The Curtis Center’s Mission is to eliminate mental health and health care access disparities with the aim of helping underserved populations live longer, healthier, and more productive lives. Strong scientific proposals from U-M School of Social Work faculty of all ranks, including U-M SSW postdoctoral fellows, are accepted. We especially encourage junior faculty to apply. Please remember that the Curtis Center offers research consultations on projects at every stage in the research process.

The Curtis Center’s pilot funds are intended to foster interdisciplinary, externally funded research that:

- advances knowledge in the areas of mental health, substance abuse and health,
- serves to improve the lives of disadvantaged populations, and
- can be used to address health disparities.

Awards are given to strong scientific proposals that identify a need for preliminary data that will lead to the submission of larger, external grant proposals. Proposals are accepted on an ongoing, first-come first-served basis from July 1- June 30. During this time, we may fund up to two pilot projects. We encourage investigators to seek matches with UMOR, MICHR or MCubed. The upper limit amount awarded to all projects is $15,000. When the annual allocation for funds has been depleted, applications will not be accepted until the next funding year. Please visit our website where we will notify applicants regarding the availability of funding.

(http://ssw.umich.edu/research/curtis-center)

The principal investigator must be a U-M SSW faculty member. It is anticipated that proposals involving secondary analyses will require less funding. Investigators may use Curtis Center pilot funds for expenditures related to the implementation of the project. Research staff salaries, equipment related to the proposed research project and costs associated with the recruitment/compensation of study participants are examples of acceptable expenditures. Funds cannot be used to compensate any UM faculty member. Funds remaining unexpended or unencumbered on the project’s end date will be returned to the Curtis Center. Applicants will be informed of funding decisions within six weeks of proposal submission.

If you are applying for matching funds from the Curtis Center for your UMOR, MICHR or MCubed application, submit the other grantor’s application along with a Curtis Center cover page (described below) to the Research Office. The Curtis Center Director will evaluate
matching fund applications for relevance to the Curtis Center’s mission. Decisions will typically be made within one week. These proposals are reviewed for scientific merit by the other grantor and the Curtis Center matching funds are contingent on the other grantor’s award. Applications for Curtis Center matching funds are accepted throughout the year.

All researchers seeking grant support from the Curtis Center are strongly encouraged to utilize the Center's research consultations. The Curtis Center highly recommends that all investigators work with the Research Office during proposal preparation. All applicants are required to submit proposals through the Research Office.

An end date will be assigned to all projects. The end date proposed in the application will be used, when possible. Investigators must submit a final progress report detailing how funds were spent and listing all academic products [e.g. funded projects, technical reports, articles published, or presentations at academic conferences, etc.] the grant supported to the Research Office and Curtis Center Administrative Coordinator 4-6 weeks after the project’s assigned end date. Multi-year projects will require progress reporting annually in the month prior to the anniversary of the award. Applicants may request (1) no-cost extension from the Curtis Center. Investigators may not have more than one actively funded Curtis Center project at a time. The Curtis Center does not accept applications for second round of funding for a previously funded Curtis Center pilot project. We ask that investigators acknowledge funding from the: “Vivian A. and James L. Curtis School of Social Work Research and Training Center” in all supported and assisted reports, publications, or conference presentations.

The Curtis Center Review Committee members are: Drs. Paula Allen-Meares, Deborah Bybee, Jorge Delva, Andrew Grogan-Kaylor, Joseph Himle, Pilar Horner, Matthew Howard, Jordana Muroff, Sue Ann Savas, Kristine Siefert and Brad Zebrack.
Instructions: Please create a Word document for pilot application. Use 12-point font, one inch margins, and single spacing throughout. The cover page should be the first page of your proposal.

I. The Cover Page should include the following information:
1. Name of project director
2. Email address
3. Project Title
4. Date of submission
5. Proposed start date
6. Proposed end date
7. Amount of Funding Requested ($15,000 is upper limit)
8. Summary of proposed project (no more than 200 words)
9. Relevance to Curtis Center mission to eliminate mental health and health care access disparities with the aim of helping underserved populations live longer, healthier, and more productive lives. (2-3 sentences.)
10. Plan that answers with specific detail how you intend to develop this project beyond the initial pilot phase including when and to what larger, external grantor you plan to submit a future proposal. (2-3 sentences)

All researchers seeking grant support from the Curtis Center are encouraged to utilize the Center's research consultations. Please remember to work with the Research Office when preparing your proposal—especially the budget. All proposals should be submitted to the U-M SSW Research Office ssw.ro@umich.edu. The U-M SSW Research Office will forward the proposal to the Curtis Center Coordinator for review by Curtis Center Director, Joseph Himle, and the Curtis Center Pilot Proposal Review Committee.

II. The Pilot Proposal should be organized according to the following headings:
1. Purpose: (This section is limited to 5 pages.) Be specific and concise. You may find it helpful to organize this section in a modified R01 format (Specific Aims, Background, Preliminary Findings, and Methods).
   a. Please describe the intended use of the funds, providing necessary background and documentation.
   b. Address specifically how you intend to develop this project beyond the initial pilot phase including when and to what larger, external grantor you plan to submit a future proposal.
c. Address the project’s relevance to Curtis Center mission (The Curtis Center’s mission is to eliminate mental health and health care access disparities with the aim of helping underserved populations live longer, healthier, and more productive lives.)

2. Assurances:
   a. Do you have (or will you be seeking) necessary approvals for this project? IRB approval is required for human research funding.
   b. Do you have adequate space/facilities to conduct this project? If relevant, document that space and other key resources (computers, lab facilities, etc.) will be available.

3. Bibliography: (if appropriate, 3 page limit)

4. Additional information: (This section is limited to 1 page.) Is there anything else you would like the review committee to know that explains why this project should be funded?

5. Proposal Budget & Narrative:
   a. Please remember to work with the Research Office when preparing the budget. You may use the table below or develop your own. Please note that funds cannot be used to compensate any UM faculty member.

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel* (i.e., number &amp; salary of research staff and interviewers)</td>
<td></td>
</tr>
<tr>
<td>2. Supplies (i.e., questionnaires)</td>
<td></td>
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<tr>
<td>3. Equipment</td>
<td></td>
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<tr>
<td>4. Travel</td>
<td></td>
</tr>
<tr>
<td>5. Other</td>
<td></td>
</tr>
<tr>
<td>6. Total Costs (lines 1-5)</td>
<td></td>
</tr>
</tbody>
</table>

   b. Proposal Budget Narrative:
      i. Please provide an explanation/justification for each budget item.
      ii. Please explain why you are seeking Curtis Center funding and let us know if you have sought funding for this project from foundations or government agencies. Please also make clear if you will utilize funding from the Curtis Center to find matching funds from other sources.