

School of Communication Extramural Proposal Support Initiative

The School of Communication is pleased to offer financial support to enhance the quality and competitiveness of external funding proposals. Full-time faculty members may request up to \$1,250 to hire professional proposal editing services or engage an external faculty reviewer with relevant expertise.

Eligibility Requirements

- **Principal Investigator (PI):** Must be a full-time faculty member within the School of Communication.
- **Minimum Funding Request:** The external funding request must total at least \$50,000 (including direct and indirect costs).
- **Department Chair Approval:** The Department Chair must confirm that the proposal is ready for external review before submission.
- **Reviewer/Editor Selection:** The PI is responsible for selecting an external reviewer or editor and providing selection criteria to the Associate Dean for Research (ADR). Transparency requires submitting the reviewer's or editor's CV, grant experience, and disclosing any relationship.
- **Submission Timeline:** Proposals should be submitted to the ADR at least 8-6 weeks before the funding deadline, allowing:
 - ~2 weeks for ADR review,
 - ~3 weeks for external review,
 - ~2 weeks for final revisions.
- **Deadline:** Rolling.

Process

1. **Submit a Request:** Complete the [request form](#) and submit it to the ADR.
2. **Funding Coordination:** The ADR will coordinate with the Business Office to confirm sufficient time for proposal submission. PIs should initiate the process early and consult the [Business Office](#) for guidance on payment timelines.
3. **Payments:**
 - **External Reviewers:** Payments can be processed as an honorarium or via a consulting agreement.
 - **Proposal Editing Services:** Editing services require a purchase order. Confirm vendor onboarding and payment timelines with the Business Office.

For questions, contact kkontaxis@miami.edu