

## ***Grant Resubmission Support***

### **Request for Proposals and Instructions**

#### **Contents**

- Request for Proposals (RFP)
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#### **Overview**

The Grant Resubmission Support provides critical funding to full-time faculty (tenure, tenure-track, and NNT with research and scholarly expectations) to enhance their research and scholarly competitiveness and productivity. 60% of the total funding amount will be allocated to support tenure-track faculty and NTT faculty members who have completed their highest degree within the past four years.

#### **Purpose**

Provide resources to strengthen and resubmit previously reviewed but unfunded grant proposals.

#### **Eligible Criteria**

- All tenure-track and tenured faculty members.
- Non-tenure track faculty members with expectations of research and scholarly activities to be outlined in the dean's or department chair's letter of support.
- Faculty must be in good academic standing.
- No restrictions on discipline or research, scholarly or creative area.
- Unfunded proposal scored in the top 40%.
- An unfunded proposal that hasn't been resubmitted more than once.
- Applicants must not have more than \$30,000 in available funds
- If college/school provides similar proposal resubmission support, then these funds will need to be used first.
- One award per faculty member every two years.

#### **Eligible Activities**

- Professional writing and editing services.
- Generation of additional preliminary data.
- Consultant fees for proposal enhancement.
- Other activities that directly address reviewer feedback.

#### **Expected Outcome**

Submission of improved proposal to funding agency either within the funding period or 12 months after the start of the funding period.

### **Award Details**

- *Award Level:* Up to \$15,000 per faculty member; 60% of the awards are allocated to tenure track and NTT faculty who have completed their highest degree within the past four years.
- *Performance Period:* 12 months from the award date. No no-cost extension possible.

### **Review Process**

Applications will be reviewed by a committee consisting of representatives from the Provost's office, and Deans or Associate Deans from Colleges and Schools based on the criteria below. Subject matter experts may be consulted, provided they have no conflict of interest and agree to confidentiality. The committee will make recommendations to the Vice President for Research & Graduate Education for final approval.

### **Review Criteria**

- *Response to Reviewer Feedback*
  - Clear plan addressing specific reviewer concerns
  - Identification of key weaknesses to be addressed
  - Strategic approach to strengthening the proposal
- *Resubmission Strategy*
  - Specific activities planned (data generation, writing support, etc.)
  - Target funding agency and program identified
  - The timeline for resubmission is clearly stated with identifiable milestones
- *Likelihood of Success*
  - Strength of additional data (if applicable)
  - Appropriateness of proposed improvements
  - Potential competitiveness after proposed enhancements
- *Applicant Eligibility and Qualifications*
  - Verification of eligible faculty status
  - Track record of research and scholarly productivity, and grant submissions
  - Demonstrated commitment to research, scholarly, and creative excellence
- *Budget and Budget Justification*
  - Clear and reasonable budget within the budget limits
  - Direct alignment between budget items and proposed activities
  - Appropriate use of funds per program guidelines
- *Evidence of Previous Submission*
  - Documentation of reviewed but not-awarded proposal
  - Reviewer comments/feedback provided
  - Demonstrated competitiveness of original proposal (e.g., score, reviews)

# Instructions for Proposal Preparation and Submission of the Proposal

## Submission Deadline: Ongoing

Application materials may be downloaded from the Office of Research website [here](#).

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## Preparation Guidelines

The complete proposal application packet includes the following elements and adheres to the specified page limits. All items must be uploaded into [Cayuse SP](#).

1. [Current, Pending, and Planned Support](#) – Use the provided form, duplicating as needed.
2. **Project Narrative** – Maximum of five pages, single spaced, Times New Roman 11pt or larger, or Arial 10pt or larger, 1-inch margins. Write in clear, accessible language for an interdisciplinary audience. Proposals should avoid the use of technical or discipline-specific jargon. Acronyms that may not be universally understood should be kept to a minimum and should be spelled out the first time they are used.
  - **Overview of Project:** Provide a summary of the project including objectives, research questions, methodology, significance and impact/outcomes.
  - **Response Plan:** Describe how you addressed the reviewers' concerns and suggestions; if applicable, what activities you plan to conduct, and explain how these will strengthen the proposal and make it more competitive.
  - **Resubmission Strategy and Timeline:** Describe the plan for carrying out the proposed activities, the targeted funding agency and program, and provide a timeline for completing the project and for resubmission.
  - **Investigator:** Provide information to establish your eligibility for the award and the ways in which you are well-suited to carry out the proposed project. Discuss your record of accomplishments and how the proposed project will advance your research, scholarship, or creative work.
3. **Bibliography and References Cited** – Maximum 1-2 pages.
4. [Budget and Budget Justification](#) – Use the provided form.

