**Introduction**

The Office of Research is happy to announce a Bridge Funds grant opportunity. This opportunity is designed to support faculty who submit competitive proposals to external granting agencies or foundations based on their own research. Specifically, we will accept applications for bridge funds, which will be evaluated in order of the following priorities:

First Priority: Faculty who have received external funding in the past, are actively submitting proposals, and need bridge funding to collect additional data and/or continue their research to strengthen their submissions or revised submissions;

Second Priority: Faculty who have previously submitted proposals, received competitive reviews but were not funded, and need bridge funding to collect additional data and/or continue their research to strengthen new or revised submissions;

Third Priority: Faculty who have not previously submitted proposals and need funding to collect preliminary data to strengthen a planned submission.

Two to three grants of up to **$5,000** (placed in a Scholarly Research Account) will be awarded. The funds can be used for research supplies, paying for services such as indexing, course release (upon college approval) or summer salary. Applications are encouraged from full-time faculty in any discipline and across all schools.

**This is a rolling application and is open year-round. Please prepare your application in Word, compile all the required documents, and convert all the files into a single PDF. Applications should be submitted through our online submission site.**


 1. **Eligibility**
   - Open to full-time faculty members.
   - Applications are invited from faculty members in any discipline.
   - A faculty member may submit only *one* proposal to the Bridge Fund award.
   - Previous Bridge Fund Award winners are not eligible to apply.


 2. **Proposal Format**
    Each proposal must be a maximum of 6 pages (single spaced, 12 pt. font, one-inch margins). See template beginning on page 3.

**A. Signature Page (one page)**

**B. Title Page and Summary** (one page)
Project title, your name and school, and a 200-word summary of the research to be conducted.

**C. Project Description** (three pages)
• Describe the work that is being conducted including preliminary studies.
• Describe how the funding will facilitate the development of competitive grant proposals and increase the likelihood of receiving external grant funding;
• A summary of previous external grant awards and/or submissions in the past 2 years (for previous submissions, please provide information on the competitiveness of the proposal; e.g., percentile score, review categories, etc., if available);

**D. Budget** (one page)
Use the template provided below to briefly describe your budget and justify the expenses requested. You can request course release time (with approval), summer salary, materials/supplies or graduate assistant stipends etc.

**E. Additional Required Information** (not included in 5-page limit)
(i) Citations can be added on a separate page(s)

(ii) Current and Pending funding (if none, then state 'none')

(iii) Append a biosketch to the proposal.  A biosketch template is included below.

Alternatively, include your current NSF or NIH biosketch if you have one.

**3. Proposal Submission**
Proposals must be submitted via our **online submission site** as a **single PDF**  and contain the following:

1. Signature Page with the names of the PI, Department Chair, and Dean
2. Title page and summary
3. Project Description
4. Budget and budget justification
5. Additional Required information (citations, biosketch, current/pending funding).

**4. Review & Evaluation Criteria**
Projects will be evaluated and ranked according to the funding priorities described in the introduction.

## SIGNATURE PAGE

Please include your name, the names of the Department Chair, and the Dean, and leave the signature fields empty. The Office of Research will obtain the signatures via Adobe Sign following the submission of our application.

**A. Signature Page:**

Title of Proposal:

**Pace School/College:**

**Department:**

**Principal Investigator**

Name:

Signature:_____Date: _____

**Department Chair**

Name:

Signature:_____Date: _____

**Dean**

Name:

Signature:_____Date: _____

**B. Project Title Page and Summary** (one page):

- <u>PI Name:</u>

- <u>Pace School/College:</u>

- <u>Proposal Title:</u>

- <u>Proposal Summary (200 word maximum):</u>

**C. Project Description** (3 pages maximum)**:**

• Describe the work that is being conducted including preliminary studies.
• Describe how the funding will facilitate the development of competitive grant proposals and increase the likelihood of receiving external grant funding;
• A summary of previous external grant awards and/or submissions in the past 2 years (for previous submissions, please provide information on the competitiveness of the proposal; e.g., percentile score, review categories, etc., if available);

**D. Budget** (one page)
You can request summer salary, materials/supplies or TA stipends etc.  Please use this form and justify all expenses requested. The total request must not exceed $5,000.

| Item | Amount | Fringe Benefits* | Total |
|---|---|---|---|
| **Supplies** | | | |
| **Research Assistant** | | | |
| **Travel** | | | |
| **Other\*\*\*** | | | |
| | | | |

*   *Fringe on summer salary is 8.44%*
    *Fringe on part-time research assistants is 14.32%*

**\*\***  *Course release may be requested at adjunct rates. Please include any applicable fringe benefits.*

**\*\*\*** *Please describe in budget justification, if requested.*

**Budget Justification** (use the rest of this page only)

**E. Additional Required Information (not included in 5 page limit)**

(i) <u>Citations</u> can be added on a separate page(s)

(ii) <u>Current and Pending Funding</u>
If you have grant support please describe it briefly here.  If you recently applied for a grant then please describe that as well.  If you have neither, state 'none'.

(iii) Append a <u>Biosketch</u> to the proposal.  A biosketch template is on the next page.

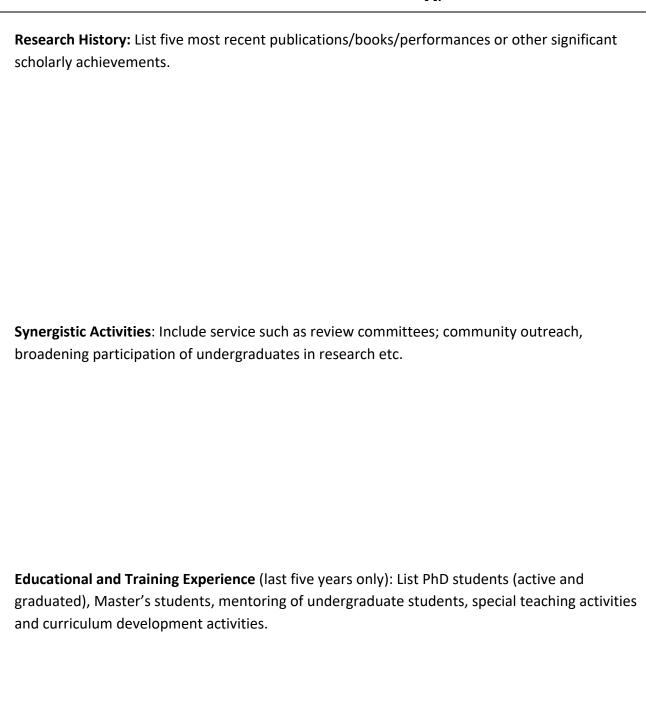Alternatively, include your current NSF or NIH biosketch if you have one.

## BIOSKETCH

Provide current 2-page biosketch in NSF format, or complete the following form (no more than 2 pages).

Name:                                      Rank:
Department:                                School:


Telephone:
Email:


**Education**: (bachelors and above, include dates)




**Academic and professional recognition**: (awards, invited talks at conferences, service on committees of societies, editorships of journals, etc.)

**Research History:** List five most recent publications/books/performances or other significant scholarly achievements.

**Synergistic Activities**: Include service such as review committees; community outreach, broadening participation of undergraduates in research etc.

**Educational and Training Experience** (last five years only): List PhD students (active and graduated), Master's students, mentoring of undergraduate students, special teaching activities and curriculum development activities.

# Checklist

- ☐ Signature page
- ☐ 1-page Title Page and Summary
- ☐ 3-page Project Description
- ☐ 1-page Budget and Budget Justification
- ☐ Additional pages including Citations, Current/Pending Funding and Biosketch

**Questions?**

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