

## Proposal Processes for Discovery Park

### *I. Criteria for Discovery Park Proposals*

- a. In general, a Discovery Park proposal can be identified by the following criteria:
  - Fits within the mission of Discovery Park
    - Interdisciplinary – multi-principal investigator, multi – departmental.
    - Additive – enhances, not replaces core learning, discovery or engagement functions of the University.
    - Innovative, high impact, cutting-edge research concepts
    - Large dollar requests (typically > \$1,000,000/year)
  - Fits within the current focus research areas in Discovery Park (Nanotechnology, Bioscience, e-Enterprise, Entrepreneurship or Discovery Learning Center), or has the potential to become a new signature area (as determined by the Center Directors).
  - Transcends traditional academic boundaries and provides strong leadership in the field.
  - Transforming projects that can increase the economic development opportunities within Indiana and the U.S.

*Note:* Routing a proposal through Discovery Park is not a necessary criterion to obtain cost sharing assistance. An investigator may route a proposal through his/her home department and still request cost sharing assistance from Discovery Park. The PI should contact the Discovery Park Executive Director and appropriate Center Director to request cost-sharing assistance for proposals submitted through their home departments.

### *II. Obtaining Approvals for Proposals to Route Through Discovery Park*

- a. The PI will contact the Discovery Park Administrative Assistant to request a meeting with the Executive Director and the appropriate Center Director to discuss their intended research. The PI will prepare a brief abstract of the intended activity, an explanation of how the proposed activity fits within the Discovery Park concept and a list of the proposed scientific team. This information should be forwarded to the Executive Director prior to the meeting to discuss the proposal.

***This contact must take at place least 8 weeks prior to the sponsor deadline.***

- **Discovery Park Executive Director** – Charles Rutledge ([chipr@purdue.edu](mailto:chipr@purdue.edu) or 47766)
- **Discovery Park Administrative Assistant** – Joyce Morlan ([jjmorlan@purdue.edu](mailto:jjmorlan@purdue.edu) or 46209)

- **Discovery Park Inter-Center Research Director** – Pankaj Sharma ([sharma@purdue.edu](mailto:sharma@purdue.edu) or 44893)
  - **Bindley Bioscience Center** – Jo Davisson ([vjd@pharmacy.purdue.edu](mailto:vjd@pharmacy.purdue.edu) or 40497) or George Wodicka ([wodicka@ecn.purdue.edu](mailto:wodicka@ecn.purdue.edu) or 42998)
  - **Birck Nanotechnology Center** – James Cooper ([cooperj@ecn.purdue.edu](mailto:cooperj@ecn.purdue.edu) or 43514) or Richard Schwartz ([Schwartz@purdue.edu](mailto:Schwartz@purdue.edu) or 40619)
  - **e-Enterprise Center** – Joe Pekny ([pekny@ecn.purdue.edu](mailto:pekny@ecn.purdue.edu) or 47901)
  - **Entrepreneurship Center** – Richard Cosier ([rcosier@purdue.edu](mailto:rcosier@purdue.edu) or 44366)
  - **Discovery Learning Center** – Jon Harbor ([jharbor@purdue.edu](mailto:jharbor@purdue.edu) or 49610) or Margaret Rowe ([mmrowe@purdue.edu](mailto:mmrowe@purdue.edu) or 40608)
- b. The Executive Director will notify the PI, Center Director and Discovery Park Business Manager of the decision within 48 hours. A carbon copy of the approval will be sent to all the Center Directors.
- c. The Principal Investigator and the Executive Director of Discovery Park will convene a meeting of the relevant department heads, deans and Discovery Park Directors to discuss the importance, relevance, space requirements, cost sharing and faculty participation and other matters relevant to providing support for the proposed research.
- d. Upon notification that the proposal will be submitted through Discovery Park, the Discovery Park Business Office will contact the PI within 48 hours to begin the budgeting process. The PI will be asked to provide details such as due date, sponsor and solicitation number to the business office.
- **Discovery Park Business Office**– Jane Harper ([jmharper@purdue.edu](mailto:jmharper@purdue.edu) or 41642) or Christy Haddock ([cjhaddock@purdue.edu](mailto:cjhaddock@purdue.edu) or 41619)

### ***III. Budgeting Processes for Discovery Park Proposals***

- a. The types of proposals that are the norm for Discovery Park (large dollar, multi-disciplinary, cost sharing & subcontracts) require more time to prepare than the standard single investigator proposals. In order to plan effectively for the preparation of these proposals, sufficient lead-time is necessary. The PI should begin working with the Discovery Park business office as soon as they have been approved as a Discovery Park proposal. If a PI is unable to provide sufficient lead-time and/or the Discovery Park Business Office staff time is fully utilized with other proposals, the PI's home department may prepare the proposal.

