



SSW PILOT FUNDING PROPOSAL GUIDELINES

SSW Pilot Funds are intended to advance social work research. It is particularly encouraged to develop preliminary evidence for seeking external funding. We encourage investigators to seek SSW Pilot funding to meet the mandatory cost sharing requirement for other funding sources such as [UMOR](#), and [MICHHR](#) or other internal or external sources of funding. If you are applying for matching funds for a UMOR, MICHHR or other internal or external application, the proposal will be reviewed for scientific merit by the other grantor and the SSW matching funds are contingent on the other grantor's award.

Proposals are accepted on an ongoing, first-come first-served basis from July - June. However, there might be calls for proposals to address specific topics at different times in the year. When the annual allocation for funds has been depleted, the [web interface](#) will be modified to make it apparent that applications will not be funded until the next fiscal year.

Eligibility: Tenured, tenure-track, research-track, clinical faculty, and post-doctoral fellows whose primary appointment resides in the School of Social Work are invited to apply. Traditional post-docs (non-transitional) are required to identify a faculty member who will be fiscally responsible for the project. Investigators may not have more than one pilot project at a time.

Applications for a second round of funding for a previously funded pilot project will not be funded.

Budget: The upper limit amount available for any project is \$15,000. Awarded funds may be used for allowable expenditure including:

- Research staff salaries
- Equipment
- Recruitment/compensation of study participants

Funds may not be used to compensate any UM faculty member or post-doc.

Evaluation Criteria: Awards are given to strong proposals that identify a need for preliminary data that will lead to one or several of the outputs listed below.

1. Develop research partnerships with service agencies, practitioners, clients, stakeholders, etc.
2. Infrastructure for future research, such as developing collaborations with recruitment sites
3. Pilot data for papers and/or larger grants
4. Develop surveys, qualitative interviews protocols, instruments
5. Develop protocols for recruitment and data collection
6. Train students and staff in research methods
7. Presentations at academic conferences

Clinical faculty are encouraged to propose research relevant to their practice experience and demonstrate capacity to complete the work. We encourage partnerships between clinical and other faculty.

Reviewers will look for rigorous good methodology, likelihood to publish the work, and likelihood to lead to social justice changes. Preference will be given to proposal with potential to generate a submission of larger, external grant proposals, and/or submission of a paper to a peer-reviewed journal and to applicants who have never received funding from this program. Investigators will receive scored feedback forms from at least two reviewers that include assessments of:

- significance & impact
- investigative team
- innovation
- methodological approach

Consultations: All researchers seeking SSW pilot grant funds are strongly encouraged to [schedule a consultation](#). A list of the current members of the pilot funding application review committee is available on our [website](#).

Funding Decisions for Cost Share or Cost Match Funding: Decisions will typically be made within one-two weeks for applications for mandatory cost share funding related to an application to another grantor. Please plan ahead to allow time for the SSW decision. Decisions will not normally be expedited to accommodate the proposal due date of the other grantor.

Funding Decisions for all Other Requests for Funding: Applicants will be informed of the funding decision within six weeks of proposal submission.

Progress Report: Investigators must submit a final progress report detailing all relevant outputs. Those outputs may be included in the list below, or they may be specific to your study. The progress report should be submitted via email to the Associate Dean for Research, copying [the Research Office](#) within 30 days of the project end date.

1. Number and types of research partnerships with service agencies, practitioners, clients, stakeholders, elected officials, etc.
2. Infrastructure for future research, such as recruitment sites
3. Pilot data (how much data was collected and from how many participants?)
4. IRB protocols that will serve as the basis for future IRB protocol for a larger study
5. Surveys, qualitative interviews protocols, instruments
6. Protocols for recruitment and data collection
7. Trained students and staff in research methods
8. Submitted grants
9. Funded grants
10. Technical reports
11. Articles published
12. Presentations at academic conferences

Acknowledgement: We ask that investigators acknowledge funding from the **School of Social Work** in all supported and assisted reports, publications, or conference presentations.

Time Extensions: Applicants may request one (1) no-cost extension for up to 12 months. Additional requests for extension are not likely to be approved.

Closeout: Funds that remain unexpended on the project's final end date (after extension, if requested) will be returned to the SSW. If the principal investigator leaves the SSW, unexpended funds will be returned to the SSW immediately.

PILOT FUNDING APPLICATION INSTRUCTIONS

Instructions for Cost Share or Cost Match Funding: Submit a “nearly final” draft of the proposal that you will submit to the other funding source along with a cover page (described below) via the [web interface](#). The cover page will be evaluated for relevance to the stated purpose of the pilot funds.

Instructions for all Other Requests for Funding: Please submit a Word document using Arial 11-point font, one inch margins, and single spacing throughout via the [web interface](#). The proposal should be organized as follows:

I. The Cover Page: (Limited to 1 page.)

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 the upper limit)
8. Summary of proposed project (no more than 200 words)
9. Address the project’s relevance to the stated purpose of SSW pilot funding. (2-3 sentences.)
10. Statement that describes in 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)

II. The Pilot Proposal Narrative: (Limited to 4 pages.)

Be specific and concise. Please organize this section in this order:

Significance & Impact: (One page)

Problem Statement, Specific Aims, Main Contribution to Knowledge Building

Approach: (Limited to 3 pages)

- Background, (including methodological and theoretical innovations)
- Investigative team
- Innovations
- Methods, (including design, procedures, sampling, and data analysis and interpretation)

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. Highlight other anticipated outputs generated from the pilot.

III. Other Materials: (Limited to 4 pages.)

1. **Assurances: (Combined with “Additional Information”, is limited to 1 page.)**
 - 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.
2. **Additional information: (Combined with “Assurances”, 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?
3. **Bibliography: (Limited to 3 pages and should only be included when appropriate.)**

IV. Proposal Budget & Justification: (Limited to 1 page.)

You may use the table below or develop your own. Please describe the intended use of the funds, providing necessary background and documentation.

1. Proposal Budget:

Budget Categories	Amount
1. Personnel* (i.e., staff salary and fringe benefits, interviewers)	
2. Supplies (i.e., questionnaires)	
3. Equipment	
4. Travel	
5. Other	
6. Total Costs (lines 1-5)	

2. Proposal Budget Narrative:
 - a. Explain why each line-item is essential to the project.
 - b. Include sufficient detail to justify the rationale.

* UM faculty member or post-doc compensation is not allowed.