

Applicant Resources **2023-24 Priming Grants Rubric**

PRIMING GRANTS (up to \$25,000 for one year) support the early stages of new projects for individual or groups of faculty. 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, although faculty from the primarily undergraduate regional campuses may reasonably integrate their research program with their teaching responsibilities.

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 Pitt Momentum Funds.

SCHOLARLY EXCELLENCE: Priming Grants support significant and innovative scholarship by individual or groups of faculty at all ranks at the University of Pittsburgh. How well does the proposed work support the early stages of a new project?
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? ***In creating a portfolio of Priming Grants, the University Research Council will give priority to projects from junior faculty.***
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 deliverables 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: Pitt Momentum Funds seek to seed new projects and collaborations, or to support projects in disciplines with little chance of finding external funding; investigators must articulate plans to connect completed projects to scholarly outputs or explain how the award will be used as a springboard of a broader intellectual trajectory that will sustain the work beyond the seed funding period.
Score 0-1

- 0 = There is no plan to connect to the project to future opportunities (whether scholarly 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 = 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: 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:

Application Field	Instruction to Applicant	Priming
https://upitt.infoready4.com/	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	
Select Option : To which track are you applying	At the time of your required LOI submission you must select the track to which you are proposing a Pitt Momentum Funds project: *Priming Grants (Creative Arts, Performing Arts & Humanities) *Priming Grants (Engineering, Technology, Natural Sciences, and Mathematical Sciences) *Priming Grants (Health and Life Sciences) *Priming Grants (Social Sciences, which includes Business, Education, Informatics, Law, Policy, and Social Work) *Teaming Grants *Scaling Grants 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	
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; program updates (application status and outcomes) will be directed to your institutional email account.	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	Please enter your responsibility center's official name (no acronyms) and include the 5-digit code (for reference see: https://www.osp.pitt.edu/find-your-office-contact)	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		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)	

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) If there is more than one investigator, 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.
Pitt Internal Funding history	optional all tracks	(200 word max) Excluding startup packages, describe any internal Pitt funding team members have received in the last 3 years
APPLICATION DOCUMENTS (file uploads)	APPLICATION DOCUMENTS (file uploads)	Priming
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	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 all tracks	Please upload your 1-page (PDF) budget justification.

Letter of Commitment	required all tracks	<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>
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