- b. The PI will meet with the Discovery Park business staff to discuss budget needs, subcontract needs and sponsor requirements.
- c. The Discovery Business Office will prepare the following:
  - Transmittal Checksheet
  - Internal Budgets
  - Sponsor Budget forms
  - Cost share memos (Form 32's)
  - Management spreadsheets that detail the sponsor request and cost share
  - Any required sponsor certifications
- d. The PI will be responsible for the following:
  - Cover Sheet
  - Technical portion of the proposal
  - Current and Pending
  - Budget Justification
  - Biographical Sketches
- g. Due to the multitude of signatures required for large proposals, the transmittal checksheet must be ready for routing at least 3 days prior to the sponsor deadline.

#### ***IV. Cost Share Request Process for Discovery Park Proposals***

**All cost sharing will be coordinated and negotiated by the Discovery Park Executive Director and appropriate Center Director. The Discovery Park staff believes that this will allow the PI more time to concentrate on the preparation of the technical portion of the proposal and will reduce the confusion and frustration that often accompanies cost share requests.**

- a. The PI will present to the Executive Director:
  - a. A brief abstract of the proposed project
  - b. A draft of the project budget (prepared by the Business Office) broken out by sponsor request, central cost share request, departmental/school cost share request and Discovery Park cost share request.
  - c. Any information regarding the cost sharing requirement (i.e. program guidelines)
  - d. An explanation for cost sharing in excess of sponsor requirements
  - e. The breakdown of total dollars staying at Purdue vs. subcontractor's dollars.
- b. The Executive Director (or his designee) will arrange the necessary meetings with the department heads, deans, VPR and Provost to finalize cost sharing, space and

other commitments. The Discovery Park Business Manager will be included in these cost share discussions.

- c. The Executive Director (or his designee) will communicate directly with the Discovery Park Business Office on the preparation and approval of all cost sharing documents.
- d. All cost sharing requests must be made at least 3 weeks prior to the sponsor due date.
- e. The various centers within Discovery Park have implemented policies regarding the types of costs that can be cost shared:
  - Birck Nanotechnology Center – Capital Equipment Only
  - Bindley Bioscience Center - negotiable.
  - e-Enterprise Center – negotiable
- f. Leveraging - Any proposals which require a leveraging letter from Discovery Park will still require applicable items listed under IV a.

***IV. Process For Limited Submission and Large Proposal Competitions.***

- Since Discovery Park is often the submitting department for many large proposals, the University guidelines for the preparation of large and/or limited submission is included in this document as follows:

**I. Early Letters of Intent**

Researchers should submit a letter of intent to write an internal preproposal to their dean and their center director if applicable, and to the vice provost for research (VPR). The VPR will provide the members of the internal review committee (Associate Deans for Research as well as Center Directors) with copies of the letters of intent. The purpose of such a letter is to avoid a situation in which two groups are preparing similar, yet competing proposals, as well as to assist in the inclusion of all components necessary for a competitive proposal. A suggestion to combine proposals may be the result of this step in the process. The intent at this stage will not be to choose between good proposals but to weed out those with fatal flaws, and to assist with the development of those with potential.

A deadline for letters of intent, as well as deadlines for submission of preproposals to the deans and to the VPR, will be established as soon as the Request for Proposals for a limited submission program becomes available. These letters will be required, although exceptions may occasionally, though rarely, be granted. All deadlines will be posted on the VPR website at <http://www.purdue.edu/Research/SPDOffice/lsid.html>. Deadlines also will be e-mailed to research deans, department heads, and center directors.

Letters of intent are to be no more than two pages in length, and should include the research topic, estimated total funding and cost sharing expected to be requested, partner institutions and organizations, the educational component and/or broader impact of the project, and how the researcher intends to address any other issues or requirements, beyond the technical content, that make for a successful proposal.

The Office of the VPR, or appropriate deans, will communicate with submitters of letters of intent, providing them with suggestions based on the criteria above, in time for the researchers to prepare competitive preproposals for submission to their deans.

## II. Pre-proposals

Based on feedback from the letters of intent, researchers will submit preproposals to their deans for review and ranking. Preproposals are to be no more than four pages in length, and should include a summary project description, as well as the items included in the letter of intent. CVs for the principal investigator(s) also should be attached to the preproposal. The deans' offices will forward the ranked proposals to the office of the Vice Provost for Research. If more than one school or a center is involved, all deans with participating researchers will rank the proposal.

## III. Review and Selection

The Center Directors (one director per center) and the Associate Deans for Research in the schools will meet with the Vice Provost for Research to discuss the relative merits of the proposals in their areas. This review will provide a university-wide response to the work being suggested, with the ultimate goal of finding the very best proposal(s) to send from the university to the funding agency. The criteria at this step are those defined by the agency.

## IV. Feedback

**Internal Preproposals:** Feedback for authors of successful and unsuccessful preproposals will be provided by a person assigned by the Review Committee. The feedback itself will be that of the committee, not of any particular individual or individuals. Additional resources, such as contact with key administrators, will be provided for those researchers whose proposals are chosen to go forward to the next step.

**Proposals to Agencies:** If a proposal is submitted to an agency, but not funded, the Review Committee or VPR may request feedback from the researcher (e.g., written reviews from the agency), to help in understanding how to better select and prepare proposals for the next round of that particular limited competition.

