CMNST Proposal Writing Priority Policy (PWP)

The purpose of this Policy is to streamline proposal applications for solicitations where the number of proposals per college/university is limited by a funding agency.

1. A Proposal Prioritization Committee (PPC)—a standing committee consisting of associate dean for research and analytics and two full professors from CMNST who are research active (grants, publications, supervision of graduate students...)—will be formed.

2. For each grant where a funding agency limits the number of applications per college/university, a potential PI should submit electronically to the associate dean for research and analytics not later than 2 (two) months before the deadline of the grant (or deadline for a pre-proposal, if a pre-proposal is required by a funding agency) a form PWP-1 containing:
   a. A link to the grant solicitation;
   b. White paper (not more than 2 pages, 12pt font, with illustrations if appropriate) indicating the goals, objectives and main approaches from the proposal;
   c. Program manager endorsement letter of the research, if required by a funding agency (e.g., DoD);
   d. Indication whether the PI submitted to the same solicitation before; if yes, whether the submission was successful (and indicate the reasons for resubmission); if not, copy of the reviews if available;
   e. Indication whether the PI was planning to submit to the same solicitation before, but was put on “waiting list” (see Article 5 below);
   f. Indication of the anticipated level of matching funds to be requested from the University;
   g. List of planned PI, co-PI, senior personnel (if any);
   h. Anticipated number of undergraduate and graduate students involved
   i. For PI and each planned co-PI, senior personnel, a 1 page short bio, form PWP-1-BF indicating:
      i. Number of successful and unsuccessful proposal submissions in the last 3 years;
      ii. Brief narrative (1 paragraph) about success/issues of previous proposals in the last 3 years;
      iii. Number of published and accepted papers (journal papers, peer-reviewed conference papers) in the last 3 years;
      iv. Number of supervised undergraduate and graduate students in the last 3 years;
      v. Number of participations in MS and PhD committees in the last 3 years.

3. The associate dean for research and analytics will distribute the packages to the PPC members upon the receipt of the packages. The committee
communicates within 10 calendar days a ranked list of submissions to the Dean. The Dean makes final decision about the proposal(s) to be pursued.

4. The committee bases their decision on the following criteria:
   a. Matching the overall approach, goals and objectives from the White Paper to the grant solicitation (30%);
   b. The anticipated number of undergraduate/graduate students involved (5%, if applicable for the specific solicitation; otherwise, increase the wait for 4a by 5%);
   c. The level of matching funds requested from the university (5% if applicable; otherwise, increase the wait for 4a by 5%);
   d. Qualification of the PI, co-PIs and senior personnel (experience in proposal writing; success of previous proposals; number of supervised students; for research grants also number of participations in graduate committees and the publication record) (30%);
   e. Whether the proposal is resubmissions to the same solicitation (that received overall good reviews) or whether a faculty was put on “wait list” in the previous solicitation cycle (30%);
   f. All other things kept equal, the junior faculty PI have priority over senior faculty (non-tenured over tenured; associate over full professors).

5. The faculty who are not approved to write a proposal but have otherwise favorable evaluations in criteria 4a-e, will be put on the “waiting list” for the next solicitation cycle. In exceptional cases, the faculty will be given a right to write the proposal for the same solicitation in the next cycle automatically; otherwise, they need to go again through a procedure described in this Policy.

6. The policy becomes effective August 1, 2015 upon the announcement by the Dean, unless a faculty has a Dean’s commitment that s/he has priority in submitting a specific proposal after August 1, 2015.