University of Michigan Office of Research
Faculty Grants & Awards: **Research Maintenance for Sponsored Projects**
Proposal Guidelines

**SUBMISSION DEADLINES**
15th of June, August, October & December

**OVERVIEW**
The U-M Office of Research (UMOR) offers support for research, scholarship, and creative activities in all fields. The focus of the **Research Maintenance for Sponsored Projects** funding program is to help sustain the essential activities of a research project experiencing a temporary hiatus in external funding. These awards are made for a very short duration when resumption of external funding is reasonably assured. While emphasis is given to support of key project staff, limited funds are available for other essential costs.

UMOR funds are not intended to cover the total cost of the project, but rather to complement support provided by the applicant’s unit.

**ELIGIBILITY**
Instructional and Research Faculty, Librarians, Curators, and Archivists may apply. Research Investigators, Lecturers, and students are not currently eligible.

**EVALUATION CRITERIA**
A Faculty Grants & Awards Panel Member will review the proposal and provide recommendations.

Key considerations during review include:
- Likelihood of continued external support for the project
- Quality and importance of the proposed research
- Productivity and qualifications of the applicant
- Value for the applicant’s own research potential and progress
- Likely impact of this work on the field
- Benefit to, or potential to enhance, the scholarly distinction of U-M

All awards are subject to the availability of funds.
PROPOSAL REQUIREMENTS
The following sections are required (unless otherwise noted) and must be included in this order:

A. Application Form
   a. All signatures must be obtained, but may be electronic or ink.

B. Proposal Narrative (5 pages)
   a. Must contain:
      • Discussion of the circumstances that have led to the need for interim support
      • Description of any previous UMOR interim support (amounts, dates)
      • Description of the activities the applicant intends to undertake during the period for which support is requested
      • If applicable, indicate if Medical School applicant has also applied for BMRC Bridging Support for the same project (include the date of submission)

C. Budget (1 page)
   a. Awards are expected to range from $5,000 to $15,000, with the maximum UMOR contribution being $15,000.
   b. A 1:1 match from the unit, school/college, department, or other internal sources is required. Matching funds must be transferred to the chartfields provided upon award.
   c. Proposed projects generally range from 1 - 6 months.
   d. A detailed budget should be included.
   e. Funds are not intended to cover reduced external awards, cost overruns, disallowances on sponsored projects, or retroactive activities.
   f. Funding restrictions are detailed immediately below. These items may be funded by the unit, but will not be included in the required match.
      • Travel to present at conferences
      • Faculty salary
      • Tuition support
      • Computers, hardware, or software for routine use
      • Office equipment including telephone installations and photocopy machines
      • Equipment maintenance costs
      • Page or reprint costs of articles in professional journals

D. Budget Justification (2 pages)
   a. This is a narrative explaining the expenses proposed and the basis for the cost estimates.
   b. Each expense must be described in the budget justification.
   c. Descriptions of personnel should include their project role (what they will be doing as a part of this project team).
   d. Also explain why UMOR support is being sought (e.g. external support is unavailable, insufficient, delayed, interrupted, impractical)

E. Pending Support
   a. List of pending internal and external proposals submitted by the researcher including title of the project, sponsor, amount, duration, anticipated decision date, and PAF number.

F. Summary Reviews or Feedback from External Funding Agency (if available)

G. Project Director’s Abbreviated Curriculum Vitae (CV)/Biosketch (3 pages)

H. Appendix

Questions? Contact UMOR-FGA-Submissions@umich.edu.
a. Include other pertinent items such as proposed survey or interview questions, letters of support, etc., if applicable.

PROPOSAL SUBMISSION*
*For all except LSA Faculty who must apply through the Gateway to Internal Funding (eGIF)
Proposals must be submitted by 5:00 PM (EST). One complete PDF (containing all required elements as detailed above) should be emailed to UMOR-FGA-Submissions@umich.edu. Received proposals will get a notice of receipt in the form of a reply. Late applications will not be processed until the next application deadline for that program.

AWARD NOTIFICATION
Notification of funding decision is typically made within 12 weeks of the application deadline.

AWARD ADMINISTRATION
For awards of $5,000 or more, a new project/grant will be established in the recipient’s academic unit for a specified amount, duration, and purpose. The recipient is responsible for ensuring good stewardship of funds. All applicable University policies and procedures must be followed. Overruns and unallowable expenses are the responsibility of the recipient and the academic unit holding the project/grant.

Each award stipulates an end date, after which any remaining balance will be returned to the original contributing sources. As Research Maintenance for Sponsored Projects awards are for a specific period of time, this award will not be extended.