

Faculty Scholarship and Research Funding Opportunity
Grant Proposal Development Award
Application Submission Guidelines

Overview

This funding opportunity provides support pilot data collection or dedicated time to develop a grant proposal. The funding aims to facilitate the submission of proposals to agencies such as NIH, NSF, NEH, private foundations, or any other funding source within a year.

Award Details

- **Funding Amount:** \$2,000 - \$4,000
- **Number of Awards:** Varies based on available funds

Use of Funds:

- Data collection for pilot studies
- Research-related expenses – small equipment, payment of participants, supplies, etc.
- Summer salary support
- Other research activities leading to grant submission

Eligibility

- Open to full time faculty
- Applications are invited from faculty members in any discipline
- Applicants must present a well-defined plan for proposal submission within 12 months of receiving the award.
- Award recipients must submit a report a year after the grant has been awarded, providing evidence of a submitted grant proposal and detailing any progress or outcomes resulting from the funded research.

The deadline for proposal submission is **Friday, March 28, 2025, 5pm.**

Instructions for Proposal Preparation - Please use the proposal template starting on page 4

1. Proposal Format

Each proposal must be a maximum of 6 pages (single spaced, 12 pt. font, one-inch margins).

A. Signature Page (one page)

B. Title Page and Summary (one page)

Project title, your name and school, and a 200-word summary of the work to be completed.

C. Project Description (2 pages)

- Research question and significance
- Methods for data collection
- Plan for grant proposal submission
- Timeline and expected outcomes

D. Budget & Justification (1 page)

Use the budget template provided below briefly describe your budget and justify the expenses. You can request summer salary, materials/supplies, graduate assistant stipends etc.

E. Additional Required Information (not included in the 6-page limit)

(i) Citations can be added on a separate page(s)

(ii) Current and Pending funding (if none, then state 'none')

(iii) Append a biosketch. You can use the biosketch template included in the proposal form or, include your current NSF or NIH biosketch.

Faculty Scholarship and Research Funding Opportunity
Grant Proposal Development Award
Application Submission Guidelines

2. Proposal Submission

Proposals must be submitted via our online submission system as a **single PDF** and contain the following:

1. Signature Page
2. Title and summary
3. Project description
4. Budget and budget justification
5. Additional Required information (citations, biosketch and current/pending)

Review and Evaluation Criteria

Each proposal will be peer reviewed by two reviewers based on the following criteria:

- **Significance & Feasibility:** Clarity of research goals and proposed methods
- **Impact:** Potential to lead to a competitive grant submission
- **Timeline:** Feasibility of the timeline and suitability of the use of funds
- **Budget Justification:** Appropriateness of the requested funds

For questions, please contact Sonia Suchday, PhD, ssuchday@pace.edu
Elina Bloch, Associate Director, Sponsored Research, ebloch@pace.edu.

SIGNATURE PAGE

Please include your name, the names of the Department Chair, and the Dean, and leave the signature fields empty. (The Office of Research and Graduate Education will obtain the signatures via Adobe Sign following the submission of your application).

A. Signature Page:

Title of Proposal:

Pace School/College: Select School/College

Department:

Principal Investigator

Name:

Signature: _____ Date: _____

Department Chair

Name:

Signature: _____ Date: _____

Dean

Name:

Signature: _____ Date: _____

PI:

CoPI should sign on this page. If there is more than one CoPI, please attach additional CoPI signature pages.

Title of Proposal:

Pace School/College: Select School/College

Department:

Co Principal Investigator

Name:

Signature: _____ Date: _____

Department Chair

Name:

Signature: _____ Date: _____

Dean

Name:

Signature: _____ Date: _____

PI:

B. Project Title Page and Summary (one page):

- PI Name:
- Pace School/College: Select School/College
- Proposal Title:
- Proposal Summary (200 word maximum):

PI:

C. Project Description (3 pages maximum)

- Research question and significance
- Methods for data collection
- Plan for grant proposal submission
- Timeline and expected outcomes

PI:

D. Budget (one page)

You can request course released time (at adjunct rates, with approval from your Chair and Dean), summer salary, materials/supplies or graduate assistant stipends etc. Please use this form and justify all expenses requested. The total request must not exceed \$4,000.

Item	Amount	Fringe Benefits*	Total
Supplies	\$ 0.00	\$ 0.00	\$ 0.00
Research Assistant	\$ 0.00	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00	\$ 0.00
Other***	\$ 0.00	\$ 0.00	\$ 0.00
			\$ 0.00

* *Fringe on summer salary is 8.09%*
Fringe on part-time research assistants is 13.20%

Budget Justification (use the rest of this page only)

PI:

E. Additional Required Information (not included in 5 page limit)

(i) Citations can be added on a separate page(s)

(ii) Current and Pending Funding

If you have grant support please describe it briefly here. If you recently applied for a grant then please describe that as well. If you have neither, state 'none'.

(iii) Append a Biosketch to the proposal. A biosketch template is on the next page.

Alternatively, include your current NSF or NIH biosketch if you have one.

PI:

BIOSKETCH

Provide current 2-page biosketch in NSF format, or complete the following form (no more than 2 pages).

Name:

Rank:

Department:

School: Select School/College

Telephone:

Email:

Education: (bachelors and above, include dates)

Academic and professional recognition: (awards, invited talks at conferences, service on committees of societies, editorships of journals, etc.)

PI:

Research History: List five most recent publications/books/performances or other significant scholarly achievements.

Synergistic Activities: Include service such as review committees; community outreach, broadening participation of undergraduates in research etc.

Educational and Training Experience (last five years only): List PhD students (active and graduated), Master's students, mentoring of undergraduate students, special teaching activities and curriculum development activities.

List of Suggested Reviewers or Reviewers Not To Include (optional)

SUGGESTED REVIEWERS:

REVIEWERS NOT TO INCLUDE:

PI:

Checklist

- Signature page
- 1-page Title Page and Summary
- 3-page Project Description
- 1-page budget and budget justification
- Additional pages including Citations, Current/Pending funding and biosketch

**Each complete proposal must be uploaded as a single PDF onto our online submission site by
Friday, March 28, 5pm**

bit.ly/grant-proposal-development-fund

Questions?

Sonia Suchday, PhD

University Director for Research and Graduate Education
ssuchday@pace.edu

Elina Bloch, PhD

Associate Director, Sponsored Research
ebloch@pace.edu