

## **Applicant Resources** *2023-24 Scaling Grants Rubric*

**SCALING GRANTS** (up to \$400,000 for two years) enable multi-disciplinary teams to competitively scale their research efforts in targeted pursuit of large-scale external funding and must include faculty from at least three schools, as defined in the application materials.

Pitt Momentum Funds awards will support projects to grow research and scholarship. Curriculum development and student-centered projects are not the focus of Pitt Momentum Funds – the Office of the Provost’s Innovation in Education Awards supports new instructional approaches and techniques to advance student learning. Please evaluate this proposal through a research development lens.

Funds can be used to hire temporary workers, travel, capital purchases or other acquisition of materials, consulting or other technical support, software and other expenses needed to successfully implement the project. Momentum Funds awards cannot be used to support or supplement salaries for either Pitt faculty or external co-investigators; neither are the funds intended to be used to hire new staff. Scaling Grants project budgets are expected to include funding for travel to meet with program managers at funding agencies or foundations to further refine that funding strategy.

Scaling Grant awards are not intended to be used to extend existing, externally funded projects or for projects with preliminary results sufficient to obtain funding from external agencies (e.g., NIH, NSF).

### **SCHOLARLY EXCELLENCE AND POTENTIAL FOR IMPACT**

Scaling grants are intended to support ambitious scholarship at a scale – whether that is fundamental, convergent or translational research – in areas of national importance that are clearly linked to the strategic priorities of a follow-on funder.

Score 0 (low) – 2 (high)

- 0 = Project is neither central to the advancement of the scholarly domain nor central to the strategic goals of a potential funder.
- 1 = Project value for the domain is excellent and will contribute clearly to advancement of the scholarly domain but is not clearly aligned with the strategic goals of a potential funder
- 2 = Project is highly innovative and will contribute clearly to advancement of the scholarly domain and aligned with the strategic goals of a potential funder.

### **PERSONNEL:**

Project leadership is critical to a project’s success; select a rating reflective of the lead investigator’s ability to demonstrate a track record of success. Does the lead investigator and the team have the skills, capacity, and experience to deliver the proposed work?

Score 0 (low) – 2 (high)

- 0 = Lead investigator fails to present a cohesive team with capabilities to deliver proposed solution.
- 1 = Lead investigator has assembled a team of competent, qualified investigators; while there may be some remaining gaps in partner network, there is no reason to believe that the team will be unable to shore this up over the course of the scaling award.
- 2 = Project is led by an experienced investigator who has assembled a strong team that has a track record of prior results; the team is fully embedded with the necessary partners, who embrace the project; support within the university is authentic and robust.

**FEASIBILITY**

Scaling Grants support detailed project planning and early-stage work so that teams can competitively pursue large, complex extramural funding. How well does the proposed work support the early stages of a new project? Do the budget and plan align with a realistic understanding of the costs and tasks to implement the proposed work?

Score 0 (low) – 2 (high)

- 0 = Presents an impractical budget and plan; claims of projected impact appear unrealistic and/or unsupported.
- 1 = Presents a realistic budget and plan with sufficient attention to detail; projected impact is reasonable and likely.
- 2 = Budget and plan are rigorous and grounded in past success; projected impact is conclusive and trustworthy.

**SUSTAINABILITY**

Applicants for Scaling Grants must explain their follow-on funding strategy, including identifying one or more target agencies or foundations. Project budgets are expected to include funding for travel to meet with program managers at funding agencies or foundations to further refine that funding strategy.

Score 0 (low) – 4 (high)

- 0 = Fails to demonstrate a credible large-scale follow-on funding target; strategy for follow-on funding appears naïve or disorganized; research plan does not credibly prepare team for realizing its funding target.
- 2 = Proposes a competent strategy for large-scale follow-on funding; research plan will position the team for a credible pathway to follow-on funding.
- 4 = Demonstrates a compelling understanding of how the proposed project will provide strategic value to a future funder; will be able to develop a strong project plan that convinces the funder that technical or execution risks are well understood and budgeted for and the research pathway for the team to attain success is crystal clear.

