

West Texas A&M University

Externally Funded Sponsored Project

Incentive Program - **PILOT PROGRAM**

The Chief Research Officer (CRO) and the office of Sponsored Research Services (SRS) are pleased to announce the following externally funded sponsored project incentive program. Continuation of the program beyond FY 2012 and the incentive levels are dependent on future Research Development Fund (RDF) appropriations provided by the Texas Higher Education Coordinating Board (THECB).

★ **Proposal *submission*** – May only receive assistance from this category once during a FY without prior CRO approval. Level of assistance is based on total budget amount.

Budgets at or over \$100,000 Total Cost (TC) = up to \$500 in Support Services

Budgets between \$5,000 - \$99,999 TC = up to \$250 in Support Services

Support Services can include (choose 1 as per proposal needs):

- ★ Outside grant reviewer support for project budgets of \$100,000 TC or more– SRS will maintain a list – type of assistance to be coordinated between grant reviewer and PI/PD - *(estimated start June/July 2011)*
- ★ Proposal related travel – assistance level based on TC of project – mileage only for local travel
- ★ Graduate Assistant assigned by SRS for up to 10 hours a week for maximum of 4 weeks while writing proposal – on a first come basis *(estimated start June/July 2011)*
- ★ Have a need not listed? Ask and we will try to accommodate.
- ★ **UNDER DEVELOPMENT:** Mentoring program & WT proposal review panel (watch for email announcements)
- ★ **SRS 1 on 1 SUPPORT:** Available to everyone at any proposal budget level in addition to any of the above support services ⇒ assistance to identify best fit with a funding agency -funding opportunity searches- establish proposal time line-budget preparation assistance-provide institutional boiler plate verbiage as required-funding guideline interpretation-proposal review and suggestions-proposal submission

★ **Awarded proposal*** – May only receive incentive from this category once during a FY but may receive BONUS incentive(s) for each new award if project meets the BONUS incentive criteria below. Ex: \$120,000 award = \$1,000 award incentive + \$100 for first sponsored project awarded to the PI/PD while at WT = \$1,100.

- ★ Total project **award** level at or over \$100,000 TC = \$1,000*
- ★ Total project **award** level between \$5,000 - \$99,999 TC = \$500*

★ **BONUS incentive for *awards**** – that meet any of the following criteria = \$100* for each criteria - each new award during a FY is eligible to receive an incentive award from this category

- ★ This is the first sponsored project awarded to the PI/PD while at WTAMU.
- ★ Project will increase the Hispanic enrollment of WTAMU. (Must be an objective of the funded project.)
- ★ Award is interdisciplinary and the WTAMU portion is \$100,000 TC or more. Interdisciplinary is defined as a project with two or more participants having distinctly different disciplinary backgrounds working jointly to interlink the analyses of the project.
- ★ Award can be classified as restricted research for RDF purposes.**

**The RDF funds supporting this incentive program are restricted for support and maintenance of educational and general activities, including research and student services, which promote increased research capacity within WT. The awarded incentive funds will be transferred to a 10 account for your access – quarterly you will be asked to verify that the expenditures made have met the RDF fund purpose.*

***Restricted funds are those which an external entity has restricted the uses of. Research is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. For a project to qualify in this category more than half of the budgeted funds must be for research activities.*

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GENERAL PROGRAM GUIDELINES:

- ★ Proposal Support Services available after June 1, 2011. Award incentives apply to all proposals submitted after May 1, 2011.
- ★ All WTAMU faculty, staff and administration submitting proposals for external funding opportunities are eligible. For multiple PI/PD projects one award is made per project and any split of the award incentive is to be an agreement between the Co-PI/PDs. Non-competitive renewals and internal grants are excluded from the incentive program.
- ★ May NOT be taken as additional salary or personal income. The RDF funds supporting this incentive program are restricted for support and maintenance of educational and general activities, including research and student services, which promote increased research capacity within WT. The incentive funds for **awarded** projects will be transferred to a 10 account for your access – quarterly you will be asked to verify that the expenditures made have met the RDF fund purpose above.
- ★ Recipients of the Proposal Support Services are expected to revise and resubmit a declined proposal within 12 months of receiving a declined notice. (If the original funding opportunity is not offered again the proposal should be revised and submitted to a similar funding opportunity.) Remember, success rates increase with subsequent revisions.
- ★ All incentive proposals must be submitted and administered through SRS.
- ★ In most cases substantial student (graduate or undergraduate) participation must be included in the proposal/award.
- ★ WTAMU's full F&A (indirect cost) must be included on the proposal to be eligible unless the sponsor has written guidelines indicating they cap F&A at a lower amount. Proposals without F&A are not eligible. PIs/PDs are still eligible to receive the standard percentage return of F&A on Incentive Program awards.
- ★ Only one incentive award from Proposal Support Services (without CRO prior approval) and Awarded Project category may be received during each FY. However, incentives from the BONUS category may be received for multiple new awards during a FY.

If your proposal is declined DO NOT be discouraged, SRS will work closely with you for your resubmission. It may take submitting several reiterations of a proposal before it is funded. Keep in mind the probability of getting funded increases with subsequent proposals. SRS will provide the following support to faculty and staff whose proposals have been declined.

- ★ Contact the submitting PI / PD regarding next opportunity to submit a revised proposal.
- ★ Assist with interpreting the reviewers' comments.
- ★ Provide feedback and suggestions for revision.
- ★ Offer to review revised proposal and/or arrange to have the proposal reviewed by a member of the mentoring committee.