

## 3 RESEARCH PROPOSALS

### 3.1 Proposal Submission

The University Office of Sponsored Programs requires proposals to be in their office at least two business days prior to the agency or sponsor deadlines. This will allow them to review the proposals and obtain the appropriate signatures for the transmittal check sheets. When submitting proposals via grants.gov proposals please reference the Computer Science Business Office web site at <http://www2.cs.purdue.edu/busoff/>.

Proposals should be submitted to the CS business office at least two weeks prior to the agency or sponsor deadline. This will allow the business office time to complete the budget, get the necessary signatures, and forward the proposal to the Office of Sponsored Programs. Since there is a lack of availability of staff in the College of Science Business Office and the Dean's Office, short notice could complicate the process. You are urged to initiate the budget process with the business office as soon as you decide to submit a proposal. Please provide the Business Office with the name of the agency and the proposal announcement number.

Also, please keep in mind that several faculty members could have proposals with the same deadline. In this case, the Business Office will make every effort to process them all on time, on a first-come-first-served basis. Proposals reaching our Business Office too late are not guaranteed to reach the Sponsored Programs office two days before the agency's deadline.

### 3.2 Royalty Income Distribution

Purdue's policy regarding research royalty income distribution is 1/3 to the faculty, 1/3 to the home department, and 1/3 to the University. When a University center/institute plays a significant role in the development of the research leading to the royalty income, up to 1/3<sup>rd</sup> of the department's share may be distributed to the center/institute, as described in Executive Memorandum No. B-10 (available at [http://www.purdue.edu/policies/pages/teach\\_res\\_outreach/b\\_10\\_print.html](http://www.purdue.edu/policies/pages/teach_res_outreach/b_10_print.html)).

### 3.3 Grant Proposal Guidelines

#### 3.3.1. Cost Sharing

1. In cases where a need is established, the department may offer upon request cost sharing on a research grant in the appropriate AY salary amount.
2. On large grant proposals with mandatory cost sharing, the department head works out a cost sharing arrangement in consultation with the PI and the College of Science. In nearly all cases, the department's contribution to cost sharing is in addition to that from the OVPR and the CoS and is approximately one-third of the total amount cost shared.
3. Reduction in teaching load beyond the 1-course/semester is possible in accordance with the department's course buyout policy. The PI should consider budgeting adequate AY support, over and above cost sharing, if any buyout is planned.
4. Any special cost sharing arrangement that does not fall under the above guidelines must be worked out with the department head in advance of proposal submission.

### **3.3.2. New Course Offerings**

1. Faculty are encouraged to propose the creation of new courses in their grant proposals especially when doing so has the potential to significantly enhance our curricular offerings to the students and the educational component of the proposal. Courses that aim at broadening the participation of women and underrepresented minorities deserve special consideration.
2. The department will continue to offer its course scheduling and advising services as well as instructional laboratories to faculty who offer new courses that are part of a funded grant proposal. Any TA support needed for such courses is to be paid for by the grant unless an explicit exemption is obtained from the department head. The dollar equivalent of any such exemption granted will be considered as departmental cost sharing.
3. A course that is part of a funded grant proposal and is not one of the department's regular courses, may be taught as part of the regular teaching load of the concerned faculty member and will be considered as departmental cost sharing. The department must approve any such cost sharing prior to the proposal being submitted to the funding agency. In the absence of an approval from the department, the course will need to be offered outside of the regular teaching load.
4. A plan indicating (a) whether or not any proposed course will be taught as part of regular teaching load or as an overload, (b) course offering schedule, and (c) the need for TAs and source of support, must be worked out in advance of the proposal submission and made available to the business office at the time of requesting approval from the department head.

### **3.3.3. Involvement of Staff on Grant Proposals**

1. Department head's approval must be obtained for staff involvement that goes beyond the normal service routinely provided to faculty.
2. Grant proposals expecting significant support from staff must include an explicit line item on the budget indicating the appropriate dollar amount. This amount must be commensurate with the effort the staff member is expected to spend towards the project.
3. The role of staff involved in the project must be clearly specified in terms of the percent effort and its nature.
4. In situations where a project proposes to involve a staff member for duties other than normally assigned by the department, the head in consultation with the PI will work out a suitable alternate arrangement to ensure smooth day-to-day departmental operations.
5. Continuing lecturers cannot be listed on research proposals as PI or Co-PI. They could serve as senior personnel on research projects during unpaid months.