**FUNDING RECOMMENDATION**

Recommendations for partial or full funding should not differ meaningfully in terms of the overall merit of the work proposed (i.e., total score greater than 7). If you are on the fence about funding this proposal (would rate as a “maybe,” select “Do not fund” here, and include an explanation in the reviewer comments section as to why this proposal would merit a second look if resources allow.

- 0 = Do not fund.
- 1 = Partially fund (include recommended amount with reviewer comments).
- 2 = Fully fund.

**REVIEWER COMMENTS**

Please provide feedback on the proposed project that can help differentiate this proposal from other proposals: strengths or weaknesses, significance of the project to the investigators’ career development, significance of the project for the university or for the broader area of study, or an unusually strong potential for impact. Is the proposed project “large” in the context of the proposers’ scholarly community? Please provide comments on the appropriateness of the proposed budget. Comments on the credibility of project plans (e.g., clarity and rigor of milestones) and follow-on funding strategy, including whether adequate resources are dedicated to these efforts, are particularly welcome. Recommendations to the investigators on how the project may be improved will be shared with the lead investigator.

**Overview of what comprises the Scaling Grants application:**

Application Field	Instruction to Applicant	Scaling
<a href="https://upitt.infoready4.com/">https://upitt.infoready4.com/</a>	<p><b>Download and review program documentation and template from the 'Files' area</b></p> <p><b>To start your application Click on the 'Apply' button</b></p>	
Apply button	Login with Pitt Passport	
Select Option : To which track are you applying	<p>At the time of your required LOI submission you must select the track to which you are proposing a Pitt Momentum Funds project:</p> <ul style="list-style-type: none"> <li>*Priming Grants (Creative Arts, Performing Arts &amp; Humanities)</li> <li>*Priming Grants (Engineering, Technology, Natural Sciences, and Mathematical Sciences)</li> <li>*Priming Grants (Health and Life Sciences)</li> <li>*Priming Grants (Social Sciences, which includes Business, Education, Informatics, Law, Policy, and Social Work)</li> <li>*Teaming Grants</li> <li>*Scaling Grants</li> </ul> <p>Review Coordinators may reassign your proposal to a smaller scale grant if they feel you will have a greater chance of success, e.g., moving a scaling proposal to the teaming track</p>	
APPLICANT DETAILS (input online)	APPLICANT DETAILS (input online)	Scaling
Applicant First Name		Y
Applicant Last Name		Y

Email Address	Enter your @pitt.edu email address; <b>program updates (application status and outcomes) will be directed to your institutional email account.</b>	Y
Primary Organization	Select the department in which you have your primary appointment. If your responsibility center is not listed in the dropdown menu or if you plan to have funding disbursed to a responsibility center other than your home department, please enter that information in the next field	Y
If your responsibility center is not listed in the above menu, or if you plan to have funds disbursed to a different responsibility center, enter that information here	<b>Please enter your responsibility center's official name (no acronyms) and include the 5-digit code (for reference see: <a href="https://www.osp.pitt.edu/find-your-office-contact">https://www.osp.pitt.edu/find-your-office-contact</a>)</b>	Y
Select your faculty position	Select one from the drop-down menu: Assistant Professor, Associate Professor, Professor, Appointment Stream	Y
Primary Appointment Title		Y
Applicant Degree(s)		Y
Year of Terminal Degree		Y
Website	Enter a link to your personal faculty or lab web site	Y
Department Financial Administrator who will establish and manage your Momentum Funds account (First name, Last name)	First name Last name	Y
Department Financial Administrator email address	(remove old instruction)	Y
Contact Person's Email Address	Enter an alternate email address if you would like to receive updates at an address in addition to your pitt.edu address	Y
Contact Person's Name	(excluded)	

