College of Health Sciences
External Funding Proposal Development Fellowship

Purpose

The Fellowship Program is established to support faculty research endeavors and to improve the College of Health Sciences (COHS) external funding record in academic research. A fundamental purpose of the Fellowship is to support existing faculty in developing fundable research proposals by mentoring faculty through the proposal development and submission processes and introducing them to the institutional support and processes for grant development and submission.

Key Program Components

Cohort Structure:

- Cohort of approximately 6 COHS faculty members will spend one and a half semesters (Spring/Fall 2018) where each individual works on a high-quality, fundable grant proposal for a minimum award amount of $50,000.

- Faculty may apply for this fellowship. Selection will be based on clarity of faculty's core research interests and commitment to fellowship program. (Note: this program is open to faculty at all levels, with priority going to those with little-to-no previous grant success.)

- The program would entail four (4) meetings during the Spring 2018 semester and seven (7) meetings during the Fall 2018 semester during which time faculty would either workshop their proposal development progress or meet with key campus support personnel related to grant-seeking and management. (Note: meetings would be scheduled in advance, based on cohort members' schedules.)

Incentives, Commitment, and Roles/Responsibilities:

- Selected faculty would receive a single course reduction during Fall 2018.

- Faculty would be eligible to receive up to $1500 in research funds to be used in support of their proposal project. Suggested uses of these funds include: purchasing or gathering data to be used to develop preliminary evidence to be included in grant proposal, travel to an NSF Grants conference, or travel/registration for a directly relevant training opportunity.

- Faculty who do not successfully complete the program would owe COHS one course back in the next 3 semesters.

- Successful completion = attendance at all meetings, satisfactory completion of benchmarks/homework assignments, documented submission of grant proposal within 90 days of semester's end (unless funding cycle dictates otherwise).

- Research Development program coordinator will report on attendance and homework completion to COHS Dean or designee, who will be responsible for fellows' accountability. This process will be decided at the program start.

- Research Development personnel will coordinate workshop and presentation content and provide delivery and will coordinate with COHS Office of Research Director (responsible for room and fellows scheduling).

Budget:

- Research Development will provide funds to support each fellow's course release plus research funds to support the research project. This is approximately $4,500 for release from a three (3) credit course ($1,500 per credit), plus $1,500 in research funds per fellow. This is $6,000 for each of six (6) fellows, for a total of $36,000 for the program. This cost will be covered by the Division of Research and Economic Development.

Schedule & Deadlines for Spring 2018 Fellowship Cohort

Spring 2018: Fellows Program Applications

February 5:	Fellowship applications distributed
February 16:	Fellowship applications due
February 23:	Fellows selected and announced

Spring & Fall 2018: (Tentative) Required Sessions for Fellows

Note: Spring Sessions will include proposal workshop sessions, instructional presentations, and meetings with key campus resources.

	Activities and Topics (Tentative)	Proposed Schedule (actual dates TBD)	Homework Due @ This Meeting
#1	Intro: Fellowship goals, review of schedule, homework assignments and MOU	Week of March 5	
#2	Workshop: Defining a Fundable Research Problem	Week of April 2	• Funding Your Research: Part I
#3	Presentation: Finding Funders & Understanding Problems They Care About	Week of April 16	• Draft of Problem Statement • Name and Explain One Potential Funder: Answer How Does Your Problem Statement Change?
#4	Workshop: Put Pen to Paper – Writing a White Paper to Get Your Concept Down	Week of May 14	• Funding Your Research: Part II
#5	Interactive: Forging Relationships – Connecting with Funders	Week of August 13	• White Paper
#6	Institutional Resources: Who Helps & Prepare Your Proposal and Resources for Team Building	Week of September 3	• Call One Person from a Government/Funding Agency. Share Your Process and What You Learned
#7	Workshop: Mapping Your Proposal to the Grant Solicitation	Week of September 17	• Identify a Solicitation/RFP for Proposal Submission

	Activities and Topics (Tentative)	Proposed Schedule (actual dates TBD)	Homework Due @ This Meeting
#8	Presentation: Grantsmanship: Effective Grant Writing Practices	Week of October 1	• Proposal Outline (Completed Proposal Template & Requirements Matrix)
#9	Presentation: Necessities: Budget & Solicitation Compliance	Week of October 15	• Know "Supplementary Documents" Required for Your Submission (Responsibility Matrix)
#10	Workshop: Your Proposal Draft	Week of November 5	• Proposal Draft, including Budget & Supplementary Documents
#11	Workshop: Polishing, Revising, and Submitting Your Proposal	Week of November 26	• Revised Project Description, Budget, and Supplementary Documents