GRANT SUPPORT AWARDS

INFORMATION: During Fall 2022, funds will be allocated from the Provost's Office Facilities and Administrative (F&A) Costs Recovery funds to support grant writing to external agencies.

Start Up Funds of up to $2,500 are designed to enable faculty to conduct necessary preliminary investigation activities such as the following:

- Refining ideas
- Creating plans and designs
- Trying out methodologies
- Collecting preliminary data

- Procuring supplies or equipment
- Seeking fellowships
- Supporting travel
- Promoting collaboration.

Funds may be used for paying students and/or other assistants. The expected deliverable at the end of the semester is a *draft* proposal narrative that includes a list of potential external funding agencies. Please note that this grant is intended to support new initiatives and the submission of a grant applications, not for the support of ongoing programs. Applications submitted for the same project over multiple years will need to show why the funding for the current application would be considered a new initiative or phase of the project.

Please note that, unlike in previous application cycles, funds may NOT be used for faculty salary supplements to cover time and effort within or beyond the semester.

ELIGIBILITY: Category I and Category II faculty are eligible to apply. The funding period for fall awards runs from August 1 – December 31, 2022.

CRITERIA AND REVIEW PROCESS: Proposals must be approved by the faculty member's Chair and Dean. Subsequently, the Application Review Committee evaluates the proposals according to the following criteria:

- The grant project under development aligns with the University, relevant College/School, department missions, and strategic plans.
- The application is written for a non-specialist in the field.
- The application clearly demonstrates that the Grant Support Awards Program is the appropriate source of funds for the project at its current stage.
- Because this program is designed to support emerging scholarship, priority will be given to applications that address new grant proposals or new research initiatives.
- If the applicant has received this award in the past, they should include the post-award report as part of their current application.
- The application clearly describes the "start-up" activities that will take place, including a timeline, which will lead to a draft proposal narrative.
- The application includes a budget that specifies how the funds are to be used.
- All other components of the proposed budget are justified in the narrative.

Please note that any divergence from the application instructions will jeopardize the success of your request for support.

POST-AWARD REPORT:

All faculty will submit a brief 1-2 page report describing the completed activities by January 31, 2023. This report will be uploaded to the "Contracts, Grants and Sponsored Research" page in Digital Measures.

APPLICATION DEADLINE:

Applications are due to:

1. The applicant's Department Chair by **Wednesday, February 16, 2022**.
2. School/College Dean by **Wednesday, March 2, 2022**.
3. The University Mini-Grant Committee by **Wednesday, March 30, 2022.**
4. The Provost by **Wednesday, April 20, 2022**.

Applicants will be informed of the Provost's decision by Wednesday, May 4, 2022.

Metropolitan State University of Denver

START-UP FUNDS APPLICATION FOR FALL 2022

Proposal title: _____

Submitted by:

Name:	
Phone:	Email:
Department:	Status: (e.g. Associate, Full, Assistant, Lecturer):

Date: _____

Total requested for Start Up Funds Option $ _____

Application Instructions:

☐ Complete and attach this cover sheet.

☐ Provide a brief (1 page max) description of the project for which you plan to request external funds, including an explanation of <u>what needs will be met</u> and <u>what broader impact the project will have</u>.

☐ Respond briefly (1 page max) to the criteria enumerated in this Request for Proposals.

☐ Provide a budget showing how the funds will be spent

☐ Indicate (a) whether you have applied elsewhere for funds to support this project; (b) if that application was funded and by how much; and (c) whether you have received grant writing support from Academic Affairs in the past, and if so, what the outcomes were.

☐ Attach a current copy of your *Curriculum Vitae*.

Please do <u>NOT</u> include any additional attachments. Applications with additional documents may not be considered for funding.

Signatures

_____
Chair   Date

_____
Dean   Date