Contact Person's Phone Number	(excluded)	
Phone Number	(excluded)	
<b>Co-Applicant : Co-Applicant Name (include prefix i.e. Dr., Mx., etc.)</b>		Please input the names and affiliations of your faculty co-investigators and any partners from community organizations. Include only individuals eligible to serve as (co-)PI on future submissions to externally sponsored funding programs. Do not include student research assistants, postdoctoral trainees, or administrative staff as co-investigators. PI Eligibility for each Pitt co-investigator must be attested to in the letter of support signed by the lead investigator's Associate Dean for Research. PI eligibility may be described briefly in the "Personnel & Team Building Description" section of the application. Co-investigators unclear of their eligibility to act as PI on proposal submissions to extramural sponsors must work with their department chair and provide confirmation to the lead investigator.
<b>Co-Applicant : Co-Investigator's University of Pittsburgh primary School and Department (official names, no acronyms) OR Community Organization name</b>		
<b>APPLICATION DETAILS (input online)</b>	<b>APPLICATION DETAILS (input online)</b>	<b>Scaling</b>
Budget Requested	Enter the sum total of your Momentum Funds Budget (whole number only, rounded up to nearest \$100): Priming may not exceed \$25,000, Teaming may not	Enter the sum total of your Momentum Funds Budget (whole number only, rounded up to nearest \$100)

	exceed \$60,000, and Scaling may not exceed \$400,000	
Proposal Title	LOI: Required information. Applicants will be able to edit this field after the LOI deadline for the final, full application submission	Enter the title of your propose Pitt Momentum Funds project
Proposal Abstract	LOI: Required information. Applicants will be able to edit this field after the LOI deadline for the final, full application submission	(200 word max) Input a 1-paragraph proposal abstract. Open with the core research question or point of scholarly inquiry motivating the proposed project. Write for a broad audience.
Comments to the Administrator(s)	LOI: Optional information. Enter any questions for OSVCR or OSP that you have about the administrative aspects of the Momentum Funds Program.	
Faculty Development Outcome	required all tracks	(100 word max) As lead investigator describe your readiness to lead a Pitt Momentum Funds project and comment on how this will enhance your career trajectory at the University of Pittsburgh.
Contribution to One's Scholarly Community or Broader Impact on Society	required all tracks	(300 word max) Describe the significance of the proposed project to your field. Describe, where appropriate, how success in this project and the follow on work it enables can contribute to the achievement of societally relevant outcomes.
Project Description	required all tracks	(1000 word max) Describe the proposed project, including overarching objectives and methodological approaches. Tables, figures, images and references are to be uploaded separately

Personnel & Team Building Description	required all tracks	(500 word max) Explain the expertise that each co-applicant contributes to the project and how your group will converge as a team
Project Work Plan	required all tracks	(500 word max) List major milestones, include dates.
Project Outputs	required all tracks	(500 word max) List and briefly describe expected project outputs -articles, chapters, experiments, student research experience, etc
Other Project Resources & Support	required all tracks	(500 word max) Describe the current or promised financial and in-kind commitments that will be contributed by team members' schools, departments, or other organizations to the proposed project. Dollar amounts must be included.
Follow-On Funding Strategy with Specific Targets	required all tracks	(500 word max) Identify the follow-on funding targets that will sustain this project beyond the Momentum Funds award period. Be as specific as possible, include web links for funding opportunities where you can. Note: in pitch sessions you will be expected to articulate how your team will execute and deliver in its follow-on funding strategy.
Pitt Internal Funding history	optional all tracks	(200 word max) Excluding startup packages, describe any internal Pitt funding team membes have received in the last 3 years
<b>APPLICATION DOCUMENTS (file uploads)</b>	<b>APPLICATION DOCUMENTS (file uploads)</b>	<b>Scaling</b>
Tables, Figures, Images and References	required all tracks	Upload a 2-page (max) PDF file. Page 1: Tables, Figures, Images Page 2: References

Budget	required all tracks	<p>Upload your (PDF) Pitt Momentum Funds budget</p> <p>Page 1 = Scaling Grant Year 1 Budget Page 2 = Scaling Grant Year 2 Budget</p> <p>A budget template is available for download on the Pitt Momentum Funds information page for you to use. You will need to convert documents into a single PDF file.</p>
Budget Justification	required all tracks	Please upload your 1-page (PDF) budget justification.
Letter of Commitment	required all tracks	<p>Please upload a single letter from your school's Associate Dean for Research, co-signed by the appropriate leadership for your co-investigators, describing the in-kind or other financial commitments being made to this project.</p> <p>Only one letter of support will be considered as part of a Pitt Momentum Funds project.</p>