FY27 UM-Dearborn Scholars Grant Guidelines

Purpose

UM-Dearborn Scholars grants are intended to support research, scholarship, and creative activities that are typically difficult to fund through external sources or for which external funding opportunities are limited or unavailable. These grants aim to foster novel and creative initiatives and projects that can meaningfully benefit the principal investigator's career, enhance the learning and cultural experiences of UM-Dearborn students, enrich the campus environment, and positively affect the broader community.

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: 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 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

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 (2 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, cultural enrichment, 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:

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 the 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
  - Hourly student assistant salaries (GSRAs are not supported)
  - Travel for fieldwork
    - Provide an 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 expenses**
  - GSRA support
  - 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)
  - Conference attendance, professional development trainings, professional organization memberships
  - Indirect Costs
  - 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
- Merit and quality of the proposed work and expected outcomes or products
- Impact on applicant's:
    - Career and/or professional development
    - Campus environment and the broader community
- Feasibility and quality of the proposed work, and the likelihood of project success in light of current and prior funding.
- Progress and results from previous Campus Grants or other seed 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

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

Acknowledgment of Support

All publications, presentations, exhibitions, and performances, etc. 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/performance/exhibition was supported by the UM-Dearborn Campus Grants program of the University of Michigan-Dearborn Office of Research*."

If your grant supports the publication or dissemination of a book or another product that can be shared, the Office of Research requests one copy. Please contact our office (Dbn-CampusGrants@umich.edu) to arrange pickup or drop-off, or mail the product to:

University of Michigan-Dearborn Office of Research
1023 - Administration Building
4901 Evergreen Road
Dearborn, MI 48128

Application Procedure and Deadlines

- Submission deadline is 5:00pm on Jan 11, 2027 (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.

Questions

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