demonstrate a clear need for support and high potential for funding from faculty with a well-developed plan and strong track record will be most competitive. The number of requests funded during a given cycle will depend on available funding. If you have questions about whether an application/proposal will be eligible, or questions about the application components or evaluation criteria, please contact Stephen Erath, serath@auburn.edu, 844-3236.