

# FY22 Thematic Research Planning (TRP) Grants

## Guidelines

### Purpose

The University of Michigan-Dearborn Office of Research invites applications from UM-Dearborn faculty for 12- month planning grants to be used to develop collaborative cross-disciplinary research proposals that address the priority research areas below.

The program is open to a team of researchers working closely together to solve problems that transcend the traditional boundaries associated with research programs, departments and colleges. Single PI proposals will \*not\* be considered- at least two different UM-Dearborn academic units should be involved, in addition to external partners. **Applicants are required to identify in advance the external funding opportunity/ies of interest to them.**

The TRP grants will fund planning proposals of strong multidisciplinary teams working on urgent and challenging issues, and with well-defined plans for engaging local communities (including non-profits, municipal, city and community organizations, small businesses and industry). Funding will be awarded for proposal and research planning, proposal writing, conducting preliminary research activities, and pursuing external funding to sustain the proposed research. Priority research areas:

- ***Diversity, Equity, and Inclusion.*** This research area includes the study of policies, practices, attitudes and behaviors that contribute to discrimination or routinely produce cumulative adverse outcomes for historically underrepresented and underserved populations. It will support collaborative efforts aimed at enhancing the preparation, increasing the participation, and ensuring the contributions of individuals from historically underrepresented and underserved groups including but not limited to African Americans, Alaska Natives, Hispanics, Native Americans, persons with disabilities, persons from economically disadvantaged backgrounds, LGBTQ+ community, and women and girls as the representation of these groups of people in fields such as science and engineering and certain careers is often much lower than their representation in the U.S. population. The proposed activities should contribute to new and improved career pathways, policies, opportunities to learn, and practices for equity and inclusion. Examples of topics include inequality, diversity and inclusion in education, healthcare, criminal justice, law enforcement, voting process, government, housing, labor market, and religion.
- ***Sustainability.*** Proposals in this research area should address research questions intended to inform policies, programs, technology, or systems that support human well-being, social equity, and economic vitality. Research should focus on long time horizons and incorporate contributions from the natural and social sciences, engineering, as well as the humanities, seeking to balance society's need to provide ecological protection and maintain stable economic conditions. Examples of topics include, but are not limited to, recycling & reuse technologies, innovations in industrial ecology/ sustainable manufacturing, waste and/or stormwater management, water treatment, indoor and outdoor air pollution, soil remediation, and solid waste treatment, restoring ecological function to natural systems, mitigation of

greenhouse gas emissions, green building, climate change adaptation and/or mitigation, corporate social responsibility such as green purchasing, closed loop supply chain that aims to minimize carbon footprint throughout the entire product life cycle, etc.

- **Mobility & Infrastructure.** This research area will support projects that aim to improve mobility and infrastructure. Within mobility, proposals that provide a quantifiable improvement are expected. Within infrastructure, impact of the project is crucial. In both areas, proposals that address societal problems that could be solved through proper planning, design, engineering and execution are encouraged. Collaborations with non-profits or other local entities to support project activities are expected. Desired outcomes could include (but are not limited to) improved mobility/infrastructure for underserved communities, improved protection of public health and the environment, improve transportation equity in areas of long-term economic distress, removal of barriers to opportunity, e.g. increased access to destinations for jobs, healthcare, childcare, education, etc.

### **Eligibility**

- Tenured and tenure-track faculty with an appointment at UM-Dearborn can serve as PIs
- 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**

- Three Funding Cycles with submission deadlines of:
  - October 15, 2021
  - February 15, 2021
  - June 15, 2021
- Number of awards: 1-2 per funding cycle
  - Award floor: \$15,000
  - Award ceiling:\$30,000
- Duration of 12 months (ONE time no-cost extension of 6 months may be approved under extenuating circumstances and must be requested prior to the original project end date).
- Start date of the project should be no less than 12 weeks after the application submission 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, so as to be understood by faculty outside of your discipline**

- Limit the use of formulae, 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 brief summary of your research topics, research team, and research impacts on the UM- Dearborn campus, the State of Michigan, and society in general. This should be written in layman's terms. Use plain English, avoid the use of jargon and include an explanation of any technical language. *Your proposal must be understandable for someone who is not in your discipline.*

### Project Description (4 page limit)

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

- Targeted research funding opportunity/ies (include the sponsor, FOA title and a link to the solicitation)
- Project background, motivation, and goals
- Description of your plan for preparation and submitting an external proposal, which may include, but is not limited to pilot data collection, generating preliminary research results, and various activities for supporting proposal writing. Your plan should include a paragraph with information on the targeted sponsor(s), specific program(s), proposal submission date(s), prior contacts with sponsor and/or plan for promoting the work to funding source(s). (Since this is a planning grant, we understand your research concept may not be fully developed.) Make sure to include a timeline for the planned activities, including submission of external grant proposal/s.
- Likelihood of success of your planned proposal for external funding (e.g. this submission is based on review feedback for a prior submitted proposal, or the team has discussed the proposal ideas with program directors, etc.)
- Project Risks and Mitigation - Discuss possible limitations to the approaches you are proposing and mitigation strategies.

