

UADA Policy 460.1
Arkansas Agriculture Experiment Station
Policy on Distribution of Research Support, Resources, and Opportunities

Purpose

As the research arm of the University of Arkansas System Division of Agriculture, the Arkansas Agriculture Experiment Station (AAES) is committed to supporting researchers in the development and submission of proposals for research funding. This policy ensures that research support, resources, and opportunities are distributed fairly and transparently to AAES researchers to promote and foster excellence in scholarship and innovation.

The AAES research unit includes a grants office (e.g., pre- and post-award) and a research development team.

Scope

This policy applies to AAES researchers who are faculty and research staff with majority appointments in the Arkansas Agriculture Experiment Station and who submit proposals through the AAES grants office. This policy does not apply to researchers with AAES minority appointments (i.e., their primary appointment is with UADA Arkansas Cooperative Extension Service or with the University of Arkansas, Fayetteville); these researchers should consult their corresponding sponsored research office for the appropriate policy.

Policy

Announcement of Funding Opportunities

External and internal funding opportunities identified by the AAES research unit will be shared with AAES researchers using concurrent approaches.

- *Broad distribution* of funding opportunities to all AAES researchers via centralized platforms (e.g., email distribution list; an internal SharePoint site that is accessible to all AAES researchers).
 - o The research development team will also periodically host information sessions about specific solicitations; all AAES researchers will be invited to these meetings using centralized platforms. The virtual sessions will be recorded and posted to an internal SharePoint site to maximize attendance and distribution.
- *Targeted distribution* to AAES researchers whose expertise aligns strategically with the scope and priorities of specific solicitations.
 - o This communication will be through email correspondence and meetings.
 - o The virtual or in-person meetings may be with specific individuals or with a group of researchers.
 - o This secondary approach is used to provide extra support to researchers to ensure strategic proposal team formation and foster collaborations.

Limited Submission Process

The AAES research unit will use the AAES Limited Submission policy and a two-stage process (summarized below) for opportunities with limits on institutional submission. This policy and process will be broadly distributed to all AAES researchers using centralized platforms (e.g., email distribution list; an internal SharePoint site).

- Two-stage application process, including Notification of Intent (stage one) and Internal Review (stage two)
- Broad announcement of the limited submission opportunity via centralized platforms accessible by all AAES researchers
- Broad announcement of deadlines for stages one and two using centralized platforms
- Transparent internal review criteria announced with each limited submission opportunity
- Documentation of each proposal reviewed and the selection decisions
- Communication of selection decisions to all applicants of each opportunity

Proposal Development Support

All AAES researchers are required to submit proposals through the AAES grants office.

- All forms, templates, and budget worksheets needed to develop specific proposal components will be available to all AAES researchers via centralized platforms (e.g., AAES website and an internal SharePoint site).
- Links to the eRA platform used by AAES, to common sponsor websites, and to other proposal development resources will be available to all AAES researchers via centralized platforms (e.g., AAES website and an internal SharePoint site).
- Contact information for the AAES grants office will be provided on the AAES website and an internal SharePoint site.
- Pre-award grant specialists will assist all AAES researchers with all proposal questions, budget development, compliance review, and review of all proposal documents. They will route proposals for internal approval, upload documents into sponsor portals, and submit proposals to sponsors for all AAES researchers.
- General internal deadlines for proposal submissions will be provided on the AAES website and an internal SharePoint site. However, because the proposal timeline will vary for each funding opportunity (i.e., the time between the announcement of the opportunity and the sponsor due date; if the opportunity is a limited submission; the time between the researcher notifying the grants office of intent to submit and the sponsor due date), the pre-award grant specialists assisting the AAES researchers will provide a specific timeline of proposal support for each proposal. The AAES researchers and the AAES grants office will be expected to follow these specific timelines to ensure proper support and timely submission of each proposal.

Research Development Support

The research development team provides enhanced proposal support, grantsmanship training, and collaboration support for interdisciplinary proposals, strategic research consultations, and proposal planning for AAES researchers.

- Research development support and services will be communicated to all AAES researchers via centralized platforms (e.g., email distribution, an internal SharePoint site).
- Individual proposal support will be provided by a research development specialist or by a supplier engaged by AAES.
 - o Each proposal led by an AAES researcher will be evaluated for research development support by a research development specialist. Criteria include, but are not limited to, proposal due date, team size, and budget amount. Support will be offered to AAES researchers who would like to engage in this support.
 - o Proposals that cannot be accommodated by support from a research development specialist (i.e., due to time and resource constraints) will be placed in a queue for proposal review and revision services by an outside supplier engaged by AAES.
- All AAES researchers, especially new and junior researchers, will be encouraged to contact the research development team to set up a strategic planning consultation for pursuing research funding and to identify other areas for support (e.g., team building). The contact information for research development will be posted to the AAES website and an internal SharePoint site.
- Training and workshops will be offered in a hybrid format (virtual and in-person) to maximize attendance from AAES researchers. These events will be announced through centralized platforms and will be recorded and posted to a centralized platform (e.g., an internal SharePoint site) for access by all AAES researchers after the events.
- Any documents created by research development to assist AAES researchers when writing their proposals will be posted to a centralized platform (e.g., an internal SharePoint site).

Other Resources

AAES researchers will be encouraged to utilize resources and opportunities provided by other institutions, organizations, and sponsors as appropriate (e.g., workshops; search engines and databases of funding opportunities and collaborators).

- Links to online resources will be broadly distributed to all AAES researchers using centralized platforms (e.g., an internal SharePoint site; the AAES website).
- Opportunities such as workshops will be broadly announced to all AAES researchers using centralized platforms (e.g., email distribution list).

Equity and Non-discrimination

All resources and services will be allocated in a nondiscriminatory manner, regardless of a researcher's discipline, rank, identity, or affiliation. Selection and support decisions will be made

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as appropriate and only when necessary and will be based solely on neutral, merit-based criteria such as

- Adherence to institutional processes and timelines
- Relevance to a specific funding opportunity
- Institutional strategic priorities
- Potential for external funding success