**Vice President for Research and Innovation Discretionary Funds 2023-2024**

**Background:** Discretionary funds are intended to support research and scholarship by faculty and staff by allowing them to take advantage of unforeseen opportunities or overcome unexpected problems encountered during a project. These funds are also intended to provide support for projects with commercial potential that need funding to engage in activities that support the further development of a concept. The program is **not** intended to replace other sources of internal or external funding, but rather to provide flexible support with a rapid turn-around for unanticipated events. Hypothetical examples of circumstances where this funding might be granted include, but are not limited to:

* Invitation to present as an invited speaker to a major national/international conference;
* Equipment repairs beyond those that are grant-supported;
* Unanticipated time essential studies (e.g., following a natural disaster);
* Further proof of concept support in response to a patent examiner’s objection;
* Limited support of article processing charges in a research journal of exceptional quality (e.g., Science, Nature);
* Short term bridge funding between externally funded grants.

***Discretionary funds are generally not awarded to continue or expand projects that have received significant prior internal support. Applications will not be considered from faculty members who are delinquent on requirements for other internal awards (including FRCE). Endowed chairs and professors are ineligible.***

**Range of Grants:** Up to $7,500 in exceptional circumstances. Most awards will be $5,000 or less.

**Match:** Matching funds from the applicant’s academic college/department are strongly encouraged. Requests offering matching funds are likely to be more favorably considered than those without.

**Deadline:** Applications are accepted at any time. Decisions are made within approximately two weeks.

**Awards**: Awards must be spent within one year of the award date.

**Guidelines and How to Apply:** Complete the [web form](https://forms.office.com/Pages/ResponsePage.aspx?id=brxxyMZ8V0qk6yIwn8NJYxhtrpyaUbdJoF8SQk8l8V5UMDZWTUM0MzY2NUpGOFI5N0EwUUw0OVc5US4u&wdLOR=cC6430D89-DDC3-4381-ADBF-0E1F49724A42) and executive summary. It will then move forward for expedited review.

Limit the executive summary to 1 page (letter sized paper with 1” margins), 11 point Times New Roman font.

Briefly explain the following:

1. Reason for the request – what do you want to do?
2. Anticipated outcomes – what benefits will result from the investment?
3. Justification for request – why is the request urgent and why is there no alternative source of funding?

**Web form questions (VPRI Discretionary Funds Cover Page):**

* Principal Investigator’s name, department, and college
* If applicable, co-PI’s name(s), department(s), and college(s):
* Full project title
* Project start date and end dates
* Total requested amount
* Department match commitment amount
* College match commitment amount
* Are there any research compliance or safety concerns that need to be addressed?
  + If yes or unsure, please explain:
* Please explain any project needs or special considerations
* Attach the one-page executive summary as previously described
* Please provide an explanation of how funds will be spent, if awarded. Please include specific line item expenses, indicate which portions will be supported with VPRI funds and which by the department/college, and detail how those directly relate back to the funding request.
* Investigator certifications:

I have had a conversation with my Chair and Dean and have confirmed their support of the match amounts listed in this submission.

I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if an award is made.  
  
I certify and attest that the information submitted within the accompanying application is original, true, complete, and accurate. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project.  
  
I will work to ensure that this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest management plan.  
  
I certify that I have read, understand, and will comply with CMU’s Policy on Research Integrity.  
  
I will comply with all relevant state and federal regulations, University policies and contractual obligations during the conduct of this project.     
  
I understand that my time commitment to funded external and internal grants may limit my ability to earn supplemental income through CMU (e.g., overload, summer, or Global Campus teaching or other activities).