ADVANCE
Proposal Development Program

Program Purpose
In 2011, Carolyn Kapinus and Thalia M. Mulvihill, Sponsored Programs Office Faculty Fellows, conducted a needs assessment from the academic department perspective in order to identify ways to further enhance the research culture at BSU through targeted infrastructure support.

The information gathered from the Departmental Funding Plan Survey revealed several new avenues for incentivizing and supporting departments related to projected external grant production. Based on these findings, the Sponsored Programs Office proposes the ADVANCE Proposal Development Program. The goal of ADVANCE is to increase both the quantity and quality of competitive external grant proposals submitted by BSU tenured / tenure-track faculty members and professional personnel. As such, the ADVANCE award will support a Principal Investigator’s (PI’s) proposal development needs by funding dedicated summer time, AY release time, and/or supplies for expenses that will directly impact the development and submission of a competitive external grant proposal.

The ADVANCE Program will combine the previously separate ASPIRE and SPO incentive programs, (listed below) into one comprehensive program:

<table>
<thead>
<tr>
<th>PREVIOUS INCENTIVE / INTERNAL GRANT PROGRAMS</th>
<th>NEW MODEL</th>
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<tbody>
<tr>
<td>Ad-Hoc</td>
<td>ADVANCE Proposal Development Program</td>
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<tr>
<td>ASPIRE General Faculty Research / Creative Arts</td>
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<td>Cardinal Fellows</td>
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<td>ENHANCE</td>
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<td>RESUBMIT</td>
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Eligibility / ADVANCE Activities
To be eligible for an ADVANCE grant, the Principal Investigator (PI) must have a record of external proposal activity (BSU institutional grants do not meet this requirement). Please note, those who are interested in pursuing external funding for the first time and have a strong record of scholarly activity are eligible to apply; please contact the ADVANCE Program Manager for additional information.

In addition, the PI should be planning a submission to a national-level sponsor to pursue funding within a particular dollar-amount range (as identified in the table below) in support of one or more of the following applicable activities:

1. Interdisciplinary teams (2 or more disciplines) who seek to build collaborations across department and/or college lines in response to a national-level funding opportunity. Proposals are encouraged in the following areas, as identified in the Departmental Funding Plan, although other areas are welcome:
• Sustainability
• Health/Wellness
• Technology/Emerging Media
• STEM
• International Projects
• Diversity

2. External funding has supported preliminary work; ADVANCE funding can provide for next-level results that will serve as the basis for a national-level grant proposal, enhance the feasibility of the request, and result in a stronger proposal submission. Within your Project Description, provide details into what work will take place, your anticipated results, and how this funding will enhance your external proposal.

3. A national-level proposal and subsequent award is under agency review; ADVANCE funding can allow ongoing work to progress between external awards. Within your Project Description, provide details into what work will be taking place, your goals and objectives during this interim period, and any results or disseminations plans that might result from ADVANCE funding.

4. Successfully funded researcher is transitioning to a new area of investigation; ADVANCE funding can support initial results leading to an external national-level submission. Within your Project Description, provide details into why you’ve chosen this new area as well as your qualifications. In addition, describe your goals and objectives for preliminary funding, your anticipated results, and how those results will enhance your external proposal submission.

5. A previously submitted grant proposal has received notice of funding denial; ADVANCE funding can support activities to address reviewers’ comments and lead to a stronger resubmitted proposal. Within your Project Description, specifically describe reviewers’ concerns and the steps you plan on taking, utilizing ADVANCE funds, to strengthen your proposal. In addition, please supply a copy of the reviewers’ comments for the ADVANCE Review Committee.

6. Projects have generated potentially patentable subject matter or copyrights; however, additional activity is required to bring a work to market or to licensure. ADVANCE can help fund the gap that exists between the creation of intellectual property and the ability to make a future product or service available to the public by way of the private sector. Activity during the project period may also enhance the ability to commercialize intellectual property. Within your Project Description, describe your goals and objectives for utilizing ADVANCE funds, your project plan for completing the work, and your anticipated results (provisional patent, copyright, etc.). Please also list any potential Intellectual Property and/or Commercialization opportunities that will result from this proposal.

7. Applicants from the creative arts can receive support for projects that propose the creation and/or presentation of works. Eligible projects are those in areas supported by the National Endowment for the Arts: Arts Education, Dance, Design, Folk & Traditional Arts, Literature, Media Arts (Film/Radio/Television), Museums, Music, Music Theatre, Opera, Presenting, Theatre, and Visual Arts. Within your Project Description, describe the nature and design of the activity, the project plan, the feasibility of the project within the time frame, the benefits to the discipline, and the anticipated impact on artistry or professionalism.

