SSW PILOT FUNDING
PROPOSAL GUIDELINES

SSW Pilot Funds are intended to advance social work research, instruction and other activities that require funding prior to seeking external funding.

Proposals are accepted on an ongoing, first-come first-served basis from July – June each year. We encourage investigators to seek SSW Pilot funding to meet the mandatory cost sharing requirement for other funding sources such as UMOR, and MICHOR or other internal or external sources of funding. 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 faculty whose primary appointment resides in the School of Social Work are invited to apply. Post-doctoral fellows in the School of Social Work are also eligible to apply.

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.

Investigators may not have more than one pilot project at a time without exception approval from the Associate Dean for Research. Applications for a second round of funding for a previously funded pilot project will not normally be funded.

**Budget:**
The upper limit amount available for any project is $15,000. Awarded funds may be used for project-related purposes. Examples of allowable expenditures include:
- Research staff salaries
- Equipment
- Recruitment-compensation of study participants
- Hosting

*Funds may not be used to compensate any UM faculty member.*
**Evaluation Criteria:**
Strong scientific proposals that identify a need for preliminary data that will lead to the submission of larger, external grant proposals will be prioritized above others.

**Evaluation Results:**

**Cost Share or Cost Match Funding:** The proposal will be reviewed for scientific merit by the other grantor. The SSW will not provide feedback forms, because we will not conduct the peer-review. SSW matching funds are contingent on the other grantor’s peer-review and subsequent award.

**All Other Requests for Funding:** Investigators will receive scored feedback forms from reviewers that include assessments of:
- Significance & Impact
- Investigative Team
- Innovation
- Approach

**Funding Decisions for Cost Share or Cost Match Funding:**
While not reviewed for scientific merit, applications for Cost Share or Cost Match Funding are still reviewed by the Associate Dean for Research. A determination will be made as to the relevance of the proposed work to the current goals of the SSW. Decisions will typically be made within one week. 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 academic products achieved as a result of the funding [e.g. funded projects, technical reports, articles published, or presentations at academic conferences, etc.] 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.

**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 end date will be returned to the SSW.
PILOT FUNDING
APPLICATION INSTRUCTIONS

Instructions for Cost Share or Cost Match Funding:
Submit a cover page (described below) via the web interface. The cover page will be evaluated for relevance of the proposed work to the current goals of the SSW, and a contingent funding decision will be made within one week. When the other funding source awards your proposal, the SSW will fund the Cost Share or Cost Match funding.

Instructions for all Other Requests for Funding:
Please submit a Word document using Arial 12-point font, one inch margins, and single spacing throughout via the web interface. The proposal should be organized as follows:

I. The Cover Page: (This section is 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:
1. Purpose: (This section is limited to 5 pages.) Be specific and concise. Please organize this section in this order:
   a. Specific Aims
   b. Background
   c. Preliminary Findings
   d. Methods

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.
2. Assurances: (This section, 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.

3. Additional information: (This section, 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?

4. Bibliography: (This section is limited to 3 pages and should only be included when appropriate.)

III. Proposal Budget & Justification: (This section is 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:

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel* (i.e., salary and fringe benefits of staff including interviewers)</td>
<td></td>
</tr>
<tr>
<td>2. Supplies (i.e., questionnaires)</td>
<td></td>
</tr>
<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><strong>6. Total Costs</strong> (lines 1-5)</td>
<td></td>
</tr>
</tbody>
</table>

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