

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

OFFICE OF SPONSORED PROGRAMS

PROPOSAL DEVELOPMENT AWARDS REQUEST FOR PROPOSALS (RFP) CYCLE TWENTY-EIGHT/2021

Introduction

Southwestern Oklahoma State University is providing up to a total of \$18,000 for Proposal Development Award (PDAs) for 2021 to enhance scholarly activity. Each award provides funds up to \$6,000. The intent of the University award is to provide faculty with financial resources to **draft proposals** for external funding which would minimally be greater than the monies provided by the University award but potentially be in excess of the award. It is expected as a condition of the award that a proposal in a form ready for submission to an external agency will be submitted to the Office of Sponsored Programs (OSP) at the end of the funding cycle (January 28, 2022).

The following are guidelines for the University Proposal Development Awards:

1. Proposal Development Awards will be limited to full-time (academic year) faculty, staff, or administrators only.
2. First priority will be given to first-time PDA applicants (first-time applicants who may be new to SWOSU or new to writing grant proposals).
3. Second priority will be given to “new” grant proposals from previous applicants.
4. Third priority will be given to re-occurring, revised grant proposals or revised grant proposals from previous applications. Note: Only one revised grant proposal PDA will be considered per applicant.
5. The award may be used for proposal development – this may include the applicant’s summer salary and fringe benefits for time and effort spent developing the proposal; student wages and fringe benefits for proposal development assistance; travel pertaining to the development of the proposal; computer researches of databases for the development of the proposal, etc. All expenses must be related to the preparation of the proposal. These monies may be spent throughout the proposal development period **(February 26, 2021 through January 28, 2022) as long as the expenditures are prior to the external proposal submission.** Computer purchases and computer-related equipment are unallowable expenses without justification and special committee approval. Contact Sponsored Programs for fringe benefits estimates.
6. If a percentage or the entire PDA is used for summer salary, applicants may have other sources of university summer income (e.g., teaching). Work with Sponsored Programs for pay limitations.

7. This award may also be used to write proposals to obtain funding to complete dissertation work. All awarded funds regarding dissertation work must be awarded to SWOSU, not the individual.
8. Applicants must have proof of compliance for prior PDA awards of file in the Office of Sponsored Programs before a new award will be considered.
9. All applicants must comply with the requirements (procedures) of their divisions, departments, school, and colleges in submitting their proposed work.
10. Funds may not be requested for a project that is already supported by a grant or other external sources. If funding is received from an external source, OSP must be notified immediately and adjustments will be made. If outside funding is received after the PDA award is made, the applicant will be required to relinquish the PDA.
11. PDAs should not include a proposal intended primarily to obtain funds for expenses *normally* included in division, department, school, or college budgets.

Proposal Preparation

A PDA Proposal should include the following:

1. PDA Application with Attachments
 - a. Proposal Development Awards—Request for Proposals (RFP)
Swosu.edu/administration/osp/news/index.asp
 - b. A Complete Application—complete all boxes, checkboxes, and provide all requested information (attached)
 - c. Obtain all required signatures
 - d. Attach Abstract—abstract should be written for a general audience
 - e. Attach Line Item Budget
 - f. Attach Budget Narrative
2. Proposal Narrative Section
 - a. Limited to five double-spaced pages (page count does not include Application sheet, Abstract, Vitae, Budget, Budget Narrative, or References Cited)
 - b. Font size 12 or larger will one-inch-to-one-and-one-half-inch margins
 - c. Written in layperson's language—write for a general audience. Language unfamiliar to the educated reader may be grounds for rejection of the proposal.
3. Proposal Narrative Section should include:
 - a. Area to be investigated or studied
 - b. Description of project
 - c. Project goal(s)
 - d. Significance of the topic in the field or to SWOSU
 - e. Project plan, design, and methodology
 - f. Project timeline
 - g. Evidence to support feasibility of project
 - h. Evaluation form
4. References Cited

Provide a listing of current references referred to in the narrative or references as they pertain to the external proposal in general.

5. PDA Budget

Information in this section should include:

- a. PDA Line Item Budget Form included in the PDA Application
- b. Line Item Budget for the PDA may include expense such as:
 - (1) Applicant summer salary and/or student salaries; including fringe benefits
 - (2) Supplies and operating expenses
 - (3) Computer/database access
 - (4) Travel expenses
 - (5) Literature research
 - (6) Equipment
 - (7) Other expense related to PDA development
- c. Total amount of University funds you are requesting (up to \$6,000)
- d. Narrative Description of Budget Items (Budget Detail)—detail explaining how the budget item(s) will foster proposal development and/or enhance the likelihood of the external proposal.

6. Agency Name for External Proposal

Provide the proposed Agency Name where the external proposal will be submitted.

7. Request the Proposal (RFP) Form External Agency

Provide the RFP website or a paper copy of the proposed External Agency's RFP.

8. Budget for the External Agency Proposal

Information in this section should include the following:

- a. Provide the estimated amount you will request on your extramural proposal.
- b. State any anticipated request for required university matching funds, if any
- c. Identify current resources available (e.g. equipment, computer software, etc.)

9. Vitae

- a. Two-page maximum, single-spaced, with font size 12 or larger
- b. Should include previous scholarly activities (e.g. grants, publications, etc.)

