



PROPOSED STANDARD OPERATING PROCEDURE FOR PROJECT DEVELOPMENT GRANTS (PDGS)

Background. The option for funding a project development grant, or PDG, has gradually slipped into the STCU Project Funding Sheet because of funding decisions made by the Parties. Although an often-used funding decision option in the ISTC, the PDG concept has never been formally approved for use by the STCU Governing Board (as it was by the ISTC Governing Board) and, therefore, the STCU Secretariat has no guidelines or procedures for implementing a PDG. Further, the recipient scientists have had trouble understanding the meaning of a PDG, often mistaking it as approval of their proposal but at a drastically reduced amount of funding. Also, the scientists and STCU Senior Specialist often do not know what to do with the PDG funding because of a lack of instructions or guidance attached to the Financing Party decision.

STCU Proposal. The STCU Secretariat drafted the following Standard Operating Procedure (SOP) for dissemination to the STCU staff, and proposes that the Governing Board approved the concept of Project Development Grant as an acceptable project funding decision option, along with approval of this SOP to govern the implementation of a PDG funding decision.

(DRAFT) Standard Operation Procedure for Project Development Grants (PDGs)

PURPOSE

This document establishes the policy and procedures for implementing the Project Funding Decision “Project Development Grant (PDG)”.

SCOPE:

This policy document establishes “Project Development Grant (PDG)” as an official category of Project Funding Decision for use by the STCU Governing Board on STCU regular project proposals. The goal of a PDG is to provide funds to participating scientists to improve the scientific/technical quality of their proposed STCU regular project. The PDG will replace the existing “Rewrite/resubmit” funding decision option in the STCU lexicon.

PROCEDURES AND POLICIES:

- A. The STCU Governing Board shall have, as a project funding decision option, a category called Project Development Grant, or PDG, on the STCU Project Funding Sheet. .
- B. PDGs shall only be applicable to STCU project proposals that have already received host government concurrence, registration at STCU, and dissemination to the STCU Parties for expert review and funding decision.
- C. Throughout the PDG process described herein the proposal shall be identified using the STCU project number originally assigned to the submitted proposal (unless additional host government concurrence is necessary. See below).

- D. When a Financing Party(ies) approve a proposal for a PDG, the Financing Party(ies) shall provide the STCU with detailed instructions on what actions should be taken by the proposal's Project Manager, using the funds awarded in the PDG. These instructions should be sufficiently detailed to give the Project Manager a thorough understanding of what tasks must be undertaken (using the awarded PDG funds) to modify/improve the proposal, including (but not limited to):
 - i. Specific, detailed technical concerns or questions to be addressed or researched in order to improve the proposed research
 - ii. Specific steps to be taken to satisfy Party requirements, such as recruiting a foreign collaborator, attending a specific conference or symposium, attending training course or meeting, etc.
 - iii. Specific actions to be taken using the PDG funds, such as travel to consult with foreign collaborator, literature searches, attending specified training workshops, etc.
- E. The STCU shall notify the proposal's Project Manager of the Governing Board decision to award a PDG, including the amount of funds in the PDG award and the Party-provided instructions.
- F. The Project Manager shall submit to the STCU a project agreement, workplan, list of participants, and budget to implement the PDG instructions provided by the Party. This workplan and budget shall use the STCU Model Project Agreement template and shall use the same STCU project number assigned to the originally submitted proposal.
- G. Funds provided to support the approved PDG can be used to finance grants to PDG participants, travel support, and training support as called for in the Financing Party(ies) instructions. PDG funds shall not be used for equipment purchases, material purchases, subcontracts, other direct costs, or payment of overhead to the institute.
- H. At the successful completion of a PDG workplan, the Project Manager shall submit to the STCU a revised STCU proposal that includes any modifications/improvements to the original proposal resulting from the PDG work. The STCU shall communicate this PDG-revised project proposal to the Parties for expert review and Governing Board funding decision, following the standard procedures for STCU proposal processing.
- I. Unless otherwise indicated by the Financing Party(ies), the completion and resubmission of a PDG-revised proposal **will not be assumed** to be eligible for the full funding requested in the project proposal. The decision on whether a PDG-revised proposal shall be approved and funded as a Regular Project rests solely with the Financing Parties.

Should the modifications/improvements to a proposal constitute significant changes, such as major changes in the proposed research work, proposed project-related procurements, or in the list of participating institutes, the proposal may require new host government review and concurrence. If this is the case, the Project Manager shall submit the PDG-revised proposal as a new STCU proposal, which will receive a new STCU project number and follow the entire STCU proposal process, including submission for Host Government Concurrence.