

## School of Engineering Proposals Submission Incentive Plan

The School of Engineering offers a Proposal Submission Incentive (PSI) to encourage faculty to seek a pre-submission review of their proposals prior to submission to an external sponsor. A PI will receive \$500 in a discretionary account for a proposal that has undergone a pre-submission peer review and is subsequently successfully submitted to the funding agency through OSP. The Research and Proposal Development Coordinator (RPDC) and the Associate Dean for Research (ADR) are your key points of contact for pre-award support and participation in the proposal submission incentive plan.

### Pre-submission Review Process:

1. Submit the following (in one email) to ADR Mark Banaszak Holl ([mmbanasz@uab.edu](mailto:mmbanasz@uab.edu)), Deanna Smeltzer ([dcsmeltz@uab.edu](mailto:dcsmeltz@uab.edu)), and RPDC Andrés Hernández ([ahernan6@uab.edu](mailto:ahernan6@uab.edu)).
  - a. Near submission ready proposal draft with all sections complete (aims/goals, summary, background/literature search, preliminary studies, approach/experimental design, broader impacts, intellectual merit as appropriate, and/or other sections designated in the RFA/RFP).
  - b. PDF attachment or link to the RFA/RFP with agency-specific requirements and proposal guidelines.
  - c. Preliminary budget – with subawards, cost sharing, F&A statement (if not at the negotiated F&A rate for on campus research).
  - d. The above should be submitted no later than 60 calendar days before the sponsor's deadline.
2. For a proposal to NIH or NSF, the proposal review will be completed by the UAB CCTS <https://www.uab.edu/ccts/research-commons/panels>. The PI should complete the Panel Request Form (<https://www.uab.edu/ccts/ccts-forms/panel-request-form>) and let the ADR and RPDC know when the Panel is scheduled to discuss your proposal.
3. For a proposal to other agencies or a foundation and some NSF proposals, the pre-submission review will be organized through the VPR's office using The Implementation Group (TIG). The ADR and RPDC are the point of contact for TIG reviews.
4. For a proposal where neither the CCTS nor TIG have appropriate subject matter expertise, the ADR and RPDC will organize written reviews from at least three subject matter experts. *In this case, the PI should work with the ADR to identify potential reviewers before the 60-day deadline above.*

### Eligibility

PSI funding is available to any investigator at the rank of Instructor or above who has their primary appointment in The School of Engineering.

PSI funding is only available for proposals for which UAB is the prime contractor and the award will reside in the School of Engineering.

The total direct costs awarded to the School of Engineering is at least \$100,000.

For grants with 2 co-PIs, both will receive the incentive; larger teams will split a total incentive of \$1,000.

PSI funds are available for new submissions that differ significantly from prior proposals or a single resubmission of a previously reviewed proposal.

PSI funding will be awarded to the PI in the month following the successful submission and acknowledgment by the funding agency.

### **School of Engineering and OSP Proposal Submission process and deadlines:**

To allow time to verify that proposals meet the sponsor's requirements and deadlines, the deadlines for proposal submission to SOE and OSP are as follows:

- The School of Engineering *Notice of Intent to Submit a Proposal*, and a complete proposal must be submitted to the department research administrator no later than 60 business days before the sponsor's deadline.
- The final budget and budget justification must be submitted to the department research administrator by 8 a.m., no later than 10 days before the sponsor's deadline.
- Final Proposals (research plan draft included) in a Complete Submission are due to OSP no later than 8:00 AM five (5) full business days prior to the sponsor's deadline.
- "Ready-to-Submit" Proposals are due to OSP no later than 12:00 Noon the business day before the sponsor's deadline.
- Note that an incomplete or late submission to OSP will not be accepted for review by OSP or submission to the sponsor without an approved exception.

In summary, to meet OSP deadlines, the School of Engineering *Notice of Intent to Submit a Proposal* should be submitted online (<https://www.uab.edu/engineering/home/research-form>) and complete single-PI proposals must be submitted to appropriate department research administrators, 60 business days before the sponsor's deadline. Proposals with multiple PIs are highly recommended to submit sooner to allow coordination with other departments as needed.

<https://www.uab.edu/research/home/osp-submission-requirements>

[https://www.uab.edu/research/home/osp-submission-requirements#due\\_date\\_calculator](https://www.uab.edu/research/home/osp-submission-requirements#due_date_calculator)