

College of Human Sciences

Associate Dean for Research (ADR)-supported Course Buyout to Facilitate External Grant Proposal Submissions

[Number of available buyouts awarded will depend on funds available in a given year]

Purpose: The ADR-supported Course Buyout provides internal support for tenure-track assistant and associate professors in their efforts to obtain extramural funds through an ADR-supported single course buyout. Other options of support include assignment of a graduate assistant for one or two semesters or coverage of one month of summer salary.

Procedure: Support will be available for activities undertaken during a fall or spring semester, or for one month of summer. Eligible faculty members can apply for a course buyout for the fall or spring semester during which (or immediately preceding when) they will be submitting one or more competitive external grant proposals. At least one of the grants 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. The faculty member will need to find appropriate* coverage (faculty or GTA) for their course buyout unless coverage is determined by the department head. If a faculty member is not permitted to buy out a course, the faculty member can request assistantship support for a third time graduate assistant (designated as a graduate research and/or teaching assistant) during fall and/or spring semesters when one or more competitive grant proposals will be written and submitted. The faculty member will be responsible for identifying the student who will receive the ADR-supported assistantship. A third option is to request support for one month of summer salary to cover time spent developing one or more grant proposals.

Confirmation in the form of a memo is needed from the department head that s/he will permit the course buyout during the semester requested; the cost of the buyout also should be provided in the department head's memo. If a buyout is not permitted, the department head's memo needs to provide the reason why a buyout is not allowed.

ADR-supported course buyouts/assistantships/summer salary should be for either: (a) **the 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) or (b) **two smaller proposals on which the faculty member is serving as PI** (i.e., two proposals that combined total at least \$200,000). Preference will be given to first time applicants for ADR support. **It is expected that recipients of the ADR support will have their grant proposals submitted.** To assist with this process, **ADR support recipients will receive an in-house review at least 2 weeks prior to submission of their proposal(s) to the funder(s).** Those who apply for a second ADR- supported buyout/assistantship/summer support must have submitted the proposal(s) they worked on during receipt of the first buyout/assistantship. Recipients of the ADR support must wait three years before applying again.

Application materials to be submitted:

1. Application letter
2. Timeline for completion of proposal tasks
3. Full RFA/RFP or Program Announcement/Division Priority for (each) grant opportunity
4. Memo from department head for course buyout/assistantship
5. Copy of full CV

Application deadlines: **March 1** for the upcoming fall semester buyouts and fall assistantships, as well as summer support; **August 1** for the upcoming spring semester buyouts and spring assistantships. Submit your application as a single PDF to kerpejl@auburn.edu.

**The person selected to cover the course needs to meet university/departmental criteria required to teach the specific course.*

Application Letter

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

1. A brief description of the aims of the grant proposal as well as an explanation about why the proposed project and you as the applicant stand a good chance of success. Please also list any collaborators on the project.
2. Provide the reasons you need the buyout/assistantship/summer support to prepare and submit the grant proposal(s). If you request an assistantship for fall and spring semester, explain why a two-semester assistantship is needed to support grant proposal development.
3. Describe your strategy for getting the proposal(s) completed and submitted by the target date(s).
4. Note your teaching load for the upcoming academic year.
5. Note the amount of resources you currently have available (start-up funds, ICRE, salary savings, other).

Please attach to your two page letter:

Timeline for completion of proposal tasks

Full RFA/RFP or Program Announcement/Division Priority for grant opportunity

Memo from department head for course buyout/assistantship

Full CV

Evaluation Criteria

Your application will be evaluated based on the following criteria:

- **Need for the buyout/assistantship/summer support**
Demands of the grant proposal development process (complexity and time demands of completing the grant proposal). If other sources for the buyout/assistantship 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).
- **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.
- **Strategy for getting the proposal completed and submitted**
Logical and feasible plan and timeline.
- **Track record**
Relevant publications; past grant proposals/awards (years of experience will be taken into consideration).

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

Last updated January 26, 2015