

# PIN Research Project Proposal Guidelines

## Proposal Guidelines

Each proposal should include a Scope of Work and/or Research Workplan that includes the following:

- **What?** What will this project accomplish?
- **Who?** Who does this project impact? Who are the key stakeholders? Who are the project leads and members?
- **Why?** Why is this research needed at this time?
- **How?** How is this research innovative? How is this research inclusive?
- **Value Statement:** How is this project serving Georgians? What value does this research add to the current ecosystem?
- **Budget:** What are the anticipated costs for this project, and how will funding be used?
  - Include any cash-match or cost sharing that will be provided by researchers or partnering organizations. Examples can include: a percentage of time from a graduate assistant, or funds for project implementation.
  - Proposals including cost-sharing or cash-match will be given preference in scoring.
- **Timeline:** What is the timeline for this project?
  - Timelines should generally be one year long, with a minimum of a midpoint and endpoint deliverable.
- **Deliverable:** Proposed deliverables should be available for public use, open to sharing, and should have possibilities for scalability. Deliverables should include at a minimum:
  - A midterm presentation to key stakeholders
  - A final presentation to a public audience (I.e. a SMARTer Together Webinar)
  - A public-facing 1-2 page summary of the project and outcomes in layman's terms for the Partnership to utilize in dissemination like our website, newsletter, and other communications
  - Proposals addressing one or more of the outcome considerations listed below as a deliverable will be given preference in scoring.

Each proposal should follow the Partnership's mandate for inclusion and innovation. Researchers should consider the following in developing proposals for submission:

- **Multi-disciplinary Research:** Proposals should include researchers from more than one discipline
- **Multi-university Partnership:** Proposals should include researchers from more than one university

## Outcome Considerations

- Each project will have unique proposed outcomes. To maintain alignment with PIN's mandate, proposals that address one or more of the following metrics will be given preference in scoring:
  - # of direct project beneficiaries
  - # of businesses/organizations supported
  - # of students involved / # of student hours spent on project
  - # of anticipated publications/presentations stemming from the research
  - # of technology deployments (ex. apps developed, sensors installed, etc.)
  - # of stakeholder engagement meetings

## Funding Guidelines

- Proposals can be submitted for up to \$50,000 per researcher, per year.
  - For example, a team of two researchers may be funded for \$100,000, with payments made separately to each researcher.
  - Funding requests should be reasonable and justified within the Scope of Work
- Projects will be funded based on based on milestone delivery.
  - Generally, projects will be awarded half of the funding at the start of the project, and half at the midterm deliverable.

## Review Criteria

- Proposals will be reviewed by 3-5 reviewers, including a minimum of one representative from the Partnership. Other reviewers may include members of the Partnership's "[Georgia Members](#)", who will be selected for service based on research content material.
  - Reviewers will be selected as a) experts in the field of study, b) understanding of community needs, and/or c) experienced in reviewing proposals
- Criteria for review include:
  - What, Who, Why, How, Value Statement, Budget, Timeline, Deliverable, Multi-disciplinary, and multi-university (see project guidelines).
  - Each category will be worth 10 points
- Proposals will be scored on a scale of 1 - 100, with a score of 50 equaling average.
  - Each reviewer will recommend for or against funding and provide comments.

## Review Cycle

- All documentation including proposal, letters of support, etc. should be submitted in one (1) pdf document to [inclusiveinnovation@gatech.edu](mailto:inclusiveinnovation@gatech.edu) for review.
- Proposals can be submitted at any time and will be reviewed at an interval of twice per year, generally in April and September.