



## ***Application period open for the Proposal Development Series!***

The **Proposal Development Series (PDS)** is a program offered by Florida Atlantic University's Office of Research Development that provides prospective PIs with **feedback** on their grant proposals-in-progress. Participants selected for the program will receive reviews of proposal sections **from experienced researchers and scholars** at Florida Atlantic.

All PI-eligible faculty members, at any level, are welcome to apply; however, it is highly encouraged that applicants have previously submitted a pilot or seed grant proposal, as the program is designed to help researchers and scholars advance to the "**next level**" in their grant writing trajectories to pursue a major grant proposal.

The program will take place over four months; sessions will take place once a month, virtually. To participate in the program, an application is required. Three prospective PIs will be chosen to participate. **Applications are due by 5 p.m. on October 2, 2024.** For further details and to learn more about the application process, please see program guidelines (below) or reach out to the Office of Research Development at [proposaldevelopment@fau.edu](mailto:proposaldevelopment@fau.edu).





## Office of Research Development

### Proposal Development Series Guidelines, 2024-2025

#### PROGRAM DESCRIPTION

The Proposal Development Series (PDS) program supports researchers and scholars by providing feedback on grant proposals-in-progress. Proposal writers who are selected to participate in the program will receive reviews on sections of their proposals from a rotating panel of experienced researchers and scholars from Florida Atlantic University.

The program takes place over four academic months (December – March) each year, with a proposal section “due” from prospective PIs each month. Following submission of proposal sections, two reviewers will provide feedback to writers (as a group) on their drafts at a virtual meeting.

Interested faculty members must apply to this program; three applicants will be selected to participate. Applications will be evaluated for evidence of proposal writing readiness (demonstrated through prior pilot funding), preliminary results, publications, and/or scholarly work completed. The program will not provide release time or funds for developing the proposal.

#### ELIGIBILITY

Applicant eligibility requirements:

- All PI-eligible faculty members, at any level, are welcome to apply (refer to FAU’s PI eligibility policy [here](#)). However, it is highly encouraged that faculty members have *submitted a pilot or seed grant proposal prior to participating in the program*. The program is designed to assist researchers and scholars to move to the “next level” in their grant writing trajectories, to obtain a major grant.
- Applicants must be pursuing a grant proposal with a budget equal to or greater than \$100,000.
- The proposal due date for the target funding opportunity must occur after the PDS program has ended (mid-March).

#### EXPECTATIONS

Applicants who are selected to participate in the PDS program will be expected to:

- Review proposal writing resources provided by the Office of Research Development prior to first draft due date. More information about resources will be provided at a kick-off meeting after program launch.
- Attend all feedback sessions. Meetings will be approximately 1 hour in length (occasionally longer) and held once a month for four months.
- Email drafts to [proposaldevelopment@fau.edu](mailto:proposaldevelopment@fau.edu) by deadline dates (generally one - two weeks prior to meeting dates). By emailing, you agree to have your drafts reviewed by Office of Research Development staff and session reviewers. Meetings will be held with all proposal writers selected to participate; feedback will be discussed in a group setting.



- Submit proposal during next available submission cycle (for target opportunity). Deadline must occur after the end of the series (subsequent to March 2025).
- Letter of support writer (see application procedures below) will be expected to attend at least one session in the series, to gauge proposal progress.

## SCHEDULE

Discussion Topics	Meeting dates (estimated dates – exact dates will be announced at program launch)
PDS kick-off meeting and overview of proposal writing resources	November 2024
Specific Aims / Project Summary drafts	December 2024
Significance / Background drafts	January 2025
Innovation drafts  Investigator(s) – biosketches for PI/PD and MPIs/MPDs	February 2025
Approach / Methods drafts	March 2025

## APPLICATION PROCEDURES

Applicants should prepare a proposal packet, as detailed below. An electronic file of the completed packet must be submitted to [proposaldevelopment@fau.edu](mailto:proposaldevelopment@fau.edu) by **5 p.m. on October 2, 2024**. Proposal writers selected to participate in the program will be announced by November 8, 2024.

Cover Page	<b>Name of faculty member</b> (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.  <b>Title</b> of proposal
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Proposed Project	<p>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 2025]</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><li>4. Discuss how this program will aid you to build on your prior grant proposals and move your <b>research trajectory to the “next level”</b> to obtain a major grant award.</li></ol>
Letter of Support	<p>Include a <b>one-page letter of support</b> from either of the individuals listed below. Only one letter will be accepted per applicant. Applicant's:</p> <ul style="list-style-type: none"><li>• Associate Dean for Research, or</li><li>• Chair</li></ul> <p>The letter should address the readiness of the applicant to participate in the series and how the program will support the applicant's pursuit of a major grant award. Also, see "expectations" above—the letter writer should commit to attend at least one meeting in the series, to gauge proposal progress.</p>
Appendices	Applicant's <b>Biosketch</b> – NIH, NSF, or target funder format (limited to 5 pages), and references (no page limit).

#### REVIEW PROCEDURES AND CRITERIA

Applications will be reviewed and evaluated by members of the Office of Research Development's Advisory Panel. Applications will be evaluated based on the proposal writer's readiness to write a major grant proposal application, as evidenced by prior pilot funding, preliminary results, publications, or scholarly work completed.