

Tulane School of Public Health and Tropical Medicine  
Proposal Submission Program

The Tulane SPHTM **Proposal Submission Program** is designed to encourage applications for extramural funds.

An eligible Principal Investigator (PI) may participate in the proposal submission program. Participation is voluntary. Those who wish to participate must submit a request at least 14 days prior to the grant submission deadline to the SPHTM Office of Research in order to verify eligibility, availability of funds, and approval for participation.

1. Proposal. The proposal must be the first submission for a new, competing continuation (renewal), or competitive revision application to an extramural funding agency. Grant submissions to SPHTM or any other Tulane University funding source are not eligible for this program. Resubmissions and non-competing supplements or continuations are not eligible. SPHTM must be the primary organization. Applications in which SPHTM is the consortium organization or subaward are not eligible. Total direct costs of the application must be a minimum of \$75,000 and generate indirect costs.
2. Principal Investigator. Part-time or full-time SPHTM faculty serving as the PI or a Multiple PI (MPI) on an extramural grant application, including those with joint appointments are eligible, provided that the SPHTM is the primary institution on the application.

The eligible PI will receive \$500 deposited into a SPHTM discretionary account after the eligible proposal is submitted, and the application is not rejected, returned, or withdrawn. For MPI proposals involving two or more SPHTM faculty, the incentive amount (\$500) will be divided evenly between the SPHTM MPIs on the proposal. For MPI applications involving only one SPHTM faculty member, the SPHTM faculty member will receive the entire amount.

The PI of an application that is part of the program, if eventually funded, will receive an additional amount equivalent to the submission amount they received into the SPHTM discretionary account, if at the time of the start date of the new award the PI exceeds the percent of effort that they are expected to cover through extramural funds (inclusive of the new award). Typically, this is 50% of full-time effort.

Requests to participate in the SPHTM Proposal Submission Program should be e-mailed to David H. Chae, Associate Dean for Research ([dchae@tulane.edu](mailto:dchae@tulane.edu)) indicating:

1. Applicant Full Name
2. Applicant e-mail
3. Link to funding opportunity announcement
4. Anticipated date the application will be submitted
5. Descriptive title of the proposal
6. Are total direct costs of the application at \$75,000 or more? (yes/no)
7. Are indirect costs generated? (yes/no)
8. Is the PI (or MPI) a full-time or part-time SPHTM faculty member (yes/no)
9. Is SPHTM the primary institution on the application? (yes/no)
10. Is this a new, competing continuation, or competitive revision application? (yes/no)

The Office of Research will verify program eligibility and availability of funds and notify you by email within three business days about the eligibility of your application.

***This is a pilot program running through December 31, 2021. Final determination of eligibility is contingent on availability of funds and approval for participation by the Office of Research prior to proposal submission.***