**Research Council**

**Professional Development Proposal Guidelines**

**2016**

**Purpose:** The Professional Development Grant Program is intended to provide seed funds to encourage university faculty to pursue scholarly activity which will enhance their continued professional development. Scholarly activity, in any discipline, is of a common significance to the overall intellectual life of the university. These grants will be awarded for activities where major external funding is not generally available. It is understood that the nature of the projects proposed will be discipline specific; faculty creativity is encouraged. Requests up to $3,000 per proposal will be considered.

**Eligibility:** All fully-affiliated faculty are invited to apply, except those who received a Professional Development Grant in 2015. Because the Boonshoft School of Medicine has its own internal grants program, those faculty members, including those in Matrix departments, are also not eligible to apply. Each applicant is limited to one proposal per competition as Principal Investigator, but may serve as Co-Investigator on other proposals. Members of the Research Council are not eligible.

 Applicants must have a saved search in the Sponsored Programs Information Network (SPIN). Please contact Research and Sponsored Programs at ext. 2425 for questions related to SPIN.

**Proposal:** Each proposal must include the following components:

**(1)** Professional Development Grant Cover Page [copy attached];

**(2)** Project Narrative [please try to keep under three (3) pages single-spaced];

**(3)** Investigator Qualifications [one (1) page per investigator]

**(4)** List of Investigator’s current external and internal funding; and

**(5)** Budget.

 The Project Narrative should be written for the non-specialist and describe the rationale and plan for the project and the expected outcome. Clearly show how the award would enable you to achieve that outcome; e.g., become a better scholar and/or teacher.

 The statement of Investigator Qualifications should be a brief *curriculum vitae* to include pertinent publications and creative activities, proposals submitted at WSU, and internal and external research awards received.

**Budget:** **Funds requested must not exceed $3,000**. **Funds for faculty salaries are not allowed.** Travel expenses are allowed. Cost-sharing is not a consideration in funding decisions. Justify any equipment items in terms of how that equipment will be used to achieve the expected outcome.

**Proposal**

**Due Date:** One PDF version of the entire application (including Cover Page with scanned signatures) should be submitted to Research and Sponsored Programs by e-mail at: <rsp@wright.edu> by 5:00 PM on

**Friday, March 11, 2016**

***Late proposals will not be accepted.***

**Review**

**Process:** An electronic version of each proposal will be forwarded by RSP to the respective college or school dean for review. Proposals will also be reviewed and scored by members of the Research Council. A composite score will then be calculated and the highest scoring proposals will be funded within the total funds available for this competition.

 Reviewers will evaluate proposals using the 9-point scoring system listed below. A proposal's overall impact score will take into consideration, but not be a numerical average of, individual scores for the specific criteria.

|  |  |  |
| --- | --- | --- |
| Score | Descriptor | Additional Guidance on Strengths/Weaknesses |
| 9 | Exceptional | Exceptionally strong with essentially no weaknesses |
| 8 | Outstanding | Extremely strong with negligible weaknesses |
| 7 | Excellent | Very strong with only some minor weaknesses |
| 6 | Very Good | Strong but with numerous minor weaknesses |
| 5 | Good | Strong but with at least one moderate weakness |
| 4 | Satisfactory | Some strengths but also some moderate weaknesses |
| 3 | Fair | Some strengths but also with at least one major weakness |
| 2 | Marginal | A few strengths and a few major weaknesses |
| 1 | Poor | Very few strengths and numerous major weaknesses |

 **Minor Weakness: An easily addressable weakness that does not substantially lessen impact.**

**Moderate Weakness: A weakness that lessens impact.**

**Major Weakness: A weakness that severely limits impact.**

**Awards:** Awards will be announced by **May 1, 2016**. Each principal investigator will be notified in writing by the Research Council Chair as to the outcome of the proposal review. Appropriate accounts for each award will be set up by RSP.

**Project**

**Period:** The award period will be May 16, 2016, to June 30, 2017. Extensions of the project period will not be granted. An awardee who leaves the university must relinquish his/her award and return unspent funds to the Professional Development Grant Program.

**Final**

**Report:** A final report on each project is required 60 days after the project ends. The report should briefly summarize project activities and outcomes, the plan for future activities, and the status of any students involved in the project.

**Additional**

**Information:** Questions regarding this program should be directed to Jackie Frederick in RSP at ext. 2664.

All publications submitted as a result of Professional Development Grants funding should acknowledge support from the Wright State University Research Council.

Research Council

**Cover Page for**

**Professional Development Proposals**

**2016**

**Complete all information on this form and attach it to your proposal.\***

Principal Investigator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Investigator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If more than two faculty members are involved, please attach additional sheet(s).

Project Title:

Amount Requested:

Research Initiation or Professional Development grants received in past 5 years:

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If funded, would you be willing to share a copy of your proposal with future PDG applicants?

🞎Yes 🞎No

I/We have read and do concur with the attached request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI's Department Chair (or Dean in chair's absence) Co-PI's Department Chair/Dean, if different

**To be completed by RSP**

Date received in RSP

PDG Proposal Number

SPIN Search verified 🞎Yes 🞎No

\*Note: this form and accompanying instructions are available on line at:

 http://www.wright.edu/research/research-and-sponsored-programs/pre-award/internal-funding-opportunities

**Tips for Writing Research Initiation and Professional Development Proposals:**

1. Your introductory paragraph should summarize briefly (about 100 words) the nature of your project, its expected outcome, and its importance. Make clear immediately what you hope to achieve. Consider this paragraph a map that will help the readers find their way through the rest of the proposal. Give the big picture before you go into any details.
2. Provide only enough detail necessary to explain the project; avoid bogging down in an elaborate tutorial on your subject. Even though the readers may have little or no knowledge of your field, do not attempt to teach them any more than the most basic things they will need in order to evaluate your proposal.
3. Do everything you can to make the proposal interesting and readable. The readers have to wade through a large pile of proposals, and you need to attract their interest and attention.
4. Divide your proposal into sections headlined in bold with generous spacing in between each section. This kind of separating and labeling makes it more readable.
5. Do not use a type font smaller than 10 points. Set off a passage by putting it in parenthesis or italics, but don't make it smaller. Be kind to the eyes of your readers.
6. Typographical errors are distracting and they suggest carelessness and inattention to detail. Edit carefully.
7. If English is not your native language, have a colleague look over your proposal and help you with any possible awkwardness of style or grammar.
8. Emphasize the importance of the research not only to you but also to the university and the community. For these programs, the university is the funding agency. Why should the university invest in your project?
9. Follow the guidelines carefully. Make certain that your proposal is appropriate for the program through which you are applying.
10. While you may be eligible to submit proposals for both Research Initiation and Professional Development, they should be for different projects. The same proposal should not be submitted to both programs. If different proposals are submitted for both Research Initiation and Professional Development, chances are unlikely that both proposals will be funded.