

## MEMORANDUM

**To:** Viterbi School of Engineering Faculty

**From:** Vice Dean for Research Maja Mataric, Director of New Research Initiatives Mahta Moghaddam, and Vice Dean of Technology, Innovation and Entrepreneurship Andrea Belz

**Date:** September 11, 2017

**Subject:** Support for large-scale and center-type proposals

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Viterbi School faculty,

To encourage a strong response to *leading* external large research *center* opportunities, such as DoD MURI, NSF ERC, NSF STC, and other such center-scale efforts, the Viterbi School of Engineering will institute the following process to be overseen jointly by the Director of New Research Initiatives Mahta Moghaddam, the Offices of the Viterbi Vice Dean for Research Maja Mataric, and the Vice Dean for Technology Innovation and Entrepreneurship Andrea Belz:

In response to specific RFPs, the school will promptly solicit internal RFPs consisting of short (one-page) proposals from interested faculty willing to serve as Center PIs. The white papers will be promptly evaluated using criteria including scope, perceived novelty, justified relevance to agency interests, and the probability of success of the project to be proposed.

The selected teams will be fully supported in writing strong, competitive proposals. Support will be provided in the following specific ways: 1. administrative assistance, technical proposal writing, and travel assistance; 2. teaching release or equivalent in discretionary funds; 3. explicit additional support of the proposed budget for the work to be performed in the form of RAs or other support, beyond the specific requirements of the RFP, and depending on the nature of the work and the specific circumstances of the proposal.

We look forward to working together!