8. Applicants with a strong record of scholarly activity (publications, presentations, etc.) seeking funding for the first time are eligible to apply for ADVANCE funding to support an external national-level submission. Within your Project Description, describe your scholarly agenda, your goals and objectives in utilizing ADVANCE funding, and how the funding will make your external proposal more competitive.
The aforementioned ADVANCE program activities have been crafted to meet a wide range of proposal development needs. In order to best achieve the university’s diverse external funding goals, applicable ADVANCE Programs (as numbered above) can be selected by identifying the targeted external submission amount below:

<table>
<thead>
<tr>
<th>External Proposal Sponsor Dollars Requested</th>
<th>ADVANCE Amount</th>
<th>Potential ADVANCE Activity (as numbered above)</th>
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<tbody>
<tr>
<td>$250,000 +</td>
<td>≤$15,000</td>
<td>1, 2, 3, 4, 5, 6</td>
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<tr>
<td>$100,000 - $249,999 (or IP / patent development)</td>
<td>≤$10,000</td>
<td>1, 2, 5, 6</td>
</tr>
<tr>
<td>$15,000 - $99,999 (or creative projects)</td>
<td>≤$5,000</td>
<td>2, 7, 8 (or creative projects)</td>
</tr>
<tr>
<td>≤$14,999</td>
<td>≤$2,500</td>
<td>2</td>
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Deadline/Availability
ADVANCE deadline dates occur twice annually (October & February); see the SPO ADVANCE website for specific dates. Both deadlines include requests for Summer salary and course releases for the following Academic Year.

Previous ADVANCE recipients must satisfy the external funding submission requirements before applying for a subsequent ADVANCE award. Applicants are eligible for further Advance funding two years following the submission of their identified external opportunity. Note that recipients of Junior Faculty ASpiRE awards must also have submitted the external proposal identified in their award prior to applying for ADVANCE funds.

Application Requirements

- Requests for ADVANCE funding will not be considered solely for dedicated time for writing proposals.
- All applications should be written in clear, non-technical language, readily understood by a layperson.
- Proposals must be submitted via email to the Aspire Grant Program at aspire@bsu.edu. **Applications missing information or not adhering to the guidelines will be returned without review.** A complete submission to the ADVANCE Program includes the following (five) components:

I. **ADVANCE COVER SHEET** - the application Cover Sheet is available [here](#).

II. **PROPOSAL NARRATIVE** (limited to 4 double-spaced pages) Double-space the text using no smaller than a size 11 font. The total evaluation of each proposal narrative is 30 points, as outlined below, including 5 points for adherence to format. **Label the required sections** as stated below and address each topic completely but concisely: *Item c is not mandatory for Activity #7*

   a) **Executive summary** - An overview of the proposed project.
b) **Project Description** - Provide a clear statement of the work to be undertaken using ADVANCE funds. This description must be aligned with the primary activity for which ADVANCE funding is requested. See the activities descriptions above for guidance. (10 points)

c) **External funding plans** - Identification of external sponsor(s) and specific grant program(s) (including links to program guidelines) targeted for submission. **It is essential to explain how internal funding from this project will lead to improved chances of obtaining external funding.** Furthermore, when approaching a sponsor for the first time, applicants are **required** to contact the Program Officer affiliated with the external grant program and initiate a conversation to determine if the targeted program is a suitable match for the faculty member’s proposed research. **This conversation should be documented and included as a part of the application.** If you need assistance, please contact your **Proposal Manager.** Previously funded applicants should also include an indication of success with prior external funding efforts. (10 points)

d) **Timeline** - Applicants should outline a project timeline. Within the project timeline, applicants should address the proposal development timeline for external proposal submission(s) that will be pursued as a result of ADVANCE funding. (5 points)

III. **BUDGET FORM** - The budget form is available **here**. The goal of the budget section of the proposal is to identify the type and amount of funds required to carry out the project and is worth 5 points in the evaluation of your proposal. Total proposal requests **cannot exceed the applicable ADVANCE activity amount**, and can include any of the following categories:

- **Summer Stipend**: Provides a stipend of up to $5,000 for a period of 10 weeks. Applicants also have the option of selecting a ½ summer stipend, equivalent to $2,500 for a period of 5 weeks. For a project with multiple recipients, the stipend award amount for each awardee is calculated by dividing $5,000 (or $2,500 for a single summer session) by the number of Co-PIs.