### Research Team Members (2 page limit)

- Names, organization/unit, role on project, and areas of expertise of research team members

### Bibliography/References (1 page limit)

### Results from Previous Support (1 page limit)

- Include source, amount and results from prior research support (internal and external) for the last 3 years. These are your projects that you have already completed.
- Describe results and products from these funds

### Current & Pending Support (1 page limit)

- Include source, amount, and effort on current and pending research support (internal, external, and any existing startup funds)
- Describe how the proposed project complements or enhances these funded research activities or supports a new line of inquiry as part of your research plan

- o Describe why startup funds cannot be used to support this project

### Budget & Budget Narrative (1 page limit)

- Applicants must use the budget template provided in the application.
- In your budget narrative, offer an explanation of 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 materials and supplies, explain how they are essential to the proposed project and why they are not currently available to you.

Abbreviated Curriculum Vitae (3 page limit per CV) Include CVs for key project team members. NSF and NIH formats accepted.

### Budgetary Information

- Budgets must reflect the needs of the external proposal planning and writing which may include but are not limited to:
  - o Faculty time
  - o Hourly-paid student research assistants (note: GSRA appointments are *\*not\** supported)
  - o Supplies/materials essential to the project and not already available
  - o Meeting expenses and local travel for collaborative team meetings

Up to 25% of the total budget can be spent on compensating the participation of external to UM-Dearborn partners- community members, consultants or collaborators from other campuses/ universities. Industry partners are expected to cover their own expenses related to collaboration with the team.

**Unallowable Expenses** include tuition, equipment (above \$5,000), general supplies and other costs normally covered by the academic unit or other institutional support (e.g. office supplies, computers, etc.), conference-related expenses (registration, travel, accommodations, etc.)

- Applicants must use the approved budget template provided in the InfoReady application.
- Budget Narrative (1 page limit)- an explanation of 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 field travel include a tentative itinerary, itemized estimate of expenses, and 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.
- Campus grants will *\*not\** support financial transactions that occur prior to award, 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.

***Prior approval from the Office of Research is required for any variation to the approved project or budget***

### **Evaluation Criteria**

Applications will be evaluated by external experts in the related research areas using the following criteria:

- Adherence to the guidelines and program requirements
- **Significance and merit** - relevance of the planned proposal to the listed priority research areas, merit and feasibility of the plan for preparation and submission of an external proposal, appropriateness of the processes and criteria for organizing the proposal writing and selecting/attracting/integrating additional partners (if any)
- **Collaborations** - potential for new and sustained collaborations across disciplines, departments and colleges on campus and with the broader community, appropriateness of the proposed work to the experience level of the PI and the team; appropriateness of the team members' qualifications and experience to their suggested roles; and strength of the research team
- **Potential for securing external funding** – a clear plan for submitting at least one competitive grant application to an external funder (federal agency, foundation, industry, etc.) for continuing or expanding the research work initiated under this campus grant.
- Team members' qualifications and dedication to excellence
- Practicality of the requested funds
- Progress and results from previous Campus Grants or other seed funding

**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 within 30 days of project end date, which must include:
  - Summary of the project activities, status of the proposal submission to an external funding organization
  - Financial report comparing the proposed and actual budget
- Future Campus Grants funding 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 support received from the UM-Dearborn Office of Research.

## **Application Procedure and Deadlines**

- Submission deadline is 5:00pm on Oct 15 (no exceptions)
- Click the link below to enter the Campus Grants InfoReady application system.
- All proposals will be reviewed for completeness and may be returned to the PI for missing information; only complete proposals will be accepted
- Department Chair and Dean's Office, approvals will be obtained electronically via InfoReady after complete application is administratively reviewed
- Final decision on awards will be announced within 8-12 weeks of the application submission deadline

**[CLICK HERE TO APPLY TO THIS PROGRAM](#)**

### **New to the Campus Grants Application System?**

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.