



# TEXAS WOMAN'S UNIVERSITY™

Office of Research and Sponsored Programs

## PROPOSAL DEVELOPMENT and SUBMISSION INCENTIVE PROGRAM FY 2026

The Office of Research and Sponsored Programs (ORSP) supports TWU's Proposal Development and Submission Incentive Program to provide incentives to principal investigators (PIs) for the development and submission of proposals for external funding.

### Program Funding

This program is funded through the Office of Research and Sponsored Programs and may be discontinued at any time. The incentive will be provided in the form of a task payment or funds to be deposited in an indirect cost account based on the requested amount in the external proposal as follows:

Proposal Amount Requested	Amount of Incentive
>= \$1,000,000	\$1,500
\$500,000 - \$999,999	\$1,000
\$250,000 - \$499,999	\$750
\$50,000-\$249,999	\$500

The incentive may be split between multiple PIs when working on one proposal. There is a cap of \$5,000.00 per year for each individual faculty. The initial prorated amount for each investigator will be estimated based on the effort devoted to the project (% FTE) by each investigator but may be modified based on input from the investigators writing the proposal.

Upon submission of a qualifying external grant application, researchers may choose to receive the incentive either as a task payment (ICP) or through the establishment of an indirect cost (IDC) in their name. If the researcher already has an IDC account, the funds can be deposited into their account. Please note that only one option may be selected; the incentive cannot be split between the two. Incentive processing will occur only after the successful submission of the grant proposal.

### Eligibility

The PI must be a regular salaried TWU employee at the time of proposal submission and at the time of incentive award, and is generally a full-time faculty member. A request for exception to this requirement must be made to the Vice Provost for Research, Innovation, and Corporate Engagement. Qualifying external grant applications are:

- New research proposals requesting more than \$50,000;
- New non-research proposals requesting more than \$50,000 and which include indirect costs even if at a reduced rate.

Revised applications meeting the above criteria may be considered for a prorated amount based on the size of the application and the extent of revisions needed. When needed, the Vice Provost for Research, Innovation, and Corporate Engagement will make the determination regarding eligibility of an application taking into consideration the scientific/scholarly/creative merit of the application, evidence of appropriate preparation and planning, the financial outcome of the proposal such as size of request, the funding agency, amount of indirect costs allowed, length of project, etc., adherence to ORSP proposal timeline and requirements, and amount of revision needed in the case of revised applications.

### **Application and Submission Instructions**

No application is necessary for this incentive. At the time of proposal submission, ORSP will determine incentive eligibility and communicate with faculty regarding any prorating of the incentive if more than one PI is involved. This selection of ICP or IDC can be made with the Research Administration Specialist or the Director of Operations.

### **Notifications**

Notifications regarding the incentive award will be made within two to three weeks of the external proposal submission. Staff in the Office of Research and Sponsored Programs will work with the faculty to provide administrative support for the successful submission of the external proposal and will then process the task payments.

### **Expected Outcomes and Reporting Requirements**

Recipients of this incentive have submitted an eligible proposal for external funding and there are no further outcome or reporting requirements.