- **Graduate Assistantship**: Supports the appointment of a graduate assistant who will advance the outcome of the project. This award normally provides 15% of the student’s previous academic year stipend and is awarded for **one** summer term only (either first or second summer session). **Submissions do not need to identify an individual student by name at the time of application.**

  **Student Requirements:**
  - The student must be an active partner in the project and must work a minimum of 20 hours per week. The award is not meant for routine or administrative support.
  - The student must be a regular graduate student in good academic standing and registered for graduate credit during the assistantship period.

- **Supplemental Assigned Time (SAT)**: One-course buyout: $2,000-$4,500, as listed in the Course Buyout Policy for internal funds: [http://cms.bsu.edu/~/media/DepartmentalContent/SPO/pdfs/Policies/CourseBuyoutPolicy.ashx](http://cms.bsu.edu/~/media/DepartmentalContent/SPO/pdfs/Policies/CourseBuyoutPolicy.ashx)

  **It is the PI’s responsibility** to secure course release approval from the department chair prior to submitting an ADVANCE application. While not required, departmental cost share in the form of Supplemental Assigned
Limited Program budget

IV. Category narrative

- Supplies, Equipment, Expenses and Travel (S.E.E.T.): Supports costs associated with research. Costs must be itemized and justified and must follow accepted university accounting policies and procedures.

Category delineation of S.E.E.T. funds are:
- **Contractual**—Non-BSU personnel wages or consultant fees; external agreements
- **Supplies, Materials, Minor Equipment, Hourly Student Wages**—Any supplies needed to complete the project, including office supplies, postage, software, laboratory supplies, books, etc., as well as wages to pay hourly students.
- **Travel**—Expenses incurred that are directly related to project travel: Airfare, lodging, mileage, per diem
- **Participant Stipend**—Stipend to pay research subjects or project participants. **PLEASE NOTE**: Participant Incentives need to adhere to the Controller's Office policy on awards, prizes, and stipends and cannot be issued in the form of a gift card. For details please see: [http://cms.bsu.edu/-/media/WWW/DepartmentalContent/Controller/PDF/Procedure%20for%20Research%20Incentives%2052714.pdf](http://cms.bsu.edu/-/media/WWW/DepartmentalContent/Controller/PDF/Procedure%20for%20Research%20Incentives%2052714.pdf)

IV. BUDGET NARRATIVE

Limited to one double-spaced page serves as a prose description of items denoted in the Budget Form. Use the budget narrative to:

- Give a detailed explanation of the amounts listed on the Budget Form.
- Relate budget categories to project objectives.
- Name the source of the contribution for the "BSU-Other" columns (e.g. Department, College, External Grant, out of pocket costs)
- Discuss how the provision of time for faculty or graduate students will further the successful outcome of the project.

V. APPENDICES

- Curriculum Vitae for applicants and co-applicants (limited to three pages per applicant)
- Additional relevant documents (program officer emails/documentation of conversation, survey questions, photographs, etc.)

Program Stipulations

- **Requests for ADVANCE funding will not be considered solely for dedicated time for writing proposals.** Proposals requesting only salary dollars need to justify their additional time and effort beyond writing the external proposal.

- **All proposals must be submitted in response to an RFP or other solicitation (with the exception of creative arts or IP/Patent funding requests).** Unsolicited proposals are acceptable only if the agency has a stated policy of accepting unsolicited proposals and written corroboration from a Program Officer is included.

- The preparation and submission of the subsequent external proposal must adhere to the External Proposal Submission Policy. In addition, all ADVANCE recipients will be required to follow the proposal development timeline in order to provide sufficient time for SPO Proposal Managers (PM) to review all proposal documents.

- All coverage of release time must be pre-approved by the chair and dean.
• Recipients of this award are required to request the full indirect cost rate as allowed by the sponsor. Indirect Cost waivers will not be permitted on proposals associated with this award.
• Recipients are required to submit their targeted external grant proposal within 12 months of the end of the ADVANCE funding project period. When justified, extensions may be granted.
• Only recipients who follow through with submission will be eligible to apply for additional ADVANCE support.

Review Committee

Proposals that include requests for supplemental assigned time and/or stipends will be peer-reviewed by the appropriate University Senate committees. Proposals are scored out of a possible 35 points. Reviewers assign points and an overall rating (i.e., fund, possibly fund, do not fund) to the proposals prior to the review meeting. At the review meeting, those proposals that fall into the “possibly fund” category are discussed. Those that are clearly “fund” or “do not fund” are accepted by the Committee as designated and are not discussed unless there is a specific issue raised by a member of the committee. The committee makes suggestions for funding to the Director of SPO, who then makes the final funding decisions based on availability of funds.