Deadline, Evaluation, and Notification

Applications for the PDA must be received no later than **5:00 p.m., Monday, January 25, 2021**. Applications MUST be emailed to osp@swosu.edu. OSP will forward the Committee recommendations to the Provost for consideration and final action. The Committee reserves the right to request clarification of a proposal from applicants before funding decisions are announced. Proposals will be evaluated on the probability of success of external funding, significance of the project to the field of study and /or the University, and feasibility of success of the project. Notification of award will be made on or about **February 26, 2021**.

Funding Use

Applicants are asked to apply only for the funding they realistically. This may enable more than two applicants to received funding. There have been instances where the applicant who has been awarded a PDA funds that they will not spend all of the funding by January 2022. In that case,

the applicant is asked to notify the Office of Sponsored Programs of the situation, in the event another applicant who has been awarded a PDA could use the additional funds.

Keep in mind that URSAC will look at previously funding PDA awards when evaluating new applications. Wise budgeting and/or spending will be considered in the decision-making process to award future PDAs.

Compliance and Reporting

For those applicants who receive a 2020 Proposal Development Award, the following compliance and reporting documents must be submitted to the Office of Sponsored Programs no later than **January 28, 2022:**

1. A copy of the external grant proposal
2. A list of funding agencies to which the proposal has been or will be submitted.
3. A final report indicating how award monies were expended and a listing of expenditures

SWOSU rules, regulations, and policies regarding the use of human subjects, animal care, biosafety, retention of records, hazardous waste, radioactive materials, patents and copyrights, royalties and fees, as well as other appropriate university policies apply to the PDA Programs. Faculty and staff are responsible for following the established university compliance procedures regarding these rules and regulations. Faculty and staff may obtain additional information regarding policies from the SWOSU website and the SWOSU-OSP website.

Failure to complete the above mentioned items by January 28, 2022, will at a minimum, disqualify the individual from being awarded PDA funding in the future.

Additional Information

Keep in mind that the PDA is specifically allocated for fostering externally funding proposals. As such, it is not an extension of the various awards given at the university. While some preliminary research may be supported by the PDA, a request for such support must demonstrate how it will enhance the likelihood of the external funding within the time frame of proposal development.

Point of Context

If you have questions concerning this Proposal Development Award RFP, please contact Dr. Denise Landrum-Geyer, Chair of URSAC at denise.landrumgeyer@swosu.edu or call extension 3086; or the Office of Sponsored Programs, ADM 201, extension 7012. The Office of Sponsored Programs is also available for assistance with related issues (i.e., identification of funding sources, external funding procedures, proposal submission procedures, etc.). The University Research and Scholarly Activity Committee have scheduled a **Proposal Development Awards Workshop** for Friday, November 20, 2020 in the CPP 307 via Zoom.

Southwestern Oklahoma State University
Office of Sponsored Programs
2021 Application
PROPOSAL DEVELOPMENT AWARD

Principal Investigator:		Office Use Only -- PDA#:
Department:		School:
College:	Office Phone:	E-Mail:
PDA Proposal Title:		
Prospective External Agency:		
PDA Proposed Start Date:		PDA Proposed End Date:
(Start Date above must be on or after February 26, 2021)		(End Date above must be on or before January 28, 2022)
Estimated External Proposal Start Date:		Estimated External Proposal End Date:

1. Type of Project: ☐ Research ☐ Student Support ☐ Training ☐ Equipment ☐ Other
2. Project Requirements: ☐ Human Subjects ☐ Safety/BioSafety ☐ Animal Welfare
3. Have you previously been the recipient of a PDA? ☐ YES ☐ NO If Yes, list year(s) ____.

ATTACH TO THIS APPLICATION THE FOLLOWING ITEMS:

- 1. ABSTRACT DESCRIBING THE PROGRAM IN LAY TERMS**
- 2. COMPLETED BUDGET FORM (included)**
- 3. BUDGET NARRATIVE**
- 4. PDA PROPOSAL (with all requirements attached)**

UNIVERSITY ENDORSEMENTS: This Proposal Development Award cover sheet, attached abstract and attached budget sheet have been examined by the officials whose signatures appear below. The principal academic review of the program is the responsibility of the Department, School, and College.

REQUIRED SIGNATURES:

Principal Investigator	Date
Department Chair	Date
Associate Dean (if appropriate)	Date
Academic Dean	Date

OTHER SIGNATURES AS NECESSARY:

Chair, Human Subjects	Date
Chair, Animal Welfare	Date
Chair, Other	Date

Office Use Only

I.		
	Committee Recommendation (Approved; Not Approved)	Amount
	Signature Faculty Research Committee Chair	Date
II.		
	Signature University Official	Date



PROPOSAL DEVELOPMENT AWARD

2020 BUDGET

PDA Applicant: _____

Proposal Title: _____

No.	Category	Total
1.	Personnel	
	a. Applicant Salary	
	b. Student Salary	
	c. Other Salary	
2.	Fringe Benefits	
	a. Applicant	
	b. Student	
	c. Other Fringe	
3.	Supplies/Operating	
4.	Travel	
5.	Other Expenses (Describe)	
6.	TOTAL DIRECT COSTS	
7.	Indirect Costs	Not Applicable
8.	TOTAL (not to exceed \$6,000)	

ATTACH BUDGET NARRATIVE