

Guidelines for requesting CENG proposal development support (PDS)

The Dean of the College on Engineering has allocated funds to support the development of large collaborative grant proposals with the goal to facilitate the submission of highly competitive funding requests to federal agencies. CENG funds allocated for PDS can be applied to two phases of the proposal process:

- **Pre-submission Phase** – proposal activities before the original submission to the funding agency;
- **Re-submission Phase** – proposal activities aiming to improve grant applications that have been rated highly competitive but have not received funding and are expected to be re-submitted for future review cycles.

As opposed to Research Seed Grants (RSG) from the Office of Research and Innovation, CENG PDS is specifically designated to support the proposal development process. Principal Investigators (PIs) can request PDS to cover a variety of expenses that may arise during the Pre-Submission and Re-Submission phases. Examples of expenses for which PDS may be requested include, but are not limited to:

- Travel support to facilitate meeting external collaborators or funding agencies (this is in addition to the usual support CENG provides for visits to funding agencies);
- Acquisition or use of special equipment or materials;
- Acquisition of data necessary for experiments and analysis to obtain preliminary results;
- Staff or student support;
- Graphic design services;
- Proposal consulting services

PDS shall specifically facilitate the submission of large collaborative grant proposals with minimum proposed budget of \$500,000 coming to UNT (i.e. excluding subcontracts) and carrying full overhead (exceptions will be considered), and a minimum of three participating personnel from UNT. The maximum level PDS support shall be limited to 5% of the total UNT direct cost of the grant proposal, but no more than \$30,000, or as negotiated. PDS requests may be submitted to the Dean of CENG on the first Monday of every month.

Pre-submission PDS requests must include the following:

- a. A detailed abstract / summary of proposed research activities;
- b. A detailed description of the research team, identifying the role of each investigator;
- c. Intended funding agency and corresponding RFP or grant announcement;
- d. Intended submission timeline;
- e. Preliminary proposal budget;
- f. PDS budget (see PDS worksheet)
- g. Justification of items for which PDS is being requested;
- h. Current resumes of all PIs

Re-submission PDS requests must include the following:

- a. A copy of the proposal that is to be re-submitted;
- b. Results of the review process, including reviewers' comments;

- c. A specific proposal improvement plan outlining the proposed modifications;
- d. Intended submission timeline;
- e. PDS budget (see PDS worksheet)
- f. Justification of items for which PDS is being requested;

Review/selection criteria:

- a. A review committee/panel comprised of 3-5 members;
- b. A recommendation of funding (either “recommend” or “not recommend”) will be submitted to the dean who will make the final decision;
- c. Review will weight on each of the following criteria:
 - I. Level of collaboration;
 - II. Feasibility – team, capability;
 - III. Significance;
 - IV. Adequacy/utility of items for which PDS is requested;
 - V. Continuity plan;
 - VI. Available PDS funding

PDS funding decisions will be forwarded to the requesting PI within 30 days of submission.