

College of Human Sciences
Associate Dean for Research (ADR) Grantsmanship Support

Purpose	<p>ADR Grantsmanship Support is available to facilitate efforts to obtain extramural funds. Options include:</p> <ol style="list-style-type: none"> (1) Single course buyout (2) Graduate research or teaching assistant (GRA/GTA) for one semester (3) One month of summer salary (4) Resubmission preparation activities (RPA) to support research tasks needed for resubmission of a well-scored external proposal
Eligibility	<p><u>Eligible applicants: Tenure-track/tenured assistant and associate professors in the College of Human Sciences.</u> Support is available for:</p> <ul style="list-style-type: none"> ○ The (re)submission of a single large proposal on which the faculty member is serving as PI (i.e., a proposal for an amount of \$200,000 or more in direct costs) ○ Two smaller proposals on which the faculty member is serving as PI (i.e., two proposals that combined total at least \$200,000 in direct costs). <p>At least one of the proposals submitted must generate fully-allowable indirect cost recovery and request support (salary and tuition-if permitted) for at least one graduate research assistant at .33 or higher. It is expected that recipients of ADR support will (re)submit their grant proposals to the external agency.</p> <p>First time applicants will receive preference for ADR support. Those who apply a second time for ADR Grantsmanship Support must have submitted the proposal(s) they worked on during receipt of the first round of support. Recipients of the ADR support must wait two years before applying again.</p>
Procedure	<p><u>Course Buyout and GRA/GTA requests:</u> Faculty members can apply for a course buyout or .50 GRA/GTA for the fall or spring semester during which (or up to two semesters preceding when) they will be submitting one or more competitive external grant proposals.</p> <p>For <i>course buyouts</i>, the faculty member will need to communicate with the department head to ensure appropriate, qualified coverage (faculty or GTA) for their course. A department head memo should be included with the application that confirms approval of the buyout for the semester/course requested, and provides the cost of the buyout. See deadlines for requesting course buyouts.</p> <p>For <i>GRA/GTA</i> requests, the faculty member is responsible for identifying the student who will receive the ADR-supported assistantship. A department head memo should be included with the application that confirms the approval and cost of the assistantship. See deadlines for requesting a GRA/GTA.</p> <p><u>One Month of Summer Salary:</u> One month of summer salary can be requested to cover time spent developing one or more grant proposals. Grant proposals should be submitted by or before the end of the following spring semester. Summer salary requests have a rolling deadline.</p> <p><u>Resubmission Preparation Activities (RPA):</u> Eligible faculty members are those who have submitted a proposal to an external funding agency that was not funded but received positive reviews/scores indicating they should revise and resubmit the proposal. The faculty member should have a target resubmission date that is within one year of receiving the scores/reviews for the proposal. RPA requests may not exceed \$10,000 to be used for research expenses (e.g., participant incentives, GRA support). RPA requests have a rolling deadline.</p> <p>Presubmission Review Requirement ADR support recipients are asked to submit a draft of their proposals at least 3 weeks prior to submission of their proposal(s) to the funder(s) for a presubmission review.</p>

Application Materials	<ul style="list-style-type: none"> • Application letter (2-page maximum) • Timeline for completing proposal tasks (and timeline for RPA if relevant) • Full RFA/RFP or Program Announcement/Division Priority for grant opportunity • Memo from department head for course buyout or assistantship (including assistantships associated with RPA) • Scores and reviews for RPA • Full CV <p>See below information regarding specific elements of the application letter and supporting materials, as well as information on how applications will be evaluated.</p>
Application Deadlines	<p>February 15 for fall semester buyouts and fall assistantships; August 15 for spring semester buyouts and spring assistantships. When the deadline falls on a weekend, the application is due the Monday that follows the due date. One month of summer salary support and RPA requests can be submitted at any time. Submit your application as a single PDF to kerpejl@auburn.edu.</p>

Application Letter and Supporting Materials

Please provide a letter (not to exceed two single-spaced pages) that includes your name, department, rank, and the type of support requested (buyout, GTA/GRA, month of summer support, RPA) and addresses the five areas below:

1. Aims of the grant proposal and why the proposed project is expected to be successful. Please list any collaborators on the project.
2. Reasons the ADR grantsmanship support is needed to prepare and submit the grant proposal(s). In the case of RPA, describe the types of activities needed to sustain/grow preparation for resubmitting the proposal to the funder and provide a brief budget indicating the activities/personnel to be covered.
3. Describe the strategy for getting the tasks completed and proposal(s) submitted by the target date(s).
4. Note teaching load for the upcoming academic year.
5. Note the amount of resources currently available (start-up funds, ICRE, salary savings, other).

Please attach to your 2-page letter:

- Timeline for completing proposal tasks (and timeline for RPA if relevant)
- Full RFA/RFP or Program Announcement/Division Priority for grant opportunity
- Memo from department head for course buyout or assistantship (including assistantships associated with RPA)
- Scores and reviews for RPA
- Full CV

Your application will be evaluated based on the following criteria:

1. **Need for the buyout/assistantship/summer support/RPA:** Demands of the grant proposal development process (complexity and time demands of completing the grant proposal). If other sources for support are available or the teaching load is less than 2:2– this will indicate less need (if a lower teaching load exists because of a time consuming obligation this should be explained in your letter of application). For RPA requests, the necessity of engaging in the RPA to support the quality of the resubmission will be assessed.
2. **Value of the grant/Potential for funding:** Fit with the faculty member’s research program and goals, amount of potential funding, likelihood of funding, opportunity for GRA support in the grant, and ICRE generated.
3. **Strategy for getting the proposal (or resubmission) completed and submitted:** Logical and feasible plan and timeline.
4. **Track record:** Relevant publications; past grant proposals/awards (years of experience will be taken into consideration).

Once the proposal is submitted, the faculty member receiving the ADR grantsmanship support is asked to notify the ADR by email.

Approval of requests will be determined according to the evaluation criteria; the number of requests funded during a given cycle is dependent on available funding. If you have questions about whether a proposal you plan to submit will be eligible, or questions about the proposal components or evaluation criteria, please feel free to schedule a meeting with Jennifer Kerpelman, jkerpelman@auburn.edu, 4-3790.

This opportunity will be reviewed and updated (as needed) annually.

Last updated January 10, 2020