

## MEMORANDUM

TO: BBS Faculty

FROM: Bert Moore, Dean

DATE: May 13, 2007

RE: Research proposal support

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All:

The Office of the Vice President for Research (OVPR) through its Office of Sponsored Projects (OSP) has developed a new service to support faculty members submitting proposals for external research funding. This service is being piloted with the School of Behavioral and Brain Sciences, and I encourage everyone to take advantage of it.

The process is intended to provide support to help improve the quality of proposals submitted by UTD researchers to external agencies and by extension improve the likelihood proposals are funded. Proposals will be reviewed for structure and content by peers and external consultants who will provide feedback and suggestions to the PI for her/his consideration.. Participation in the process is voluntary and will work as follows:

<b>Timing</b>	<b>Activity</b>
4-5 weeks prior to submission deadline	PI submits draft proposal to OSP and indicates they would like to participate in the process.
4 weeks prior to submission deadline	OSP will review draft for formatting errors and will assign review team to proposal.
3-4 weeks prior to submission deadline	PI will meet with a review team member (approx. 1hr) to discuss the proposal and to ensure that reviewer has a good understanding of the intent and content of the proposal.
1-2 weeks prior to submission deadline	Review team will meet with PI to discuss their recommendations and answer any questions the PI may have.

Timing	Activity
1 week prior to submission deadline	PI will receive copies of all feedback and suggestions from review team and revise proposal for submission to funding agency

Please note that in order to be eligible to participate in this process, proposals must be submitted **no later than 30 days prior to the submission deadline** in order to allow adequate time for the reviewers to submit recommendations and for the PI to make revisions. Of course, proposals can be submitted greater than 30 days in advance if the PI has a draft proposal prepared. While this clearly changes the timeline by which many of us operate, the new service has great potential for systematic structural improvement of proposals. In that Sponsored Projects chose to pilot with us, not, I believe, because of our desperate need, but rather our cooperative spirit, I hope that many of you will choose to participate.

I am very excited about the prospects for this process at UTD as similar programs at other institutions have produced dramatic increases in the funding rate of research proposals. Again, I encourage you to take advantage of this process and to provide feedback to OSP and OVPR on how to make it better. If you have any questions, please contact Rafael Martín (x4824 or [rafael.martin@utdallas.edu](mailto:rafael.martin@utdallas.edu)) or Aage Moller (x4306 or [amoller@utdallas.edu](mailto:amoller@utdallas.edu)).