Proposal Development and Submission Initiatives

The College of Agriculture and Life Sciences (CALS) has developed the following initiatives to facilitate the proposal development and submission process. All CALS tenure-track and tenured faculty are eligible to apply for these programs. Funding is not guaranteed and will be available on a competitive basis. For more information or to apply to any of these programs, contact the CALS Office of the Associate Dean for Research and Graduate Studies.

1. Travel award program

Purpose:
To encourage faculty to travel to Washington, D.C., and visit with program managers at federal agencies. This award program will also support faculty travel to the national laboratories, such as the National Renewable Energy Laboratory and Oak Ridge National Laboratory. The goal is to explore and discuss funding opportunities and to enhance the visibility of individual faculty programs and capabilities.

Amount:
Up to $300, based on actual costs. Contingent on prior approval.

Categories:
- Supports Activities Including:
  - Lodging, meals, and transportation costs only.
  - Conference-related travel expenses will not be paid.

2. Development and submission of large, interdisciplinary and/or integrated proposals

Purpose:
To facilitate the development and submission of large, interdisciplinary and/or integrated proposals in response to a specific Request For Proposals (RFP). One goal is to increase the average size of requested funds per proposal.

Amount:
Up to $5,000 in operating funds to offset some of the expenses in developing proposals in which the requested amount exceeds $1 million. These proposals would often involve faculty from more than one department and perhaps from more than one college or institution. Contingent on prior approval.

Categories:
- Supports Activities Including:
  - Travel to organize the team.
  - Expenses involved in meetings of the group.
  - Facilitated meeting costs.
  - Red team proposal review.
  - Limited stipends for graduate students directly involved in proposal preparation.
  - Other administrative costs associated with proposal development.
3. **Formation of faculty-organized interdisciplinary teams**

**Purpose:**
To facilitate development of broad, high-profile, interdisciplinary teams in the College strategic focus areas. The goal is to form sustainable teams able to respond to large, interdisciplinary proposals on short notice.

**Amount:**
Up to $5,000 in operating expenses for development of the team’s vision, goals, objectives, and strategies. Contingent on prior approval.

**Categories:**
Supports Activities Including:
- Holding a mini-symposium to organize the team.
- Seeking an external facilitator to assist with development of the team’s vision.
- Paying expenses for invited external scholars.
- Traveling to other institutions to expand the team membership, to meet with collaborators, and for other legitimate expenses.
- Providing limited graduate student assistance support associated with the development of the team and development and submission of proposals.

4. **Grant coordinator (NOT a grant writer)**

**Purpose:**
To assist faculty in general and those under categories Nos. 2 and 3, above, in particular, with their proposal submission activities.

**Responsibilities:**
- Assists with the formation of multidisciplinary teams.
- Identifies external funding opportunities.
- Interprets (RFP) guidelines.
- Arranges meetings of the faculty teams.
- Conducts technical editing.
- Follows up and compiles all forms and CVs.
- Collates revisions from various investigators.
- Provides assertive leadership to ensure timely progress and development of proposals.
- Develops and refines the budget and works with the Office of Sponsored Programs (OSP) to finalize the budget.
- Submits the final proposal to the OSP or the funding agency.
- Assumes responsibility for uploading submission documents to grants.gov as needed.