

# CoE Bridge Funding Guidelines and Process

## Purpose

To sustain research projects that are experiencing gaps in extramural funding, the CoE Bridge Funding Program provides support to eligible Principal Investigators (PI) to span a temporary funding gap in critical research programs and assist with re-establishing external funding. A primary objective of this program is to keep experienced research teams together while funding is re-established.

## Eligibility Criteria

PIs are eligible for the CoE Bridge Funding Program under the following circumstances:

- Anticipate a gap in extramural funding (due to end of current grant or delay in ending grants) within six months of the Bridge Funding application deadline.
- Have regularly received extramural funding from peer-reviewed sources during the three years preceding the request.
- Have a record of productivity but have exhausted their startup funds before obtaining their first research funding either as a PI or co-investigator.
- Have made substantial efforts to re-establish funding, and in the opinion of the DEO and/or C/I director (in the case of faculty affiliates) are likely to be funded again.

## Requirements and Considerations

The following general requirements and considerations will be used for this program:

- Consideration will be given to need and the strength of the overall research program.
- Because a primary objective is to keep experienced research teams together, priority will be given when project staffing will be lost without a temporary infusion of funds.
- Awards will be made in consultation with academic DEOs and C/I Directors.
- Individual grants will be for a maximum of \$40,000 unless matching funds external to the College are provided.
- Awards will be granted for a maximum of one year or until the grantee re-establishes funding from other sources, whichever comes first.
- When extramural funding is re-established, all unspent funds must be returned to the CoE Bridge Funding Program to assist other investigators.

## How to Apply

To evaluate applications for CoE Bridge Funding, the Office of the Dean requests the following be addressed within a 2-3 page document and attached to the [Bridge Funding Request workflow form](#) located on the College of Engineering's Forms page:

- Description of the motivating need for the bridge funding (e.g., grants lost or awards delayed for some unforeseen circumstances).
- Description of PI's funding history for the last three years.

- Description of attempts to re-establish funding. Include agency comments on unfunded proposals, priority scores and pay lines, if available.
- Description of other measures taken or planned to enable the lab's continuance.
- Description of current financial needs, including a detailed budget of proposed expenditures.
  - Assistance can be requested for the following expense categories:
    - Supplies
    - Animal Care
    - Salaries/Benefits for research support personnel
    - Graduate student researchers
  - Bridge Funds cannot be used for:
    - Travel
    - To cover budget overdrafts
    - PI and co-PI salaries (including Summer salaries)
    - Administrative costs (e.g., internal or external surcharges)
- A two-page CV that includes grants, publications, and students graduated over the past five years.
- A letter of support from the applicant's DEO and C/I Director (if appropriate) that includes an assessment of the likelihood of future funding, a financial plan for continuation of the research in the event extramural funding is not obtained, and evidence that the department is contributing to the continuance of research operations in an appropriate manner (e.g., graduate student support), including cost-sharing commitments.

Applications will be considered four times per year. They must be received by **5:00 p.m. on the 1<sup>st</sup> of February, April, August and November**. If the first day falls on a weekend or holiday, applications will be accepted on the next business day.

Applications should be submitted **via [workflow](#)** by the appropriate deadline. The workflow form will be routed to the Unit DEO and/or Center/Institute Director, Unit Administrator, Center/Institute Administrator (if appropriate), CoE Business Officer, CoE Assistant Director, Finance & Budget, CoE Human Resources Director, and the CoE Associate Dean for Graduate Programs, Research and Faculty

### **Awards**

Awards are competitive and all applications may not be funded. Applicants will be notified of decisions within two weeks of request submission. Approval of the workflow form does not indicate approval of the funding request. Approval will come from the Assistant Director, Budget & Finance, CoE Business Officer, and/or CoE Associate Dean for Graduate Programs, Research and Faculty via email.

### **Remarks and Notes**

Any requests for exceptions to eligibility or other elements of this policy must be made in writing and *may* be granted by the Office of the Dean.

**[Bridge Funding Request Workflow Form](#)**