

## **Applicant Resources** *2023-24 Microgrants Rubric*

**MICROGRANTS** (\$3K award, one year period) support high-quality smaller-scaled research, scholarly, creative and artistic endeavors for faculty in the arts and humanities. These are intended to enhance and expand internal funding opportunities for faculty. Microgrants are intended as a resource to support existing or work in progress or to test new concepts where a smaller grant with fast decision making could be transformative.

Purely curriculum development and student-centered projects are not the focus of Pitt Momentum Funds but note that the Office of the Provost supports seed grants designed to support instruction and student learning.

This rubric sums to a possible high score of 10 for the most meritorious of projects and a possible low score of zero for projects not aligned with the intent of the Microgrants.

**SCHOLARLY EXCELLENCE:** Microgrants support high-quality smaller-scaled research, scholarly, creative and artistic endeavors by individual or groups of faculty in the arts and humanities.

**PROPOSED PROJECT:** How well does the proposed work support the early stages of a new project? Or advance existing work in progress?

Score 0-4

0 = Value of proposed deliverables for the field value for the field is uncertain.

1 = Project value for the field is modest.

2 = Project value for the field is strong.

3 = Project value for the field is excellent and positions investigator(s) for national attention within their scholarly community.

4 = Project is highly innovative and positions investigator(s) for transformative insights for their scholarly community.

**INVESTIGATOR(S):** Select a rating reflective of the investigator(s) qualifications to carry out the proposed work. Does the project have significant value to the investigator's career?

Score from 0-3

0 = Investigator(s) may be challenged to achieve project goals or contribution to career trajectory is uncertain.

1 = Investigator(s) is competent, and the project provides only incremental career advancement.

2 = Investigator(s) is well qualified to carry out the proposed work, and the project positions investigator(s) for strong career growth.

3 = Investigator(s) is highly qualified to carry out the proposed work, and it is clear how this project lifts the research program of the investigator(s) to another level

**FEASIBILITY:** Project personnel should have the required skills, knowledge, capacity, and experience to arrive at the anticipated outcomes. Is the budget appropriate for the project and sufficient to achieve the desired goals?

Score 0-2

0 = The proposed deliverables are unlikely to be completed.

1 = The proposed deliverable are likely to be completed.

2 = The proposed work is highly likely to see successful completion within identified resources.

**FOLLOW-ON SCHOLARLY PROJECTS AND FUNDING:** The Microgrants are meant to catalyze new projects and collaborations in the Arts and Humanities or as a resource to support existing or work in progress.

We recognize that recognize that the next phase or follow-on need not be extramural funding, but might involve other scholarly projects (e.g. book contracts, expanded music ensemble, exhibits). In any case investigators must articulate plans to

connect completed projects to scholarly or creative outputs or explain how the award will be used as a springboard of a broader intellectual trajectory that will sustain the work beyond the funding period.

Score 0-1

0 = There is no plan to connect to the project to future opportunities (whether scholarly/creative outputs or funding).

1 = There is a concisely articulated plan to extend this project beyond the 1-year award window.

**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= Maybe fund (with explanation/brief comments)

2 = Fully fund.

**REVIEWER COMMENTS:** Please provide feedback on the proposed project that can help differentiate this proposal from other proposals: particular 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. Please provide comments on the appropriateness of the proposed budget. Recommendations to the investigators on how the project may be improved will be shared with the lead investigator.

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

APPLICANT DETAILS (input online)	APPLICANT DETAILS (input online)	MICROGRANT
<a href="https://upitt.infoready4.com/">https://upitt.infoready4.com/</a>	Download and review program documentation and template from the 'Files' area To start your application Click on the 'Apply' button	
Apply button	Login with Pitt Passport	
APPLICANT DETAILS (input online)	APPLICANT DETAILS (input online)	Priming
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, research space or lab web site	Y

Department Financial Administrator who will establish and manage your Microgrants Funds account (First name, Last name)	First name Last name	Y
Department Financial Administrator email address		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>		<p>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 &amp; 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.</p>

<p><b>Co-Applicant : Co- Investigator's University of Pittsburgh primary School and Department (official names, no acronyms) OR Community Organization name</b></p>		
<b>APPLICATION DETAILS (input online)</b>	<b>APPLICATION DETAILS (input online)</b>	<b>MICROGRANTS</b>
<p>Budget Requested</p>	<p>Enter the sum total of your Microgrants Budget (whole number only, rounded up to nearest \$100):</p> <p>may not exceed \$3,000</p>	<p>Enter the sum total of your Microgrants Budget (whole number only, rounded up to nearest \$100)</p>
<p>Proposal Title</p>	<p><b>required</b></p>	<p>Enter the title of your proposed Pitt Microgrants project</p>
<p>Proposal Abstract</p>	<p><b>required</b></p>	<p>(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.</p>
<p>Comments to the Administrator(s)</p>	<p>LOI: Optional information.</p> <p>Enter any questions for OSVCR or OSP that you have about the administrative aspects of the Microgrants Program.</p>	

Faculty Development Outcome	<b>required</b>	(100 word max) As lead investigator describe your readiness carry out this Microgrants 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	NA	
Project Description	<b>required</b>	(1500 words max/2-3 pages) -Describe the proposed project, including overarching objectives and methodological approaches. (Tables, figures, images and references are to be included in the same document). Describe the significance of the proposed project to your field. Describe the potential for a research project to benefit society or advance desired societal outcomes -List major project milestones or workplan -Describe expected project outputs - articles, chapters, books, exhibits, etc How will the success of stated outcomes be evaluated?
Personnel & Team Building Description	<b>optional</b>	(500 word max) If there is more than one investigator, describe the expertise that each co-applicant contributes to the project and how your group will converge as a team
Project Work Plan	NA	
Project Outputs	NA	

Other Project Resources & Support	<b>optional</b>	(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	<b>optional</b>	(500 word max) Identify the follow-on funding targets that will sustain this project beyond the Microgrant award period. Be as specific as possible, include web links for funding opportunities where you can.
Pitt Internal Funding history	<b>optional</b>	(200 word max) Excluding startup packages, describe any internal Pitt funding you have received in the last 3 years. -Are there any other sources of funding that can be applied to the proposed project?
<b>APPLICATION DOCUMENTS (file uploads)</b>	<b>APPLICATION DOCUMENTS (file uploads)</b>	<b>MICROGRANT</b>
Tables Figures, Images and References	<b>NA</b>	Upload a 1-page (max) PDF file. Tables, Figures, Images, References
Budget	required all tracks	Upload your (PDF) Pitt Momentum Funds budget  Page 1 = Year 1 Budget  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.

Budget Justification	required	<p>Please upload your 1-page (PDF) budget justification.</p> <p>-Mention of any other sources of funding that can be applied to the proposed project</p>
letter of Commitment	required	<p>Please upload a single letter from your Department Chair 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> <p>If you are a Department Chair, your letter must be provided by your Associate Dean.</p>