PROPOSAL DEVELOPMENT PROGRAM (PDP) Guidelines

PROGRAM OVERVIEW

The Proposal Development Program (PDP) is sponsored by the Office of the Vice Provost for Research (OVPR). The purpose of the program is to provide grant writing support to investigators pursuing external funding for their research.

The Proposal Development Program consists of three components:

1. Grant Writing Seminars – annual seminars to inform faculty how to successfully apply for funding from federal agencies and philanthropic organizations. Each year, the OVPR presents one session of the main seminar, “Write Winning Grants,” for a general audience. In addition, the OVPR will also host separate seminars focused on STEM early career awards and biomedical early career awards.
2. OVPR writing and editorial assistance – a competitive process that allows faculty to access OVPR staff who provide writing and editorial assistance; and
3. Proposal Development Award – a competitive award that allows faculty to receive structured, individualized proposal development support delivered over a period of 8 to 9 months by a grant-writing consultant.

ELIGIBILITY

Grant Writing Seminars
Any full-time Baylor faculty member may attend the seminars. Seating is limited and preference will be given to new and tenure-track faculty. Research faculty, graduate students and post-doctoral researchers may be admitted if space is available.

Full-time faculty members from Baylor College of Medicine and Baylor Scott and White Health who have submitted a proposal to the Collaborative Faculty Investment Program (CFRIP) grant are also eligible.

Eligibility for the early investigator CAREER award seminars is contingent upon meeting the specific criteria for the investigator’s chosen federal early career program and completion of the Grant Writing Seminar in the current or previous year.

OVPR writing and editorial assistance
Any full-time Baylor faculty member may request writing and editorial assistance.

Requests for assistance from the OVPR staff do not require completion of the grant writing seminar. However, preference will be given to those who have completed the seminar.

Proposal Development Award
Full-time tenure-track Baylor faculty members are eligible to apply.

Completion of the grant writing seminar is a prerequisite to apply for the Proposal Development Award.

APPLICATION PROCEDURES

Grant Writing and early investigator Career Award Seminars
Registration information for the seminars will be made available on the OVPR website.

OVPR writing and editorial assistance
Requests may be made at any time. The contact information is available on the OVPR website. An application and a one-page executive summary of your proposal is required. Faculty members must

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have identified a target funding opportunity for which they plan to apply and must request assistance in a reasonable time period prior to the proposal due date. Requests will be reviewed competitively and approved based upon availability of OVPR staff time. Written feedback will be provided to each applicant.

**Proposal Development Award**

The self-nomination form for this program is available on the OVPR website. Those who self-nominate will receive instructions for completing the application. Applications are competitively reviewed by the grant writing consultant and the Vice Provost for Research. Awards are based on the evaluation, including overall merit, and the availability of slots. Written feedback on each pre-proposal submitted for a Proposal Development Award will be provided.

**PROCEDURES FOR ROUTING THE PROPOSAL DEVELOPMENT AWARD APPLICATION THROUGH OSP**

Begin by calling the Office of Sponsored Programs at 710-3817. A Baylor Box folder for the submission will be created for you. Complete the application and pre-proposal, save the files to your computer, and upload the files into the Baylor Box folder. IMPORTANT: Only applications submitted electronically through the Baylor Box will be considered. Paper or email applications cannot be accepted.

After uploading the template and application, send your department chair and dean a link to your Baylor Box folder for their review and approval.

Please note that it is the responsibility of the principal investigator to ensure all completed Proposal Development Award submissions are approved by the unit chair and dean prior to the submission deadline. Late, incomplete or unapproved submissions will not be forwarded to the OVPR for consideration.

**Baylor Box**

For additional assistance, applicants should contact Office of Sponsored Programs at 710-3817.

**PROPOSAL DEVELOPMENT AWARD CHECKLIST**

2. Completed proposal routing form electronically signed by the chair and dean.
3. Completed pre-proposal submitted by the deadline stated on the website.

**PROPOSAL DEVELOPMENT AWARD CONDITIONS**

**Application Requirements**

Awardees are required to meet the conditions, timeline, and deliverables as outlined in the Proposal Development Award. Any change to the conditions, timeline, or deliverables requires prior approval from the OVPR. A request for modification must be submitted to your OSP coordinator.

**Final Report**

Awardees are required to submit a copy of the final proposal to the Office of the Vice Provost for Research (OVPR) along with the final report form located on the website. Failure to comply with this requirement may render the investigator ineligible for future funding from the OVPR.

**Acknowledgement**

Any published work resulting from projects supported in whole or in part by the PDP should acknowledge such support in the publication. Other publicity related to the project, such as Baylor PR articles, should also carry acknowledgment.

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An example acknowledgement is: “This study was supported in part by funds from the Vice Provost for Research at Baylor University.”

Applications for External Funding
Faculty who receive OVPR writing or editorial assistance or a Proposal Development Award are required to submit the research proposal to the external funding agency specified in the application within 12 months of the completion date of the proposal. Failure to comply with this requirement may render the investigator ineligible for future funding from the OVPR.