ENHANCE

Preliminary Federal Proposal Program

Synopsis: The purpose of the ENHANCE – Preliminary Proposal Program is to provide support for faculty members involved in early investigations, the results of which will serve as the basis for a federal grant proposal. This award provides modest support to fund supplies and related expenses needed to acquire preliminary research or other information that will directly impact the development of the proposal, enhance the feasibility of the request, and result in a strong proposal submission.

Funding: The funds will support Supplies, Equipment, Expenses, and Travel (S.E.E.T.) costs associated with garnering preliminary results up to $3,000. Costs must be justified and follow accepted university accounting policies and procedures. Funds received from this program can be used to supplement course buyout funds received *via* the Cardinal Fellows or RESUBMIT programs.

Application Materials: Applications will be submitted to the Proposal Manager assigned to the applicant's unit and will consist of the following:

-Application Cover Sheet
-One page budget justification for the requested expenses
-One or two page narrative summarizing the project and including:
    -The targeted federal sponsor and a link to the program guidelines,
    -Justification of the need for pilot research,
    -Any reviewers' and/or program officer's comments validating the need for pilot research.

Please note: applicants who include correspondences from their program officers indicating the need for pilot research will receive higher consideration than those without such documentation.

Deadline: 15th of each Month

Review Committee: Associate Provost for Research, SPO Director, and Applicant's Proposal Manager

Program Stipulations: The preparation and submission of the subsequent federal proposal must adhere to the External Proposal Submission Policy, including following the Proposal Development Submission Timetable. Recipients are required to submit their targeted external grant proposal within 18 months of *ENHANCE* funding. Recipients who fail to follow through with submission will be ineligible to apply for other Sponsored Programs Office Incentive Programs. Additionally, recipients of this award are required to request the full indirect cost rate as allowed by the federal sponsor. Indirect Cost waivers will not be permitted on proposals associated with this award. Applicants are eligible to receive one ENHANCE award per fiscal year.

Final Report: The completed federal proposal submission serves as the final report for this program. Documentation includes material on file in the Sponsored Programs Office (SPO) in the form of one or more proposals including a processed clearance sheet(s).