



***PROPOSAL DEVELOPMENT AWARDS  
REQUEST FOR PROPOSALS (RFP)  
CYCLE TWENTY / FY12***

**OFFICE OF SPONSORED PROGRAMS**

**Introduction**

Southwestern Oklahoma State University is providing up to a total of \$12,000 for Proposal Development Awards (PDA) for the Calendar Year 2012 to enhance scholarly activity. The intent of this 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. Each award provides funds up to \$6,000. It is expected as a condition of the award that at the end of the funding cycle (January 19, 2013), a proposal in a form ready for submission to an external agency be submitted to the Office of Sponsored Programs (OSP).

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 may be new to SWOSU or new to grant writing.)
3. Second priority will be given to “new” grant proposals from previous applicants.
4. Third priority will be given to reoccurring revised grant proposals or revised grant proposals from previous applicants. (Only one “revision” PDA will be considered per applicant.)
5. The awards may be used for applicant’s summer salary and fringe benefits, student wages and fringe benefits for proposal development assistance, travel pertaining to the developing proposal, computer researches of databases for the development of the proposal, etc. All expenses must be related to the preparation of the proposal. (Call OSP for fringe benefit estimates.) These monies may be spent throughout the proposal development period **(February 1, 2012 through January 19, 2013) 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.
6. If a portion or the entire PDA is used for summer salary, applicants may have other sources of university summer income (e.g. teaching). Check with OSP for any pay limitations.
7. These awards 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 on 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 departments, schools and colleges in submitting their proposed work.

10. PDA 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 made. If outside funding is received after the PDA award is made, 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 or department budgets.

## **Proposal Preparation**

A PDA Proposal should include the following, but not limited to:

1. PDA Application with Attachments.
  - a. Proposal Development Awards – Request for Proposals (RFP)  
<http://www.swosu.edu/administration/osp/news/index.asp> (under Proposal Development Award Section)
  - b. Complete Application – complete all boxes, checkboxes, and provide all requested information.
  - 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 (5) double spaced pages. (Page count does not include Application sheet, Abstract, Vitae, Budget, or Budget Narrative.)
  - b. Font size 12 or larger; one inch to one and one-half inch margins.
  - c. Written in layperson’s language. Write for a general audience. Language generally unfamiliar to the educated reader may be grounds for rejection of the proposal.
3. Proposal Narrative Section should include but not be limited to:
  - 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 plan.
4. References Cited.

Provide a listing of references referred to in the narrative or references that the applicant is familiar with at this point, as they pertain to the external proposal.
5. PDA Budget.

Information in this section should include but not limited to the following:

  - a. PDA Line Item Budget Form attached to the PDA Application on the OSP website.
  - b. Line Item Budget for the PDA may include expenses such as:
    - 1) Applicant summer salary and/or student salaries, including fringe benefits,
    - 2) Supplies/Operating Expenses,
    - 3) Computer/Database Access,
    - 4) Literature Searches,

- 5) Travel Expenses,
  - 6) Equipment,
  - 7) Other Expenses 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 for Proposal (RFP) from 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 (2) page maximum, single spaced, font size 12 or larger.
  - b. Should include previous scholarly activities (e.g. grants, publications, etc.).

### **Deadline, Evaluation, and Notification**

Application for the PDA must be received no later than **5:00 p.m., Friday, January 20, 2012**, in the Office of Sponsored Programs, ADM 201. Proposals will be evaluated by the University Research and Scholarly Activity Committee and their recommendations for awards will be forwarded to the Office of Sponsored Programs. 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 awards will be made on or about Wednesday, February 1, 2012.

### **Compliance and Reporting**

For those applicants who receive a FY12 PDA, the following compliance and reporting documents must be submitted to the Office of Sponsored Programs no later than January 19, 2012.

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

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 Program. 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 these policies from the SWOSU website and the SWOSU-OSP website.

### **Additional Information**

Keep in mind that the PDA is specifically allocated for fostering externally funded proposals. As such, it is not an extension of the various deans' or colleges' research awards. 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 Contact**

If you have questions concerning this Proposal Development Award RFP, please contact the Office of Sponsored Programs, ADM 201, or call extension 7012. OSP 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 has scheduled a **FY12 PDA Workshop** for November 15, 2011.

### **Application and Budget Form**

The PDA Application may be found on page 5 of this document.  
The PDA Budget Form may be found on page 6 of this document.





**PROPOSAL DEVELOPMENT AWARD  
FY12**

**BUDGET**

**OFFICE OF SPONSORED PROGRAMS**

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.	<b>TOTAL DIRECT COSTS</b>	
7.	Indirect Costs	Not Applicable
8.	<b>TOTAL (not to exceed \$6,000)</b>	

**ATTACH A BUDGET NARRATIVE**