OFFICE OF RESEARCH
DEARBORN | UNIVERSITY OF MICHIGAN-DEARBORN

FY27 Research Initiation & Development Grant Guidelines

Purpose

The Research Initiation and Development (RID) Grant Program aims to assist faculty and research staff with the development of innovative, collaborative research proposals. We welcome proposals which will create broader resources within our campus for the use of all researchers. **This program only supports proposals that help place the principal investigator (PI) and the research team in a strong position to receive external funding from federal agencies, foundations, and/or industry. Inclusion of plans for writing a proposal to an identified external sponsor's program and submitting it at the end of the proposed project period is required.**

Eligibility

- All UM-Dearborn tenured and tenure-track faculty can submit proposals to the program. Proposals from teams of collaborators from two or more UM-Dearborn colleges are strongly encouraged.
- An individual can participate as PI on *no more than one proposal* submitted to this program. There are no limitations to participation as co-PI, Senior Personnel, or Consultant on other PIs' proposals if projects are substantially different.
- All applicants must meet the standard requirements posted on our website.

Project Period and Funding

- Number of awards: up to 6 per funding cycle contingent on availability of funds
  - Award floor: $10,000
  - Award ceiling: $20,000
- Duration: 12 months. One no-cost extension of 6 months may be approved if requested BEFORE the initially approved project end date
- Start date of the proposed project should be April 12, 2027, or later
- After the project period end date, funds will be deobligated. Expenses incurred past the project end date will be deemed unallowable; remaining funds after the project period end will be returned to the original contributing sources

Proposal Requirements

- All RID Grant Program applications must be submitted via InfoReady.
- Proposals must be written in layman's terms, to be understood by faculty outside of PI's discipline. The use of formulas, technical terminology, jargon, and acronyms should be limited or avoided altogether.
- Proposals should be formatted as follows: font 11-point size or bigger on a standard 8.5" x 11" single-spaced page.

Required Sections:

Lay Abstract

A short (250 word limit) summary of your research project written in plain English. Use plain English, avoid the use of jargon, and include an explanation of any technical language and acronyms. *Your proposal must be understandable for someone who is not in your discipline.*

If the project is awarded, the Abstract will be published on the Office of Research website.

Budget

- Applicants must use the approved budget template provided in the InfoReady application.
    - Award floor: $10,000
    - Award ceiling: $20,000
- Campus grants will *not* support financial transactions that occur prior to award (except when a written approval of the pre-award expense is obtained from the Director of Research Development), after the project period end date, or in excess of the awarded amount. *Applicant assumes the risk and responsibility for any financial commitments made prior to the award.*
- Cost Sharing: inclusion of voluntary committed cost sharing is welcomed but not expected.

Budget Justification (1 page limit)

Explain the proposed costs and how they relate to the project.

- For salaries, provide name, role, effort (in-person months), and responsibilities of each person receiving support.
- For student salaries, list graduate and undergraduate students separately. Provide the total amount for salaries, the number of students to be hired, total number of hours to be worked on the project by each group of students, pay per hour. You do not need to name the specific student(s) who will work on the project.
- For field travel, include a tentative itinerary, itemized estimate of expenses, and briefly describe why this travel is essential to the proposed project.
- For materials and supplies, explain how they are essential to the proposed project and why they are not currently available to you.

Project Description (5-page limit including figures, tables, etc.)

The following information is required under the **distinct headings**:

- Plans for obtaining external funding.
    - Targeted sponsor(s), specific program(s), and anticipated proposal submission date(s). Include any relevant funding opportunity announcements (FOAs) and their respective links. FOAs & links could be

included in the Bibliography/References document instead of the Project description section, if you do not have enough space
    - Prior contact with sponsor and/or plan for promoting the work to funding source(s)
    - Anticipated direct cost of the proposal to be submitted to the external sponsor
  - Background and motivation
  - Project aims/objectives - Focus on the project's long-term outcomes, describe what you hope to achieve
  - Approach - methods, procedures, tasks
  - Project risks and mitigation plan - indicate potential or possible limitations and pitfalls to the approaches and methods you are proposing, and mitigation strategies
  - Project timeline for the research **and** for the submission of external grant proposals
  - Expected outcomes and products, including expected new or deeper collaborations with/ among UM-Dearborn faculty and other participants, plans for project outcomes/tools that could be shared, etc.
  - Significance of the activity in the related disciplines/fields, for the applicant's scholarship, and benefit to the University
  - Student impact statement- describe how this project will impact the student learning experience (e.g., educational value, bridge to graduate or career goals, etc.)

