College of Health and Human Development

Achieving Successful Proposals in Research (ASPIRE) Program

Applications Due: Rolling
Awarded Course Reassignment for Upcoming Spring or Fall Semester

The College of Health and Human Development is now accepting applications for the **Achieving Successful Proposals in Research (ASPIRE) Program**. ASPIRE is intended to provide full-time faculty time to prepare high quality and competitive external grant proposals.

Awardees will receive a single, 3-unit course reassignment to prepare and submit an application for an externally sponsored project. The course reassignment will be awarded for either the upcoming spring and fall semesters, but timing should align with the external grant deadline. Typically, this is the semester *preceding* the grant deadline. Please consult with the HHD Senior Research Development Officer (SRDO) to discuss what would be most appropriate for your submission deadline.

The focus of the ASPIRE Program is to help awardees with a strategic proposal development plan that has high potential for funding success. This program is reserved for faculty members who have the capability to be competitive for extramurally-funded research and who are committed to the process of grant writing.

Faculty must present a well-formulated idea and have identified a specific Request for Proposals (RFP) or other funding opportunity. Faculty can propose applying to either a public or private sponsor; however, the opportunity must meet the following requirements:

1. The proposal must be submitted to an agency allowing indirect costs
2. The proposal must request at least $50,000 in total funding
3. No cost share can be requested as part of the grant application

Reassigned time for white papers and letters of intent (LOIs) will not be considered. Resubmission proposals may be allowed if a sufficient justification for reassigned time is made in the ASPIRE application.

Preference for the ASPIRE Program will be given to: 1) faculty who have already vetted their idea or concept to a sponsor program officer <u>prior</u> to applying to this program, and 2) projects that include student research experiences.

Faculty who intend to apply for the ASPIRE Program <u>must</u> notify their chair/director before applying. Faculty are also strongly encouraged to discuss their proposed research project with their HHD SRDO, Dr. Lisa Lopez.

Obligations of ASPIRE Award Recipients:
- By accepting the award, the faculty member agrees to meet and communicate regularly with their SRDO and follow/meet all proposal checklist benchmarks
- The faculty member agrees to identify at least <u>one mentor</u> and <u>two reviewers</u> within their discipline. The mentor is someone who will help them plan their project and work out the project design prior to and during the drafting of the narrative. This mentor can be either internal or external to CSUF. The selected reviewers will provide a critical review of the proposal prior to grant submission.
- The faculty member agrees to complete the proposal narrative **at least six weeks** prior to the sponsor deadline to allow time for reviewers to critique the proposal.
- Awardees are expected to comply with the ASPIRE Program requirements to maintain eligibility for future college initiatives.

ASPIRE Application Format: (please submit documents together in a <u>SINGLE PDF</u>)

1. Provide a 500-word description of the proposed research project. Clearly state the goals and objectives of the proposed research. Please also indicate the extent of any student involvement in the research.

2. Proposal Submission Plan (not to exceed 2 pages, single space, 1 inch margins, 11 pt. Arial font) including:
   a. Identify the target agency/program and due date. The faculty member should thoroughly research the potential funder and provide a solid rationale for this choice. If applicable, include a justification for needing reassigned time to prepare a resubmission proposal.
   b. Describe any interactions with the agency/sponsor to date, either through previously funded projects or discussions about the current project.
   c. Identify a discipline-specific mentor who will assist in project design and proposal planning.
   d. Identify at least two reviewers who will provide proposal feedback prior to submission.
   e. State which semester you wish to take ASPIRE reassigned time and disclose any other course reassignment planned for that same semester.
   f. Identify alternative sources of funding for your project in the event that your target agency/program is no longer available.

3. Timeline of Activities (not to exceed 1 page, 1 inch margins, 11 pt. Arial font)
   a. In a table, briefly list the activities that will be completed during the semester of ASPIRE reassigned time.
   b. Provide tentative due dates for each item listed. If awarded, this schedule will be further refined with the HHD SRDO.

4. Provide a current abbreviated C.V. (not to exceed 3 pages, single space, 1 inch margins, 11 pt. Arial font).
   a. Include most relevant publications and relevant previous funding (funder, role on project, amount, and year).
   b. Include a personal statement (similar to an NIH bio-sketch) that discusses why you are well-suited to be Principal Investigator on the proposed project. The relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators; and/or your past performance in this or related fields.

Applications are now accepted, on a rolling basis, for course reassignment in the upcoming spring and fall semesters. Please make sure to discuss your plans with your chair/director to ensure your application is submitted in enough time to find a replacement for your course. Notification about application decisions are made within two weeks of application receipt.

Please send applications and questions to Dr. Lisa Lopez, HHD SRDO, at <u>lisalopez@fullerton.edu</u>, x4566.