

## Two Weeks To Tweak (TW2T)

This new initiative<sup>1</sup> is meant to assist junior faculty, or faculty new to grant writing, by helping them to achieve success in the grant-writing process. This program will help to ensure that grant-writers create adequate time for the assembly of a well thought out proposal, and a period for review by experienced faculty colleagues with subsequent time to incorporate any suggestions made by the reviewers that the applicant has found helpful. Further incentive is being offered to encourage participation: \$500 in professional development funds, which can be spent for other research activities as necessary to advance grant or related objectives.

Eligibility: The program is open to any jr. (“assistant”) faculty of any type with an official research appointment, mid-career or sr. (“associate” or “full”) faculty of any type with a research appointment and which have not applied for a grant in the last five years, and others upon request. Participants are limited to three total TW2T awards per year. While grants may be collaborative, the applicant must be the lead PI on the grant. One TW2T award may be made per grant application (i.e, grant re-submissions are not eligible *if* the grant previously received TW2T funds). Full indirect cost recovery must be paid by the funding agency using one of the approved rates for ASU; selection of the right rate should be done jointly by the RA and the PI. Proposals submitted to Foundations or other organizations providing reduced or no cost recovery are not eligible. The PI must be affiliated, for the purposes of the grant, with a school in New College and F&A allocation cannot be shared with another College, Center or Institute without prior written consent of the ADR.

To participate in the program and receive the PD funds, an applicant must:

- Notify NCIAS RA Team of intent to apply no later than 3 months prior to sponsor deadline
- Complete a proposal intake form with NCIAS RA team no later than *ten* weeks prior to a given agency deadline, and which indicates the intention to participate in TW2T
- Complete a proposal timeline worksheet with NCIAS RA team no later than *ten* weeks prior to a given agency deadline
- Provide the proposal’s Specific Aims (or similar, e.g. Project Summary) section of the grant proposal to the following persons *eight* weeks prior to a given agency deadline:
  - School Director
  - NCIAS RA assigned to your proposal
  - Granting Agency’s Program Manager (cc the above on this correspondence)
- Submit the proposal in *final compiled, agency appropriate PDF format* to the School Director and NCIAS RA *two* weeks prior to the ASU internal deadline;
- Indicate that NCIAS and the appropriate School within NCIAS will receive the recognition and F&A per ASU allocation policy

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<sup>1</sup> We thank Stephen Munk of ASU Bidesign for graciously sharing this concept

NCIAS' RA team and ADR will:

- use the proposal intake form and timeline worksheet to determine milestones and internal ASU deadlines;
- use the specific aims section to identify internal reviewers of the proposal for the purpose of providing feedback on the grant application;
- distribute the final compiled PDF of the grant application to internal reviewers, with instructions to provide feedback within 5 working days;
- compile feedback and distribute to the applicant;
- ensure an efficient and accurate submission process.

The NIH R01 deadlines are typically February 5<sup>th</sup>, June 5<sup>th</sup>, and October 5<sup>th</sup>; the NSF has some specific submission dates and some submissions open at a time of the investigator's choosing, however, the same components apply for participation. Providing the Specific Aims to the center director eight weeks prior to submission to the agency affords time for the center director to identify appropriate reviewers. Additionally, the specific aims should be submitted to agency program managers. Program managers are often happy to discuss those aims with the applicant and can make certain that the application is being submitted to the appropriate study section. Preparation of the Specific Aims eight weeks prior to the agency deadline will also ensure the investigators give themselves adequate time to assemble a well-developed proposal. The proposal itself will be due to the school director in final, compiled agency-ready PDF format two weeks prior to the typical ASU deadline. *Partially or nearly completed proposals will not be accepted.* This will allow five days for review and another five days for the applicant to consider the internal reviewer's comments and update the proposal prior to final processing through the ASU grant submission system.