



TEXAS WOMAN'S UNIVERSITY™

Office of Research and Sponsored Programs

PROPOSAL DEVELOPMENT and SUBMISSION INCENTIVE PROGRAM FY 2022

Application Deadline

Rolling deadline (applications will be reviewed within two weeks of receipt). Application must be submitted prior to the external proposal submission.

Program Description

The purpose of the Proposal Development and Submission Incentive Program is to provide faculty an incentive for the development and submission of a proposal for external funding.

Program Funding

The incentive will be provided in the form of a task payment based on the requested amount in the external proposal as follows:

Proposal Amount Requested	Amount of Incentive
>= \$1,000,000	\$1,500
\$500,000 - \$999,999	\$1,000
\$250,000 - \$499,999	\$750
\$50,000-\$249,999	\$500

The incentive may be split between multiple faculty when working on one proposal. The prorated amount for each faculty member will be detailed in the application form.

Upon receipt of the incentive award, a *Supplemental Pay Pre-Authorization Form* will be put in place and once the proposal is actually submitted for funding, the task payment will be processed. Partial payments will not be made. The incentive will only be processed when the proposal is successfully submitted.

Eligibility

The PI must be a regular salaried TWU employee at the time of proposal submission and at the time of award, and is generally a full-time faculty member. A request for exception to this requirement must be made to the Vice Provost for Research and Innovation. Preference is given to research proposals and tenure-track, tenured, and research faculty. The program is

contingent on funding levels and may be discontinued at any time. As such, applicants may apply for the incentive more than once per fiscal year, but preference will be given to new applicants.

Application and Submission Instructions

The completed application with all signatures and a CV or Biosketch for each investigator must be submitted to the Office of Research and Sponsored Programs. Applications may be submitted electronically via email to research@twu.edu. Before submitting your proposal, please make sure that it adheres to the style guidelines used by your discipline (APA, MLA, Chicago, etc.).

Review Process

Requests will be reviewed by the Vice Provost for Research and Innovation with input from the chairs, deans, and other administrators or staff as necessary. The following considerations will be used in determining support:

1. **Scientific/scholarly/creative merit.** What is the importance of the proposed activity to advancing knowledge and understanding within its own field or across different fields? Has the applicant adequately described the conception and organization of the proposed activity? Applicants must explain the merit of their research projects in language appropriate for well-educated non-specialists.
2. **Evidence of appropriate preparation and planning.** Competitive proposals will show that the applicant has conducted preliminary research for the project; demonstrated the feasibility of the research or creative design; and identified an appropriate external sponsor and program (a strong fit between project idea and sponsor funding interests). Applications to work on a pre-proposal or a letter of intent will not be funded. Applicants should enlist the support of their Associate Deans of Research if applicable, as well as the CRDA, and ORSP in advance of submission.
3. **Outcome (proposal):** size of request, the funding agency, amount of indirect costs allowed, length of project, etc.

Notifications regarding the incentive award will be made within two to three weeks of the request. Staff in the Office of Research and Sponsored Programs will work with the faculty to provide administrative support for the successful submission of the external proposal.

Expected Outcomes and Reporting Requirements

Recipients of this incentive award will submit a proposal for external funding for the program deadline indicated in their application in order to receive the incentive.