

College of Engineering (CoE) Request for Bridge Funding Process and Guidelines

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 awarding grants) within six months of the Bridge Funding application deadline.
- Have regularly received extramural funding during the three years preceding the request.
- 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.
- Support from unit leaders.
- Funding provided will align with the College of Engineering Indirect Cost Recover Budget Model allocation splits (50/25/25 or 50/50). **if the PI does not have any individual discretionary accounts (i.e. salary release, excess contract funds, named chair, research/lab account). If the PI has individual discretionary accounts that do not have an annual spend of 25%, they will be expected to contribute a minimum 10% towards the bridge funding request. The remaining request will then be split 50/25/25 or 50/50.**
- Awards will be granted for a maximum of one **semester** 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.

Applications should be submitted via [workflow](#). The workflow form will be routed to the Unit DEO and/or Center/Institute Director (if appropriate), Unit Administrator, Center/Institute Administrator (if appropriate), CoE Chief Financial Officer/Chief Operating Officer, CoE Assistant Director, Finance & Budget, CoE Human Resources Director (if staff are impacted), CoE Associate Dean for Research and Faculty, and the CoE Associate Dean for Graduate Education (if appropriate).

Budget Information

Assistance can be requested for the following expense categories:

- Salaries/Benefits for research support personnel
- Graduate student researchers
- Supplies
- Animal Care

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)

How to Apply

To apply, please submit a [Bridge Funding Request workflow form](#) located on the College of Engineering's Forms page and include the following information:

- Name of Lab
- Research center affiliation, if applicable.
- Amount Requested
- Description of the motivating need for the bridge funding (e.g., proposals not awarded or awards delayed for some unforeseen circumstances).
- Requested start and end dates
- Name of personnel and/or students that require support

PI's may be asked to provide additional information including, but not limited to:

- 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.
- An abbreviated CV including grants, publications, and students graduated over the past five years.
- A letter of support from the applicant's DEO and C/I Director (if applicable) 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.

Awards

Awards are competitive and all applications **may not** be funded. Approval of the workflow form does not indicate approval of the funding request. Approval will come from the Assistant Director, Budget & Finance, CoE Chief Financial Officer/Chief Operating 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.