TSMG Proposal Development Track

Submission Deadline: Thursday, April 9, 2026 by NOON PST

Synopsis of the Program

Extramural grant funding facilitates faculty engagement in research, scholarly and creative activities by supporting direct project costs, faculty compensation and release time, student research fellowships and other related expenses, while advancing our commitment to the teacher-scholar model. Faculty at primarily undergraduate institutions must balance competing demands with relatively high teaching loads. Faculty consistently report time constraints as a barrier to their ongoing engagement in deep and meaningful scholarly pursuits. The TSMG Proposal Development Track is intended to support the teacher-scholar model by providing up to 2 WTUs of assigned time, along with specific proposal revision guidance from the Hanover Research group, to support the revision and resubmission of one externally funded research proposal. Statistics indicate that incorporating feedback from grant consultants increases the odds of success when applying for external funding. If selected for this opportunity, your materials will be shared with Hanover to initiate this process.

Upon award notification, in preparation for proposal submission through the relevant Office of Research pre-award office, participants should submit the Pre-Award Proposal Initiation Form. Awards made through this program must result in a revised proposal submission to an external sponsor that allows public dissemination of knowledge produced and allows for a minimum of 15% F&A to be included in the sponsor budget with the expectation that Cal Poly's full F&A rate of 38.5% is used whenever allowed by the sponsor. Awardees who fail to meet the expectations of this program jeopardize their eligibility for funding from future internal award programs.

Additional Eligibility Requirements

In addition to the eligibility requirements as stated on the TSMG RFP, support will be provided to TSMG Proposal Development applications that meet all the following criteria:

- To be eligible to apply, applicants **must** be faculty (unit 3) employees (i.e. tenure-track, tenured, or lecturer faculty). Non-faculty unit employees (i.e. MPP, staff, etc.) are not eligible.
- Declined since July 1, 2021
- Submitted to a federal, state, or nonprofit sponsor
- Submitted to a sponsor that allows public dissemination of knowledge produced
- Submitted to a sponsor that allows a minimum of 15% Facilities and Administrative costs (F&A) included in the sponsor budget
- Recognition that, if selected, materials will be shared with the Hanover Research Group to initiate the proposal review/feedback process

Funding Details

The TSMG Proposal Development track will provide each awarded project with a maximum of 2 WTUs of assigned time (requests to convert WTUs to additional compensation may also be considered if the request directly supports the timeline for submission). Assigned time must be taken throughout AY 26-27. The WTUs are intended to be awarded only to the applicant. In the case of collaborative projects, awardees may request support to be divided among no more than two applicants. Proposal revisions are expected to be re-submitted to the external sponsor by

June 30, 2027. If this deadline is not met, individuals may not be eligible for future internal grant funding from the Office of Research.

Proposals should be of high intellectual merit, appropriate to the identified funding mechanism, in support of Cal Poly's teacher scholar approach, and ideally, though not required, include student involvement. It is incumbent upon the applicant to make these elements clear in their application. All funds awarded must be used for specific approved purposes and may not be converted to other uses without authorization by the Office of Research and the Office of the Associate Vice Provost.

Application Requirements

- Applications must be submitted by **Thursday, April 9, 2026 by NOON PST**. No late submissions will be accepted. Applicants may only submit one TSMG proposal (as PI or co-PI). Applications should adhere to 1" margins and at least 11-point font and must include:

  - Narrative (2-3 pages, introduction to project, background, project scope, relevance, and revision plan)
  - Revision and resubmission timeline
  - Pre-Award proposal number
  - Justification for funding request (e.g., assigned time for revision timeline)
  - A copy of the declined proposal (including all submitted documents, appendices, and references)
  - A copy of review comments from sponsor
  - Citations and other grant support (current/pending)
  - Curriculum Vitae: Provide a current curriculum vitae for the PI and all Co-PIs. Use NSF style from Science CV, https://www.ncbi.nlm.nih.gov/sciencv/
  - A list of agencies and programs targeted for resubmission with known or expected deadlines
  - A list including the applicant, co-applicants, senior personnel and/or planned external collaborators

Applications must be submitted through the Cal Poly InfoReady application system. Please refer to the InfoReady template for all application fields.

- From the InfoReady homepage, select "Log In" in the upper right-hand corner, and click on the blue "Cal Poly San Luis Obispo Login" button. Use your Cal Poly credentials to log in. Then click on the 2026-2027 Teacher-Scholar Mini Grant Program: Proposal Development link at the bottom of the "Applications and Competitions for Research Support Programs" page. You will then be able to fill out and submit an application.
- Prior to review by the Review Committee, the Office of Research will route submitted proposals for approval by the applicant's Department Chair/head and Dean after these are submitted by the PI via InfoReady. If selecting assigned time, assigned time requests will be approved via this routing. If a proposal is not approved by a Department Chair/head or Dean, the faculty member will be notified.

Reporting

Final project reports are due upon submission of external funding proposal, on or before August 1, 2027. Awardees will be notified towards the end of the project to submit the final report via InfoReady.

Questions?

Please contact research@calpoly.edu or visit our website.

Review criteria

Proposals will be evaluated based on the revision plan, the potential for funding, the intellectual merit and broad impacts of the project under revision. In accordance with external funding agencies, such as NSF, NIH, PRF and others, any use of AI should be readily disclosed in the proposal. Original writing takes precedence and offers maximum value to a reviewer. Proposals and topics found to have content or sections substantially developed by AI

will be **returned without review**. Please refer to the PDP Rating Definitions document for further information on the evaluation rubric and criteria.