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

Purpose	ADR Grantsmanship Support is available to assist tenure-track/tenured assistant and associate professors in their efforts to obtain extramural funds. Options include: (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	ADR Grantsmanship Support options are available for 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) or 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). 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. 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). 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.
Procedure	***Option 1*** *- Course Buyout* and ***Option 2*** *- GRA/GTA*: Eligible 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. For course buy-outs, the faculty member will need to find appropriate coverage (faculty or GTA) for their course, unless coverage is determined by the department head. The person selected to cover the course needs to meet university/department criteria required to teach the specific course. 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. For GRA/GTA requests, the faculty member is responsible for identifying the student who will receive the ADR-supported assistantship. The department head in consultation with the graduate program officer needs to approve all assistantship offers and the department head needs to provide a memo indicating that the assistantship is approved and the cost of the assistantship. ***Option 3*** *- One Month of Summer Salary*: Eligible faculty members can apply for one month of summer salary to cover time spent developing one or more grant proposals. The grant proposals developed during the summer semester when salary is received need to be submitted by or before the end of the following spring semester. ***Option 4*** *- RPA*: 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).
Application Materials	• 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
Application Deadlines	**February 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. RPA requests can be submitted at any time. Summit your application as a single PDF to kerpejl@auburn.edu.

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. 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). In the case of RPA, describe the types of activities you need to sustain/grow in your preparation for resubmitting the proposal to the funder and provide a brief budget indicating the activities/personnel to be covered.

3. Describe your strategy for getting the tasks completed and proposal(s) 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 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:

• **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.

• **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 (or resubmission) 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).

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 June 30, 2017