RESEARCH
UNIVERSITY OF MICHIGAN

University of Michigan Office of Research
Faculty Grants & Awards: **Small Scale and Preliminary Projects**
Proposal Guidelines

OVERVIEW
The U-M Office of Research (UMOR) offers support for research, scholarship, and creative activities in all fields. The focus of the **Small Scale and Preliminary Projects** funding program is to provide funding for proposals that highlight new research efforts, nontraditional collaborations, and new interdisciplinary activities.

UMOR funds are not intended to cover the total cost of the project, but rather to complement other internal support, and to address important needs not met by other support programs within or outside the University.

ELIGIBILITY
Instructional and Research Faculty, Librarians, Curators, and Archivists may apply. Research Investigators, Lecturers, and students are not currently eligible. Applicants are limited to one UMOR award per fiscal year. A new award will not be granted if a prior UMOR award is still ongoing. *Exceptions may be granted in extraordinary situations with prior approval.*

EVALUATION CRITERIA
Faculty peers review each proposal. This step may be waived in the case of proposals with comparable external reviews, or for those with requests of less than $5,000. The Faculty Grants & Awards Panel will review both the proposal and the peer reviews received in order to rank the proposal based on both merit and budget.

Key considerations during review include:
- Scholarly merit
- Value for the applicant's own research potential and progress
- Productivity and qualifications of the applicant
- Likely impact of this work on the field
- Benefit to, or potential to enhance, the scholarly distinction of U-M
- Appropriateness of the budget to the proposed project
- Extent of unit support as indicated by matching funds

All awards are subject to the availability of funds. Junior faculty, as well as those that have not received prior UMOR funding will be given priority.

PROPOSAL REQUIREMENTS

The following sections are required (unless otherwise noted) and must be included in this order:

A. Application Form
   a. All signatures must be obtained, but may be electronic or ink.

B. Proposal Narrative *(5 pages)*
   a. Must contain:
      - Abstract, objectives, methods, timing, and impact
      - Expected outcomes and future plans
      - Significance of the activity in the discipline/field, for the applicant's scholarship, and **benefit to the U-M**
   b. References may be included and are excluded from the page limit.

C. Budget *(1 page)*
   a. The maximum UMOR contribution is $15,000.
   b. A 1:1 match from the unit, school/college, department, or other internal sources is required. Matching funds must be transferred to the chartfields provided upon award.
   c. Proposed projects generally range from 6 months - 2 years.
   d. A detailed budget should be included.
   e. Projects that are primarily instructional will likely not be funded. Further, these funds are not intended to cover reduced external awards, cost overruns, disallowances on sponsored projects, or retroactive activities.
   f. Funding restrictions are detailed immediately below. These items may be funded by the unit, but will not be included in the required match.
      - Travel to present at conferences
      - Faculty salary
      - Tuition support
      - Computers, hardware, or software for routine use
      - Office equipment including telephone installations and photocopy machines
      - Equipment maintenance costs
      - Page or reprint costs of articles in professional journals

D. Budget Justification *(2 pages)*
   a. This is a narrative explaining the expenses proposed and the basis for the cost estimates.
   b. Each expense must be described in the budget justification.
   c. Descriptions of personnel should include their project role (what they will be doing as a part of this project team).
   d. Also explain why UMOR support is being sought (e.g. external support is unavailable, insufficient, delayed, interrupted, impractical)

E. Prior Funding Statement
   a. If previously funded by UMOR, please include a brief description of the outcome of that funding (i.e. did it result in an external application, external funding, publication)

F. Project Director's Abbreviated Curriculum Vitae (CV)/Biosketch *(3 pages)*

G. Appendix
   a. Include other pertinent items such as proposed survey or interview questions, letters of support, etc.

PROPOSAL SUBMISSION*
*For all **except** LSA Faculty who must apply through the Gateway to Internal Funding (eGIF)*
Proposals must be submitted by 5:00 PM (EST). One complete PDF (containing all required elements as detailed above) should be emailed to UMOR-FGA-Submissions@umich.edu. Received proposals will get a notice of receipt in the form of a reply. Late applications will not be processed until the next application deadline for that program.

AWARD NOTIFICATION
Notification of funding decision is typically made within 12 weeks of the application deadline.

AWARD ADMINISTRATION
For most awards of $5,000 or more, a new project/grant will be established in the recipient's academic unit for a specified amount, duration, and purpose. The recipient is responsible for ensuring good stewardship of funds. All applicable University policies and procedures must be followed. Overruns and unallowable expenses are the responsibility of the recipient and the academic unit holding the project/grant.

Each award stipulates an end date, after which any remaining balance will be returned to the original contributing sources. Extensions may be granted if justified, but prior approval must be sought. Any proposed budgetary changes must also be sent to UMOR for prior approval. Contact UMOR-FGA-Submissions@umich.edu for assistance.