

# entFY25 UM-Dearborn Scholars Grant Guidelines

## Purpose

UM-Dearborn Scholars grants are intended to support research, scholarship, and creative activities in the arts. This program is intended for projects with funding needs not usually addressed by other support programs within or outside the University.

## Eligibility

- All UM-Dearborn tenured and tenure-track faculty can submit proposals to the program
- 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 & Funding

- Number of awards: 1-2 per funding cycle contingent on availability of funds
  - Award floor: \$6,000
  - Award ceiling: \$10,000
- Duration of 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 project should be no less than 12 weeks after the application submission deadline (Jan 15 for our October deadline and May 15 for our February deadline)
- Project shortcode will be deactivated after the project period end date and no further expenses will be allowed; remaining funds after project period end will be returned to the original contributing sources

## Proposal Requirements

**Your proposal must be written in layman's terms, to be understood by faculty outside of your discipline.**

- Limit the use of formulas, technical terminology, jargon, and acronyms
- Font should be at least 11-point size on a standard 8.5" X 11" single-spaced page

## **Required Sections:**

### Lay Abstract (250 word limit)

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 (see budget guidelines below)

- Applicant must use the approved budget template provided in the application  
*See additional budget guidance below*

Award floor: \$6,000

Award ceiling: \$10,000

- 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**:

- Goals and objectives
- Background and motivation
- Approach - methods, procedures, location
- Project risks - discuss possible limitations and pitfalls to the project you are proposing and mitigation strategies
- Timeline for the project
- Expected outcomes and products
- Significance of the activity in the discipline/field, 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 - template with instruction provided in InfoReady

Results from Previous Support - template with instruction 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:**

Budgets must reflect the needs of the proposed project.

- **Allowable expenses** include but are not limited to:
  - Faculty summer salary
    - Including fringe benefits (automatically calculated in budget template)
    - Requires chair and dean approval if teaching during summer and cannot be concurrent with teaching commitment
  - Materials, supplies, and other expenses - itemize proposed expenses
  - Student assistant salaries (GSRAs are not supported)
  - Travel for fieldwork
    - Provide itemized estimate of expenses
    - Mileage reimbursement may not exceed the allowable rate for federally sponsored programs; mileage in lieu of airfare must follow UM policy

Up to 25% of the total budget can be spent on external services or be allocated for the participation of external to UM-Dearborn partners, collaborators, consultants, or contractors. Industry partners are expected to cover their own expenses related to collaboration with the PI.

- **Unallowable Costs**
  - Books for personal libraries
  - Tuition
  - Equipment (nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit)
  - General supplies (e.g., office, computers, etc.)
  - Costs normally covered by the academic unit or other institutional support

***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 experts in the related research areas on or outside of the campus using the following criteria:

- Meeting the intended purpose of the program and adherence to the guidelines and program requirements
- Faculty/student/participants' academic qualifications, experience, and dedication to excellence

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- Merit and quality of the proposed work and expected outcomes or products
- Impact on applicant's:
  - Research program goals and plans (e.g., grants, publications, sustainability, etc.)
  - Career and/or professional development
- Performance, results, impact, and likelihood of success of the proposed project based on current and previous funding
- Practicality of the requested funds
- Preference 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 includes:
  - 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)
  - 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

### **Publication Acknowledgment**

All publications 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 was (partially) supported by the UM-Dearborn Scholars Grant program of the University of Michigan-Dearborn Office of Research."*

If the grant is used to support the publication or dissemination of a book, the Office of Research asks the PI to provide one copy of the published book to us. You can contact the Office of Research at <Dbn-CampusGrants@umich.edu> to make pick-up/drop-off arrangements or mail the book to:

University of Michigan-Dearborn Office of Research  
1060 - Administration Building

4901 Evergreen Road  
Dearborn, MI 48128

### **Application Procedure and Deadlines**

- Submission deadline is 5:00pm on Oct 15 and Feb 17 (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 (by Jan 15 and May 15 respectively)

### **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.

#### **Questions**

Forward any questions related to the proposal preparation and submission and/or requests for additional information to [dbn-research@umich.edu](mailto:dbn-research@umich.edu). Use Subject: UM-Dearborn Scholars Campus Grant Question\_ your name.