

FY24 Thematic Research Planning (TRP) Grants

Guidelines

Purpose

The University of Michigan-Dearborn Office of Research invites applications from faculty for 12-month planning grants to be used to develop collaborative cross-disciplinary research proposals. Any research area will be considered but a few priority research areas are listed below as examples.

The program is open to teams 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. **The aim of the program is to provide support for the development of competitive proposals to preliminary identified (by the team) external funding opportunities.**

The TRP grants will fund proposals of strong multidisciplinary teams addressing urgent and challenging issues with well-defined work plans for engaging local communities (including non-profits, municipal, city and community organizations, small businesses and industry), conducting preliminary research activities, and pursuing external funding to sustain the proposed research. The following priority research areas are of particular interest (but not required):

- ***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 such as African Americans, Alaska Natives, Hispanics, Native Americans, persons with disabilities, persons from economically disadvantaged backgrounds, LGBTQ community, and women and girls. 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, but are not limited to, 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, environment and human health/healthcare, 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.

- **Biomedical, Health and Healthcare.** This research area will support projects that aim to develop solutions to pending biomedical, public health and healthcare problems. Proposals should be submitted by interdisciplinary teams that develop novel methods or use known ones to collect, connect, analyze and interpret data from individuals, research models, devices and systems to enable discovery and optimize health. Projects may integrate engineering and life sciences to solve biomedical problems and can include objectives that advance both engineering and biomedical sciences. The project goals can be related to fundamental understanding of cell and tissue function in normal and pathological conditions, effective disease diagnosis, treatment, and/or prevention, or improved health care delivery and public health. All related research topics that align with and/or complement core programs of the NSF Directorates and the NIH Institutes and Centers, and the research efforts supported by other agencies such as the Agency for Healthcare Research and Quality (AHRQ), are invited.

A list of NIH Institutes, Centers, and Offices with details about each NIH IC's mission is available here: <https://www.nih.gov/institutes-nih/list-institutes-centers>

AHRQ Research Funding Priorities & Special Emphasis Notices available here:

<https://www.ahrq.gov/funding/priorities-contacts/special-emphasis-notices/index.html>

List of NSF- supported Research Areas here:

https://www.nsf.gov/about/research_areas.jsp#:~:text=NSF%20is%20divided%20into%20seven, and%20Education%20and%20Human%20Resources.

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

- Number of awards: 1 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 if requested BEFORE the 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, 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 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 approved budget template provided in the application. See additional *budget guidance below*
 - Award floor: \$15,000
 - Award ceiling:\$30,000
- 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)

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 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 meetings and field travel include a tentative itinerary, itemized estimate of expenses, and briefly describe why this meeting/ 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
- List the total amount of expenses associated with external collaborators /partners (money budgeted to be paid to external collaborators/partners) separately. Additionally, include an itemized list of expenses to be covered (e.g. salaries, travel, etc). Briefly describe the responsibilities of the collaborator/partner on the project. You should request the above information from your collaborator/partner.

Project Description (5 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 and motivation and goals.
- Project timeline for all planned activities, including the submission of external grant proposal/s.
- 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.)
- 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 Plan - Discuss possible limitations and pitfalls to the project you are proposing and mitigation strategies

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 associated with the external proposal planning and writing.

- **Allowable expenses** include but are not limited to:
 - Faculty time
 - Hourly-paid student research assistants (note: GSRA appointments are *not* supported)

- Supplies/materials essential to the project and not already available
- Domestic travel for collaborative meetings or field travel only. The maximum amount for travel is \$3,000 for the duration of the project. Appropriate documentation must be submitted for all travel reimbursement requests.
- Meeting expenses for collaborative team work

Up to 25% of the total budget can be spent on external services or for 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.), international travel.

- 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 (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.

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

Evaluation Criteria

Applications will be evaluated by experts in the related research areas on or outside of the campus 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. A suggested acknowledgement is below but feel free to modify it as appropriate:

"The author's work was (partially) supported by the University of Michigan-Dearborn's Office of Research "Thematic Research Planning" grant program.

Application Procedure and Deadlines

- Submission deadline is 5:00pm on Oct 16 and Feb 15 (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 will be returned to the PI for missing information and for Dean and Chair's approval (form and instructions will be available in InfoReady); PIs will be allowed one week to revise and/or complete the additional requests and resubmit
- 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?

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.