**Slippery Rock University**

**Faculty Incentive Program for Grant Writing**

**Procedures**

Slippery Rock University supports and encourages the faculty in their efforts for professional development, research and scholarly endeavors. The Office of the Provost has established a Faculty Incentive Program for Grant Writing to assist the faculty members in their pursuit of external grant funding for these endeavors. The Faculty Incentive Program for Grant Writing provides an opportunity for faculty members to apply for compensation for developing and writing a competitive grant proposal for a research project or sponsored program.

Eligibility

1. Tenured or tenure-track faculty members are eligible to apply. The applicant must be the principal investigator or project director on the grant proposal. Only one request per faculty member per fiscal year will be accepted.
2. Requests can be made for a one- or two-week contract. The number of weeks approved will be determined by the requested amount and the complexity of the grant proposal (i.e., large multi-year Federal grants are more complex than a one-year grant offered by a foundation).
3. Proposals with co-investigators/project directors will share the funds (i.e., two faculty members on the same project will split the one-week or two-week contract).
4. Grant proposals developed, written or developed/written with the assistance of an outside grant writer and/or hired agents are not eligible.
5. The sponsor must be an external funding source; SRU or PASSHE internal grant programs are not eligible.
6. The grant proposal must request from the sponsor a minimum of $50,000 in direct costs for up to one week of compensation or $100,000 in direct costs for up to two weeks of compensation. Multi-year proposals must request at least $50,000 or more in direct costs for the entire project period.
7. Compensation will be based on the CBA summer compensation schedule for both summer and winter compensation. Payments to the faculty member(s) will not be made until a proposal is submitted to the external sponsor. All external proposals must be processed through the Office of Grants, Research and Sponsored Programs by completing the *Transmittal Form for External Proposals* and forwarding the completed form with the final proposal to the Grants Office at least five (5) working days prior to the sponsor’s deadline.

Application Process

1. Applicant(s) must complete the Faculty Incentive Program for Grant Writing Application Form.
2. Approval from the applicant’s department chair and dean is required. Co-investigators from other departments must also obtain approval from their department chair and dean.
3. Applications are accepted at any time and must be forwarded to the Office of Grants, Research and Sponsored Programs for consideration.
4. Applications will be sent to the Provost and Vice President for Academic Affairs for final approval once the proposal has been submitted to the external sponsor.

Faculty Obligations

1. Faculty member(s) must not exceed the amount of allowed weeks of compensation as stipulated in the CBA (i.e., 12 weeks for summer break).
2. Faculty member(s) are encouraged to prepare a draft proposal following the external sponsor’s guidelines and forward the draft proposal to the Grants Office for a pre-review. Faculty member(s) will be expected to revise the draft proposal based on the pre-review of the proposal. Written feedback will be provided to the grant writer for the revisions.
3. Payments to the faculty member(s) will not be made until a proposal is submitted to the external sponsor. All external proposals must be processed through the Office of Grants, Research and Sponsored Programs by completing the *Transmittal Form for External Proposals* and forwarding the completed form with the final proposal to the Grants Office at least five (5) working days prior to the sponsor’s deadline.
4. Faculty member(s) whose proposal is not funded by the external sponsor is expected to revise and resubmit the proposal for the sponsor’s next deadline date. Only one re-submit is required under this program.
5. Faculty members(s) receiving the incentive funds may be invited to serve on in-house review committees to review external grant proposals.

SLIPPERY ROCK UNIVERSITY

**FACULTY INCENTIVE PROGRAM FOR GRANT WRITING**

**Application Form**

**Name:**

**Department/College:**

**Email:** **Campus Telephone:**

**Requesting Compensation for:**  **One week**  **Two weeks\***

**\*A minimum request of $100,000 in direct costs is required for up to two weeks compensation.**

**Grant Writing Experience.** Briefly describe any previous grant writing experience. Include information on funded and unfunded proposals, grant writing workshops, RFP-focused workshops, and/or any communication with program officers, if applicable (i.e., no more than a half page, single-spaced Word document). (NOTE: Previous grant writing experience is NOT required to qualify for this incentive program.)

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**Funding Agency Information**

**Funding Agency:**

**Funding Agency Type:**  **Federal**  **State**  **Private/Other**

**Funding Agency Deadline Dates:**

**Letter of Intent:** **Preliminary Proposal:** **Full Proposal:**

**Funding Agency RFP Summary**. Briefly describe the key elements of the RFP; include a web link to the RFP (i.e., no more than a half page, single-spaced Word document).

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**Proposal Information**

**Estimated Amount of Request ($50,000 minimum):**

**Anticipated Project Period:** **to**

**Description of the Proposed Project.** Briefly describe the proposed project using the topics below (i.e., no more than a one page, single-spaced Word document). Use language that can be understood by a colleague who is not an expert in the discipline.

1. Purpose and Significance – Summary of the scholarly importance of the program or research; describe (as appropriate) the research question, hypothesis or need, and goals/objectives.
2. Methods and Procedures – Summary of how the project will be implemented; describe (as appropriate) approaches, research methodologies, frameworks, data-gathering techniques, resources required (including faculty, staff, students, graduate assistants, etc.).
3. Expected Outcomes – Summary of the anticipated results, outcomes, deliverables, etc.
4. Dissemination of Results – Summary of the plans to disseminate the results (i.e., journal articles, presentations, web pages, etc.).
5. Collaborators – List any co-investigators, collaborators, consultants, etc. at SRU or other institutions. Briefly describe their role(s) on the project.

**Benefits to Slippery Rock University.** Briefly describe how this project aligns with the University’s strategic goals, performance indicators, etc., and/or how it aligns with the project director’s departmental goals (i.e., no more than a half page, single-spaced Word document).

**Proposal Timeline.** Briefly describe the specific tasks to be completed for proposal development leading to the submission of the proposal prior to the sponsor’s deadline (i.e., no more than a half page, single-spaced Word document). Include any plans to meet with the sponsor’s program officer, attend proposal-specific workshops, etc., if appropriate.

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By signing below, I agree to the Faculty Obligations described in the Faculty Incentive Program for Grant Writing Guidelines should this application be approved.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, I certify that I support this application for compensation to prepare an external grant proposal.

Department Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Applications are accepted at any time. Please send this completed form to the Office of Grants, Research and Sponsored Programs. Questions can be directed to Casey Hyatt by email at [casey.hyatt@sru.edu](mailto:casey.hyatt@sru.edu)

or by telephone at extension 2045.