

## Guidelines for Preparing and Submitting Proposal Enhancement Grant (PEG) Requests

**Proposal Enhancement Grants (PEG)** (\$2,000 maximum) are restricted to projects designed to improve future competitiveness for **external** grants, contracts, or research agreements with budgets greater than \$20K. Examples of projects that could be funded through this award program include but are not limited to requests to:

1. Address reviewer's concerns from a previously submitted proposal/contract before resubmission.
2. Perform data collection, gain access to artistic works, etc., if necessary to improve the background/prior work section of a proposal or contract.
3. Hire a consultant (e.g., grant writer, external evaluator, etc.) to aid in the development of the proposal.
4. Request a course/duty release to provide time to prepare a proposal. **Additional funds will be required from your college/department /unit. The office providing the funding, must provide a letter of support.**
5. Supplement the budget of an externally funded project to improve competitiveness for project renewal.

**Applications will be accepted on an ongoing basis, but funding is limited; therefore, it is advisable to contact OSP ([osp@bradley.edu](mailto:osp@bradley.edu)) before submitting a proposal. Our goal will be to provide award notifications within 2-3 weeks.**

- **Note:** If the PI/PD(s) or Co-PI/Co-PD(s) previously received funding through this award program and did not submit the promised product, it may negatively impact the prospect of receiving future funding.

**Application Submission Process:** Applications must be submitted via DocSoup (Access DocSoup via [carta.bradley.edu/docsoup/](http://carta.bradley.edu/docsoup/) → login → Sponsored Programs → Internal Grant Application).

**A complete application package will consist of the following items:**

1. Completed the **DocSoup Transmittal Form** for **Internal Grant Applications**  
**The Information requested on the DocSoup Transmittal form includes:**
  - a. The applicant's name, unit, and contact information (e-mail address, phone, etc.)
  - b. The names, titles, and contact information of any other faculty or staff serving on the project
  - c. The name and contact information for the project leader's chair or unit supervisor
  - d. Total amount requested from OSP and the amounts requested in each budget category
  - e. If applicable, a list of other funding sources for the proposed project and the individual who is responsible for approving the use of the funds
  - f. Number of months support is requested (Maximum is 9 months) and an approximate start date.  
**Note:** The goal is to provide award notifications within two weeks.
  - g. A project title and a **1000-character** abstract summarizing the merits and the anticipated benefits/outcomes of the project. The abstracts for funded projects will be posted on the OSP website.  
**Note:** *DocSoup is incompatible with some special characters including slanted single quotes [']. **YOU CANNOT CUT AND PASTE TEXT FROM ANOTHER PROGRAM IF IT CONTAINS SPECIAL CHARACTERS.** You must enter the special characters manually within DocSoup. If the text you have entered will not save, incompatible special characters are the most common cause. Exceeding the character limit within entry boxes is another identified cause for documents not saving correctly.*
  - h. A **single pdf** file with the materials needed to complete bullet points 2, 3, 4, and 5 (below) attached within DocSoup as supplemental materials.
2. A **Letter of Support/Endorsement from your Immediate Supervisor:** It must include any commitments of funds or resources from the unit/college/department for your project. If the supervisor prefers, *the letter can be attached to the application through DocSoup, or it can be included with the proposal. Regardless of which method is used, the supervisor must approve the application within DocSoup.*
3. A narrative, **written for non-experts in your field**, describing the merits and anticipated benefits/outcomes from funding and a timeline, including proposed activities and the submission date of the external proposal/contract/agreement. **The document's maximum length is two (2) pages using an 11-point font or greater with one-inch margins.** Your goal with the narrative is to convince the internal reviewers that PEG

funding will significantly impact the prospect of receiving external funding. If the project involves human subjects or animals, a plan for securing CUHSR or IACUC approvals before work begins must be provided.

4. The **call for proposals** from the external funding agency or a letter or other documentation from the company or organization with whom the contract or research agreement will be established - the letter must describe the proposed project and either the organization’s desire to work with Bradley University employees or a general call for individuals to submit solutions for the question at hand.
5. The **CVs** of the Principal Investigator(s)/Project Director(s) and the Co-Co-Principal Investigator(s)/Co-Project Director(s). If applicable to the funding request, **please consider submitting a Biographical Sketch/short CV (one-three pages) in lieu of a full CV.**
6. **Budget Justification.** See the listing of allowable and unallowable costs and the [Financial Services](#) website for details on the preparation of a Budget Justification.

