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, ADVANCE is only open to tenured/tenure-track faculty and professional personnel.

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 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, applicants can apply for one of several awards amounts, depending on the amount of sponsor dollars requested:

<table>
<thead>
<tr>
<th>External Proposal Sponsor Dollars Requested</th>
<th>ADVANCE Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250,000 +</td>
<td>≤$15,000</td>
</tr>
<tr>
<td>$100,000 - $249,999 (or IP / patent development)</td>
<td>≤$10,000</td>
</tr>
<tr>
<td>$15,000 - $99,999</td>
<td>≤$5,000</td>
</tr>
<tr>
<td>≤$14,999</td>
<td>≤$2,500</td>
</tr>
</tbody>
</table>

**Deadline/Availability**

ADVANCE deadline dates occur twice annually, see the SPA Aspire webpage for specific dates. Both deadlines include requests for Summer salary and course releases for the following Academic Year. Complete proposals must be submitted via Submittable no later than 11:59 pm on the deadline date listed on the Aspire website. PLEASE
NOTE: *Late applications, those missing information, or not adhering to the guidelines, will be returned without review.*

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 are due no later than 11:59 pm on the submission deadline date listed on the website. Proposals must be submitted via [Submitable](#). *Late applications and 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 within the [Submitable](#) application.

**II. PROPOSAL NARRATIVE (limited to 4 double-spaced pages)** Double-space the text using no smaller than a size 11 font with one-inch margins, New Times Roman or Arial, suggested type 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.

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 a separate section of the Coversheet within [Submitable](#).
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 amount listed in the table above, based on external sponsor request**, and can include any of the following categories:

- **Summer Stipend**: Provides a stipend of up to $6,000 for a period of 10 weeks. Applicants also have the option of selecting a ⅓ summer stipend, equivalent to $3,000 for a period of 5 weeks. For a project with multiple recipients, the stipend award amount for each awardee is calculated by dividing $6,000 (or $3,000 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 an enrolled graduate student in good academic standing and registered for graduate credit during the assistantship period.

**Supplemental Assigned Time (SAT)**: One-course buyout: $3,500-$5,000, as listed in the Course Buyout Policy for internal funds. 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 Time (SAT) provided by the faculty member's department is highly encouraged.

**Applicants may not request both a full summer stipend ($6,000) and a course release.**

- **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
  - **Hourly Student Personnel** — hourly wages for undergraduate or graduate student assistants throughout the project period.
  - **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. Per this policy, Ball State faculty and staff are not eligible to serve as paid participants on ADVANCE-funded projects.

### IV. BUDGET NARRATIVE

Limited to **1 Double-space page**, serves as a text description of items denoted in the Budget prepared in Submittable. Do not include a table within the budget narrative. Use the budget narrative to:

- Give a detailed explanation of the amounts listed on the Budget.
- Relate budget categories to project objectives
• Name the source of the contribution for the "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)
• Citation References (limited to one page)
• Additional relevant documents (program officer emails/documentation of conversation, survey questions, photographs, etc.)
• If applicant is requesting a course release, a letter of commitment from their department chair is required
• Applicants resubmitting an ADVANCE proposal that was previously denied may include a one-page cover letter addressing concerns raised by reviewers and noting any significant changes to their proposal
• If available at the time of application, include approved IRB or IACUC letter

Award Period:
• The Project Period begins upon award announcement and concludes at the submission deadline of the identified external application, unless, for those applicants who are applying to Advance activities #3 and #6, which will conclude twelve months following the award announcement. Awarded funds cannot be used outside of the Project Period. Any remaining funds will be returned to the program.

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 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 SPA 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.
• Applicants may only request funding for projects within their academic discipline, i.e. they may not request funding for projects outside of their areas of expertise.
• ADVANCE awardees cannot concurrently hold this award and an Aspire Start-up or Jr Faculty award.
• All equipment, tangible materials, and books purchased on a grant are property of the University.
Review Committee

Initial administrative check for adherence to guidelines, eligibility, including previous internal and external award compliance and documentation. 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 or do not fund) to the proposals prior to the review meeting. At the review meeting, those proposals that fail to have a majority consensus on the funding decision will be 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 SPA, who then makes the final funding decisions based on availability of funds.