



GRANT SUPPORT AWARDS

INFORMATION: During Spring 2022, funds will be allocated from the Provost's Office Facilities and Administrative (F&A) Costs Recovery funds to support grants writing to external agencies.

Start Up Funds of up to \$2,500 are designed to enable faculty to conduct necessary preliminary investigation activities such as the following:

- Refining ideas
- Creating plans and designs
- Trying out methodologies
- Collecting preliminary data
- Procuring supplies or equipment
- Seeking fellowships
- Supporting travel
- Promoting collaboration.

Funds may be used for paying students or other assistants. The expected deliverable at the end of the semester is a *draft* proposal narrative that includes a list of potential external funding agencies. Please note that this grant is intended to support new initiatives and the submission of a grant application, not for the support of ongoing programs. Applications submitted for the same project over multiple years will need to show why the funding for the current application would be considered a new initiative or phase of the project.

ELIGIBILITY: Category I and Category II faculty are eligible to apply. The funding period for spring awards runs from January 1 – June 30, 2022.

CRITERIA AND REVIEW PROCESS: Proposals must be approved by the faculty member's Chair and Dean. Subsequently, the Application Review Committee evaluates the proposals according to the following criteria:

- The grant project under development aligns with the University and relevant College/School and department missions and strategic plans.
- The application is written for a non-specialist in the field.
- The application clearly demonstrates that the Grant Support Awards Program is the appropriate source of funds for the project at its current stage.
- Because this program is designed to support emerging scholarship, priority will be given to applications that address new grant proposals or new research initiatives.
- If the applicant has received this award in the past, they should include the post-award report as part of their current application.
- The application clearly describes the "start-up" activities that will take place, including a timeline, which will lead to a draft proposal narrative.
- The application includes a budget that specifies how the funds are to be used.
- All other components of the proposed budget are justified in the narrative.

Please note that any divergence from the application instructions will jeopardize the success of your request for support.

POST-AWARD REPORT:

All faculty will submit a brief 1-2 page report describing the completed activities by July 31, 2022. This report will be uploaded to the "Contracts, Grants and Sponsored Research" page in Digital Measures.



APPLICATION DEADLINE:

Applications are due to:

1. The applicant's Department Chair by **Wednesday, September 8, 2021.**
2. School/College Dean by **Wednesday, September 22, 2021.**
3. The University Mini-Grant Committee by **Wednesday, October 13, 2021**
4. The Provost by **Wednesday, November 3, 2021.**

Applicants will be informed of the Provost's decision by Wednesday, December 1, 2021.



START-UP FUNDS APPLICATION FOR SPRING 2022

Proposal title:

Submitted by:

Name:

Phone:

Email:

Department:

Status: (e.g. Associate, Full, Assistant):

Date:

Total requested \$

Application Instructions for ***Start-Up Funds Request***:

- Complete and attach this cover sheet.
- Provide a brief (1 page max) description of the project for which you plan to request external funds, including an explanation of what needs will be met and what broader impact the project will have.
- Respond briefly (1 page max) to the criteria enumerated in this Request for Proposals.
- Provide a budget showing how the funds will be spent
 - Any personnel requests must include payroll taxes (faculty and professional staff rate is 29.65%, affiliate rate is 22.1%, and classified staff rate is 36.5%)
- Indicate (a) whether you have applied elsewhere for funds to support this project; (b) if that application was funded and by how much; and (c) whether you have received grant writing support from Academic Affairs in the past, and if so, what the outcomes were.
- Attach a current copy of your *Curriculum Vitae*.

Please do NOT include any additional attachments. Applications with additional documents may not be considered for funding.

Signatures

Chair

Date

Dean

Date