

# MPC Staff Research Development Program

MPC researcher staff cannot write grant proposals on work time while paid solely on sponsored funds, nor should researchers carry out research projects independent of the projects paying their salaries while on work time. To allow time for these types of projects, researchers can apply for up to 1-4 weeks (40-160 hours) of non-sponsored salary support to work on proposals and papers.

**Eligibility:** MPC members who are regular staff employed by MPC. Employees are eligible for a maximum of 4 weeks (160 hours) per year. Postdoctoral research associates are not eligible.

**Application Procedures:** Applicants should prepare materials outlined below. Before submitting materials to the review committee, the applicant must discuss the application with his/her supervisor. The applicant and his/her supervisor should agree on the schedule of work, accommodating as possible any deadlines the researcher may have (e.g., grant due dates) with any project-related deadlines (e.g., data releases). Applications accepted on a rolling basis; please submit application to Gina Rumore ([grumore@umn.edu](mailto:grumore@umn.edu)).

**Application Materials:** The 1-2 page application should include the following information.

- **Goals and deliverable:** Describe the main goal(s) and deliverables.
  - **Grant submission:** include details about the funding opportunity (URL to funding description, deadline, short description of application, and budget for final proposal).
  - **Paper:** examples including preparing a new paper for a conference, revising a paper for publication or in response to an R&R.
- **Project description:** A short description of the research project, about 1-2 paragraphs in length.
- **Collaborators:** List any collaborators on the project, including co-authors, co-investigators, advisors or other participants.
- **Review process:** Describe any peer review or feedback you have received or will receive. For example, participation in a paper surgery group, involvement of a faculty mentor or participation in the MPC Proposal Development Partnership Program.
- **Schedule of work:** Indicate the specific amount of time requested in hours and describe the schedule of when the work will take place. The time does not need to be taken at once; a request of 8 hours a week for a three months
- **Supervisor acknowledgement:** Email from supervisor acknowledging the request and approval of the schedule of work.

**Requirements:** Within 3 months of the scheduled completion time, you must turn in a short report and the deliverable (paper or grant).

**Evaluation Criteria:** Proposals will be evaluated by a subcommittee of the MPC Advisory Board based on the following criteria.

- Scientific merit of the project.
- Appropriateness of the time requested.
- Number of previous awards and results of those awards.