**Research Development Pilot Program**

**Office of Sponsored Projects**

Salt Lake Community College’s Executive Cabinet has given the Office of Sponsored Projects (OSP) a charge to increase the number and amount of sponsored project proposals. To accomplish this, OSP will pilot a program to incentivize proposal creation by paying for the services of a grant writer or consultant to develop select proposals. The pilot program criteria are outlined below.

**Total Funding Available for the Program**: $30,000

**Program Duration**: 12 months, July 2023-June 2024

**Eligible proposals:**

* SLCC is eligible and able to apply; solicitation fits with PI’s idea or intent
* >30 days between solicitation release, decision to apply, and proposal deadline
* >$10,000 total budget being requested from the sponsor
* Commitment from the SLCC PI to collaborate with a grant writer/consultant, including providing sufficient availability and agreeing to provide the consultant with data, information, and all other content necessary to develop the proposal. *Weekly meetings between the PI and grant writer are required! These meetings must be held weekly from 60 days before the proposal deadline to the week of the proposal deadline. Weekly review of the narrative is also required by PI and grant writer.*
* Submitted in <120 days from the day work with consultant begins
* Proposal development or submission deadline does not cause a conflict with standard OSP work hours or planned leave, and prior established deadlines

If a proposal is determined eligible by OSP, a grant writer or consultant, agreed upon by OSP and the PI, will be retained at a rate approved by OSP. The maximum amount OSP will pay for the development of a proposal is $6,000. If funds are exhausted before proposal completion, the PI must complete the portions that would have been completed by the grant writer.

The PI and consultant must work with OSP to coordinate proposal development. OSP will continue to facilitate the overall proposal development process and timeline. We will also lead budget development, internal approval, compliance adherence, completion of the application, and submission. The grant writer will focus on the narrative and help keep the proposal on track.

OSP may make changes to the Program and solicit feedback from participants during the pilot to increase efficacy. We welcome suggestions from PIs and others in the college community to ensure it meets the stated outcomes.