



**FAU Division of Research  
Office of the Vice President for Research  
Guidelines for Proposal Development Series**

**Responsible Administrator:** Associate Vice President for Research (Interim), Dr. Cheryl Krause-Parello

**Original Launch Date:** October 2023; **Current Release:** October 2023

**RATIONALE**

The purpose of the FAU Division of Research, Office of Vice President for Research’s Proposal Development Series program is to support researchers and scholars in developing a grant proposal. Participants will have an opportunity to build a grant proposal step by step and receive multiple reviews from peers in the series, as well as from experienced researchers and scholars.

**SCOPE**

The Proposal Development Series is a highly competitive program, offering participants comprehensive proposal reviews and dedicated feedback. Three applicants will be selected to participate in the program. Candidates will work on developing and refining a proposal with a budget equal to or greater than \$100,000 during the course of the series. The program will not provide release time or funds for developing the proposal. Applications will be evaluated for evidence of proposal readiness—demonstrated through prior pilot funding, preliminary results, publications, or scholarly work completed. Candidates who are selected and complete all program requirements will be provided with a certificate of completion.

**SCHEDULE**

<b>Proposal Sections</b>	<b>Meeting Dates for Program Participants</b> <i>(estimated Dates – exact dates will be announced at program launch)</i>
Specific Aims / Project Summary	December 2023
Significance / Background	January 2024
Innovation Investigator(s) – biosketches for PI/PD and MPIs/MPDs	February 2024
Approach / Methods	March 2024



### PROGRAM PARTICIPANT RESPONSIBILITIES

1. Attend all sessions. Meetings will be approximately 1- 1.5 hours in length and held once a month.
2. Additional meetings may be necessary; dates for these will be discussed with participants in advance.
3. Email drafts to [AVPR-SpecialProjects@fau.edu](mailto:AVPR-SpecialProjects@fau.edu) by deadline dates (generally one - two weeks prior to meeting dates). **By emailing, you agree to have your drafts reviewed by fellow program participants, Division of Research staff, and session reviewers.**
4. Read fellow participants’ drafts prior to sessions.
5. Submit proposal during next available submission cycle (for target opportunity). Deadline must occur after the end of the series (subsequent to March 2024).

### PROCEDURES

#### Application Procedures:

Faculty applicants should prepare a proposal packet as described below (see Proposal Packet section). An electronic file of the completed packet must be submitted to [AVPR-SpecialProjects@fau.edu](mailto:AVPR-SpecialProjects@fau.edu) by **5 p.m. on November 8, 2023**. Selected participants will be announced **on November 22, 2023**.

#### Review Procedures and Criteria:

Applications will be reviewed and evaluated by a panel of Division of Research administrators. The panel will recommend selected candidates to the Associate Vice President for Research (Interim).

Evaluation criteria will include: likelihood of a competitive proposal application, as evidenced by prior pilot funding, preliminary results, publications, or scholarly work completed.

#### Proposal Packet:

Cover Page	Name of faculty member (PI/PD) applying to participate in the program. Also list any potential multiple principal investigators/project directors involved in the proposal, as well as co-investigators or FAU collaborators. Include name of college/unit for each.  Title of proposal
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Proposed Project	<p>Proposal narrative – Word document (limited to no more than 3 pages, 12 pt. Times New Roman font, single- spaced, 0.5 in. margins). Please note that applications will only be accepted in Word format (not PDF). Include the following:</p> <ol style="list-style-type: none"><li>1. Link to <b>target funding opportunity</b> guidelines; include proposed submission date [<i>note – deadline date must occur after series has ended, subsequent to March 2024</i>]</li><li>2. <b>Abstract/brief Specific Aims</b> of proposal</li><li>3. Statement of Future Fundability - discuss how the following relate to the proposed project, indicating readiness to write<ul style="list-style-type: none"><li>- <b>Pilot or seed funding</b>: discuss prior pilot or seed funding that has been obtained</li><li>- <b>Preliminary data / Prior work</b>: explain how preliminary data from yours or collaborator’s/collaborators’ studies support the proposed project; for scholarly projects, discuss work completed.</li><li>- <b>Publications</b>: indicate how your (or collaborator’s/collaborators’) publications provide a foundation for the proposed project</li></ul></li></ol>
Appendices	Applicant’s Biosketch NIH or NSF or target funder format (limited to 5 pages) and references (no page limit)

QUESTIONS? Email [AVPR-SpecialProjects@fau.edu](mailto:AVPR-SpecialProjects@fau.edu)