The Total Budget Request must total the Budget Request on the Cover Page. Budget categories include undergraduate and graduate student costs and fringe benefits, travel, equipment, supplies and materials, participant support costs, and contractual services. Use the Budget Template provided and follow the budget preparation guidelines below to prepare the budget and budget justification. You must justify each budget item.

Budget Justification. Use the Budget Justification column of the budget form. Each item must be justified in terms of purpose and include a unit breakdown explaining how the amount was calculated. (E.g., Graduate Research Assistant will consent participants, administer surveys, and do data entry. 10 hours/week for 10 weeks @\$xx per hour.)

Contractual Service Payments to Professional Writing and Editing Services or Consultant Fees, if applicable, should be itemized and entered in the Contractual Services column on the Budget form, and be fully justified.

### **Personnel Salaries and Wages**

Costs. Under each category: Graduate Student, Undergraduate Student, Community Partner Collaborator, Other, list names and roles of all personnel who will be compensated for work on the project. Indicate “TBN” for future hires. For personnel being paid hourly, give the rate for the year in which the work will be performed, the number of hours per week, and the number of weeks. For salaried personnel, list salary and FTE.

Fringe Benefits. List fringe by category. The fringe benefit amount [link to calculator] should be computed using the rate schedule for each employment category that will be in effect during the grant period.

### **Other Direct Costs**

Travel (Transportation and Per Diem). Travel in connection with research, scholarly, and creative work, including for archival research or creative work that is site-specific. All travel costs must be well-justified in relation to the project goals.

Equipment. Equipment is defined as tangible, non-expendable, personal property with an anticipated life of one year or more and a unit acquisition cost of \$5,000 or greater. Identify the individual pieces of equipment requested, the importance to the project, and why existing equipment does not suffice. Requires a price quotation from the vendor.

Materials & Supplies. These costs should be project-specific, reasonable, and based on actual or historical use. Provide a summary description and amount for each (e.g., software, art supplies).

Software. Identify the software packages to be purchased, their importance to the project, and why existing software does not suffice.

Contractual Services. Explain and justify all fees and charges for specialized services, such as library access fees, professional writing and editing, translation/transcription fees, recording fees, consultant fees, etc.

### **Unallowable Costs:**

- Salaries or other direct remuneration to faculty members of Chapman University.
- Administrative support or office expenses related to research.
- Maintenance contracts on equipment.
- Travel to meetings, conferences, and sabbatical sites for purposes other than conducting the proposed work.
- The writing and preparation of manuscripts intended to be used as standard textbooks.
- Projects that could receive support from publishers or other contracting entities.
- Publication costs or reprints for individual faculty or for departmental monographs or series.
- The preparation of lectures, demonstrations, syllabi, or other course-related materials.

- Departmental symposia, seminars, retreats, or colloquia.
- Projects whose purpose is to support undergraduate or graduate students pursuing their own research.
- The remedy of budgetary deficiency in other research contracts or grants.
- Bridge funding or marginal support for other substantially funded research.

5. **Supporting Documents:**

- Brief Curriculum Vita (2 pages maximum)
- Previous review comments, including scoring level; if applicable, submit reviewer feedback of original submission and first revised resubmission including your response to reviews
- Letter of support from department chair or dean

You may have questions when working on your proposal in [Cayuse SP](#). Please reach out to [officeofresearch@chapman.edu](mailto:officeofresearch@chapman.edu).

## **Submission of the Proposal**

**Submit your proposal via Cayuse SP.**

**Proposals are being accepted on an ongoing basis until funding level has been reached.**

**Award Start Date:** Four weeks after proposal submission