**Commonwealth Campuses Research Collaboration Development Fellowship Program**

**SSRI Proposal Requirements and Submission Form**

This program requires a two-phase application process, consisting of a pre-proposal concept paper and a proposal.

**Phase 1 – For Concept Paper:** Submissions are reviewed on a rolling basis.

**Click here to complete the Phase 1 application:**[**https://psu.infoready4.com/#competitionDetail/1876123**](https://psu.infoready4.com/#competitionDetail/1876123)

1. Faculty must submit a concept paper specifying the main scientific question(s) to be addressed (maximum of two paragraphs). If known, please identify the institute or core facility and any required capabilities/expertise.
2. For SSRI, faculty should suggest potential UP mentors. The role of the mentor is to facilitate the contacts that would assist commonwealth faculty in connecting with UP faculty, institutes, services etc. to build a competitive and compelling proposal with a strong team of investigators and facilities to increase the likelihood of funding as well as to provide a platform of opportunities that may otherwise not be available at a particular commonwealth campus.
3. Concept papers will be reviewed by facility/institute staff and matched with an internal Subject Matter Expert (SME). A response will be provided within 10 days of submission.
4. Preliminary Discussion. A conversation between the faculty and SME will occur to explore/develop the concept. If required, the program will provide “pre-proposal” funding to determine feasibility (e.g. Cover up to ~1 day of staff time + instrument time for ~$1000).  The decision to provide the pre-proposal funding will be made by the facility directors/faculty in conjunction with facility technical staff.
5. The outcome of the pre-proposal work will be reviewed by the faculty member, SME, and core facility/institute leadership. The faculty member will be encouraged to submit a proposal if the results are positive.

**Phase 2 Proposal for the Social Sciences Research Institute (SSRI) -** For those invited following Phase 1 review. For 2023 Phase 2 submissions will continue with rolling submissions until the end of the fiscal year.

**Click here to complete the Phase 2 Proposal for the Social Sciences Research Institute (SSRI) – Commonwealth Campuses & Shared Facilities & Collaboration Development Program:**[**https://psu.infoready4.com/#competitionDetail/1836012**](https://psu.infoready4.com/#competitionDetail/1836012)

**SSRI Phase 2 Purpose:**

The purpose of the Research Collaboration Fellowship is to initiate and foster research collaborations between Penn State social science faculty at University Park (UP) and those at campuses across the Commonwealth. The objective is to cultivate long term research collaborations that will attract external research funds. The fellowship provides seed money to the campus faculty member to support the development of collaborative research relationships. The Program will award up to $10,000 to the Fellow, and SSRI will provide $500 for the UP mentor.

**Eligibility:**

Tenure‐track and tenured faculty members at Commonwealth campuses are eligible to apply. The UP mentor should be a tenured or tenure‐track faculty member in the social/behavioral sciences with a record of external funding.

**Phase 2 Program Overview**:

1. Tenure‐track and tenured faculty members at the campuses will identify a UP mentor. Those who have been awarded a fellowship in the past will not be considered for further proposals.
2. The Fellows will begin working with their UP mentor during the summer semester. All Fellows are expected to make a full summer commitment to collaboration on the proposed research projects.
3. Awardees will provide a progress report at the end of the year-long funding period, highlighting progress made, tangible outcomes (e.g. papers, presentations), and the plan and timeline for an external grant proposal. Follow-ups will be requested until targeted external funding is secured or the project is closed.

**Phase 2 Application Format**:

All applications should include the following components: The application should be no more than three single-spaced pages, not including items 4 and 5 below. Items 1-5 should be saved in a single PDF document.

1. Title of project, and the names and departments of each proposed Fellow. The mentor/mentorship team should also be listed.
2. Goals for the Faculty Fellowship.
   1. Describe the research area and its significance.
   2. Explain how the Fellowship will play a significant role in advancing the Fellow(s) research program.
3. Activity Plan
   1. Describe the activities that will be undertaken during the Fellowship period, including how these activities will advance the goals of the Fellowship, and a timeline for their accomplishment.
   2. Describe the qualifications of the Fellow and mentor.
   3. Explain how the Fellowship will lead to a proposal for external funding, incorporating**a plan and timeline for an external grant proposa**l.
4. Attach statements of support from Department Head(s) and mentor(s)/Fellow Collaborator(s) other than the PI.
5. Attach NSF or NIH biosketches of investigators and mentors. (If an NIH biosketch, please use the new version).

Project Budget in a single PDF to include:

1. Equipment use time and facility staff time. (PI is encouraged to work with the core facility to determine the budget);
2. Travel expenses to and from campuses and Interdisciplinary Institutes

**Proposal Review Process:**

Proposals will be evaluated by the SSRI Executive Committee.

**Review Criteria**:

* Merits of the proposal, including its innovation, significance and relevance to the SSRI’s interdisciplinary mission and strategic aims.
* Qualifications, commitment, and clarity of roles for the Fellow and mentor.
* Clarity, rigor, and feasibility of the work plan.
* Likelihood of an external proposal resulting from Fellowship.

**Budget Explanatory Notes:**

The $10,000 project‐related expenses may be used for the following purposes:

1. Travel expenses to UP or Hershey to work with the collaborator.
2. Housing and food expenses while traveling as a Fellow.
3. Purchase of equipment/software/materials that are directly related to the approved research project.
4. Service expenses that are directly related to the approved research project (e.g. facility/computing user fees, student wages, etc.)

These funds may NOT be used for the following purposes:

* 1. Domestic and/or international travel to conferences or meetings.
  2. Publication page charges.
  3. Any expenses that are not directly related to the approved research project.