Current & Pending Support - instructions provided in InfoReady

Results from Previous Support - instructions provided in InfoReady

Abbreviated Curriculum Vitae - 3-page limit per CV, SciENcv format encouraged. Include CVs for key project team members only

Bibliography/References - 1-page limit

Budget Guidelines:

- **Allowable Expenses:**
  - Salaries and wages, including hourly pay for students (NOTE: GSRAs are not supported)
  - Fringe benefits (automatically calculated in budget template)
  - Domestic travel for collaborative meetings or field travel only. The maximum amount for travel is $1,200 for the duration of the project. Appropriate documentation must be submitted for all travel reimbursement requests.
  - Research supplies and services
  - Human subject research costs
- **Unallowable Expenses:**

- GSRA support
- Equipment (nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit)
- Tuition
- Foreign travel
- Conference registrations and conference-related expenses
- Prof. development trainings, memberships in prof. organizations
- Books and general supplies (e.g. office, computers, etc.)
- Costs normally covered by the academic unit or other institutional support
- Catering/ Food & Beverage Costs
- Expenses related to the participation of external to UM-Dearborn entities (contractors, consultants, or collaborators- such entities can participate in the project but cannot be paid from the campus grant)
- Indirect Costs

Once the project and budget are approved, the PI is required to acquire approval from the Office of Research Development for any variations to the budget.

Evaluation Criteria

Applications will be evaluated by external (not affiliated with U-M) experts in the related research areas using the following criteria:

- Adherence to the guidelines and program requirements
- Scientific and technical merit of the proposal - including relevance to the program, feasibility of the research plan, quality of the proposed work, significance of the expected results, and likelihood for successful completion of the project
- Potential for attracting external funding - expected outcomes include submission through the UM-D ORA of at least one grant application to a federal agency, foundation, or private company with the goal of continuing or expanding the research initiated under the campus grant
- Collaborations - potential for new, dynamic, cross-disciplinary collaborations or strengthening such existing collaborations
- Team members' academic qualifications and dedication to excellence
- Practicality of the requested funds
- Progress and results from previous Campus Grants or other seed funding
- Special consideration will be given to proposals that maximize student participation

Applicable Human Subjects (IRB) or Animal Research (IACUC) Approvals are *not* required for the submission of an application. However, the necessary approvals will have to be obtained before the awarded funds are released.

- PIs planning to work with human subjects (e.g., surveys, interviews, data collection, etc.) need to seek approval from the University of Michigan Institutional Review Board (IRB)

before work can begin on the project. For more information, see the Human Subjects Compliance page.

- PIs planning to work with vertebrate animals need to seek approval from the University of Michigan's Institutional Animal Care & Use Committee (IACUC) before work can begin on the project. For more information, see the Animal Care & Use Program (ACUP) page.

Reporting Requirements at Project Completion

- A final report must be submitted via InfoReady within 30 days of the project period end date, which must include:
  - Summary of project performance relative to stated goals
  - Summary of outcomes and value added to campus (e.g., publications, proposals, events, educational enhancement, or other significant outcomes)
  - Updated plans for seeking external funding
  - Financial report- a copy of the project's MReport PG Budget Status/Activity
- Future funding by the UM-Dearborn Campus Grants program is contingent upon the acceptance of the final report by the UM-Dearborn Office of Research

Acknowledgment of Support

All publications, presentations, etc. products resulting from this funding should acknowledge the support received from the UM-Dearborn Office of Research. A suggested acknowledgement is below, but feel free to modify it as appropriate:

"*The (author's) work/exhibition was supported by the UM-Dearborn Campus Grants program of the University of Michigan-Dearborn Office of Research*."

Application Procedure and Deadlines

- Submission deadline is 5:00pm on Jan 11 (no exceptions)
- Click the link below to enter the Campus Grants InfoReady application system
- All proposals will be reviewed for completeness and compliance with program requirements and might be returned to the PI for missing information (instructions will be available in InfoReady)
- Final decision on awards will be announced within 3 months of the application submission deadline

APPLY VIA INFOREADY

New to the Campus Grants Application System InfoReady?

If this is your first time using our web-based application system, ***you must create a new user profile in order to apply***. Here's how to log in and set up your profile. You may also find this step-by-step guide for proposal submission helpful in navigating the application process.

Reviewed and updated October 2026

Questions

Forward any questions related to the proposal preparation and submission and/or requests for additional information to Dbn-CampusGrants@umich.edu. Use Subject: RID Campus Grant Question_ your name.