Allowable Costs:	Unallowable costs:
<p><b>Undergraduate or Graduate project associate wages:</b> Compensation at an hourly rate for current, degree seeking Bradley University undergraduate and graduate students, regardless of enrollment modality, to facilitate their engagement on the project.</p> <p><b>Funding for a Release from Contracted Duties:</b> PEG funds can be used to partially support a course/duty release to provide time to prepare an extramural proposal. Additional funds are required from your college/department /unit. The office providing the release, must provide a letter of support.</p> <p><b>External consultants/contractual services:</b> Services necessary to aid in the development of the proposal or complete the proposed work (e.g., grant writer, external evaluator, interpretation or translation services, transcription or annotation services, printing costs, or use of/submission of samples to equipment at another facility.)</p> <p><b>Participant Costs:</b> Costs related to involving human subjects in a study, such as participation incentives, fees for the purchase/use of a survey instrument or assessment tool, or other costs that are directly related to the involvement of human subjects an approved study.</p>	<p>Compensation for students who are not current, degree-seeking students at Bradley University</p> <p>Funding for graduate assistantships or tuition (To clarify, you may pay students an hourly rate to work on the project, but you may not use the funds to provide a portion of a graduate assistantship or pay any portion of the student’s tuition or fees.)</p> <p>Stipends for faculty or staff</p> <p>Compensation for external research collaborators/presenters/co-authors</p>
<p><b>Materials and Supplies:</b> Expendable materials and supplies required to conduct the project, such as solvents/reagents, mediums, or other expendables necessary to conduct the project that are not usually covered or provided by the department/college. (Do not use this line item to replenish departmental stock).</p>	<p>Publication costs</p> <p>Routine costs (secretarial, supplies, etc.) that are a standard line item in departmental/center/college budgets</p>
<p><b>Equipment or Instrumentation:</b> Funds may be used to <b>cost-share</b> the purchase of capital equipment (items with a value greater than or equal to \$5,000). Applicants must justify why the award should cover such expenses rather than the departmental, center, or college.</p>	
<p><b>Travel:</b> Funds may be used to support travel costs (excluding meals) required for the performance of the project (fieldwork, access to archives, service sites, etc.).</p>	<p>Any travel that is not required to conduct the proposed project – <b>this includes conference or professional meeting attendance</b></p> <p>Meal expenses or other food costs unless such items are required to conduct the proposed research project</p>

To gain a greater understanding of how reviewers will score PEG proposals and make award decisions, you must **review the current PEG Program Evaluation Rubric** (Next page of this document.)



**Office of Sponsored Programs**  
PEG Program Evaluation Rubric

The purpose of the PEG program is to provide funding for projects that are designed to improve future competitiveness for external grants or contracts.

- Yes or  No **If the PI/PD(s) or Co-PI/Co-PD(s) received funding from this award program in the past three years, did they submit an external proposal/contract/agreement related to the award or clearly justify why a proposal was not submitted?** (If no, the proposal will not be reviewed.)
- Yes or  No **If the project involves the use of human subjects or animals, was a plan for securing CUHSR or IACUC approvals provided?** (If no, the proposal will not be reviewed.)
- Yes or  No **Was all of the requested information provided?** (If no, the proposal will not be reviewed.)
- Yes or  No **Was the proposal written for non-experts in your field?** (If no, the proposal will not be reviewed.)

Criteria	Very Strong (3)	Strong (2)	Adequate (1)	Weak (0)
<b>Merit of Request</b>	The purpose/value/merits of the request are clearly stated and well connected to the project's potential for future extramural funding.	Only a few questions remain but they could be easily resolved with follow-up from the applicant.	While stated, the reviewer is left wondering how the purpose/value/merits connect to the project's potential for future extramural funding.	The purpose/value/merits and objectives are not clear, nor do they connect to the project's potential for future extramural funding.
<b>Outcomes/ Results</b>	The outcomes or results of the project are well described, stem directly from the project purpose, and there is no question that they will contribute meaningfully to the request for extramural funding.	Only a few questions remain concerning the project outcomes/results, but they should be easily resolved with follow-up with the applicant.	Larger questions remain as to how well the outcomes/results stem from the project's purpose or how they will contribute to the request for extramural funding.	It is unclear how the outcomes/results will contribute to the request for extramural funding.
<b>Timeline</b>	The timeline clearly demonstrates how the project will progress and be completed within the project period.	Only a few questions remain as to whether the project can be conducted/ completed within the project period.	The timeline is a bit vague, leaving some uncertainty as to whether the project can be completed in time.	The timeline is weak and does little to assure the reviewer that the project can be conducted/ completed in time.
<b>Budget and Justification</b>	Costs are allowed, well-justified, reasonable, and necessary to conduct the project.	Only a few questions remain regarding the budget, which could be easily resolved with follow-up from the applicant.	The budget and justification are complete, but questions remain as to how reasonable or necessary they are to the project.	The costs are not allowed or the budget justification lacks information or detail to ascertain whether costs are reasonable or necessary to the project.
<b>Qualifications/ Expertise</b> <i>(CV/Biosketch will be used for this evaluation)</i>	There is no doubt that the PI and team-members are well qualified to conduct the project.	Only a few questions remain regarding the PI's or team-members qualifications	The qualifications/expertise of the team weakly connect to the project and probability of receiving external funding is low.	The qualifications or expertise of the project team have no connection to the project.

**Please understand that not all proposals will be funded.**