Proposal Instructions

Please follow these instructions when completing the online application for the Office for Research & Discovery’s funding opportunity, Incubating New Interdisciplinary Research Programs: Start for Success. Contact Connie Gardner, UA Competition Space Program Coordinator, at garciac1@email.arizona.edu if you have any questions or require assistance.

**Purpose:** Start for Success awards are planning grants available to interdisciplinary groups of investigators to incubate new research programs that promise to lead to significant external funding.

**Applicant Information:** Include First Name, Last Name, Email Address, Position Title, Phone Number, Department Name, and Business Manager/Accountant Name and Email Address.

**Proposal Title:** The proposal title should be a brief description of the program and should not exceed 10 words.

**Requested Amount:** Amounts between $1,000 and $5,000 may be requested.

**Proposal Abstract:** This section is a summary of what you intend to do, how you intend to do it, and why it is important for securing extramural funding. The abstract length should not exceed 150 words. Write for a peer audience of those in your general, but not specific, field.

**Proposal Narrative:** The full proposal narrative should be no more than 2 pages, formatted with 1” margins and 11 point Arial font. The narrative must include the following:

- **Program Area:**
  Provide a description of the program area and proposed activities conducted with this funding.

- **Anticipated Participants:**
  Provide names, affiliations, and roles of the anticipated participants of this program.

- **Expected Outcomes:**
  Provide details of the expected outcome of the proposed activities.

- **Extramural Funding Target(s):**
  Identify at least one extramural funding opportunity/target and justify the feasibility of success for this target.

- **Timeline & Milestones:**
  Provide a timeline and milestones for a) the proposed activities supported with these funds, b) the submission process of your identified funding opportunities.

- **References:**
  Provide any references within the 2 page narrative.

**Brief Biosketch:** The biosketch should have a maximum length of 4 pages.
**Dean or Director(s) Letter:** The letter should briefly describe how this application supports the unit’s mission/goals and describes the commitment for matching support (monetary or non-monetary) from the college or department. Faculty with multiple appointments should provide a letter of support from the unit(s) providing the match.

**Budget:** Typically funding will be available approximately 1 month from time of application. Funds between $1,000 and $5,000 may be requested and must be expended within six months of the award.

Funds may be used to conduct a planning workshop with external speakers including experts in the field and funding agency staff, retain a consultant to strategize on program development and application, travel to pitch a program concept and get feedback from agency/sponsor program leadership, or otherwise engage in activities leading to development of an external proposal for program-level research activity. Thus, budget items may include consultant fees, honoraria, participant stipends, space rental fees, justified food for an event, supplies, travel, and marketing/printing expenses. Salary support and research supplies are not available in this program.

We strongly recommend that you seek the assistance of your unit business manager to develop the budget.

List the requested amounts in the fillable boxes provided in the PDF Budget Form. All boxes must be completed; if the subcategories provided do not apply to your program, please insert a "0". If there are budget items for which no category is listed, please enter the total amount in the box titled "Other" and provide a detailed description in the budget justification.

- **Travel:**
  Enter total amount of travel costs. The Start for Success Program will fund travel to pitch a program or concept to and get feedback from an agency or sponsor, to visit collaborators or to invite collaborators to UA, or to visit institutions with a model program. For information on funding for attendance at meetings and conferences, see the George H. Davis Travel Fellowship.

- **Honoraria:**
  Amount requested for fees for services or in recognition of professional services for which payment is not legally or traditionally required. This item must be itemized in the budget justification, providing the name of the individual receiving the honoraria, purpose, and fee amount.

- **Consultant Fees:**
  If consultants are required, enter total amount to be paid to consultants. This category must be itemized in the budget justification, giving name of consultant, purpose, fee amount, and number of consultations.

- **Participant Stipends:**
  Subsistence and travel allowances provided to participants of your proposed program. Include the number of participants in the budget justification and anticipated participants in the narrative.
• Operations:
  Space Rental: Amount requested for reserving/booking meeting space to host your program.

  Food/Beverage: Amount requested for food and beverage (coffee, tea, and other non-alcoholic beverages) service at your event.

  Duplication/Marketing: Cost of copies, flyers, etc.

• Postage:
  If mailings are required, enter total amount to be paid.

• Other:
  Amount budgeted for all other purposes not listed in the budget categories provided. The total amount must be itemized in the budget justification.

**Budget Justification:** To help reviewers understand your budget needs, please explain each part of the budget request and state why it is needed. You may wish to provide subcategories, especially if they represent a large part of your expenses. Provide information on departmental or other source match to the Start for Success Grant in the appropriate category on the budget form. The budget justification is limited to the space available on the budget form, so be concise.

**Applicant Certification:**

• Eligibility: Tenure Eligible or Research Faculty members are eligible to serve as the program’s planning director. Inclusion of other personnel, co-directors and participants is encouraged.

• Compliance: Not applicable as this program does not fund research.