



COLLEGE OF ARTS & HUMANITIES

Grand Challenges Tip Sheet for ARHU Faculty and Business Managers

Information about the Grand Challenges Individual and Team Project Grant Opportunity can be found on the University's [website](#).

Quick links:

- [Grand Challenges Team and Individual Grant Page](#)
- [Grand Challenges FAQs](#)
- [Timeline](#) (Project Grants are at the bottom of the page)

Deadlines:

- An [Intent to Submit](#) form MUST be submitted to the Dean's office as soon as possible.
- The Grand Challenges Project grants are due **to the Dean's office no later than August 30, one month before the University's deadline of September 30.**
- Your submission to the Dean's office should be a final draft, ready for submission to the University.
 - Your grant package for the Dean's office must include your final narrative, your near-final budget (see below for cost share guidance), and a letter from your chair confirming their support.
 - Email your package to arhuresearch@umd.edu.
- There will be no exceptions to the August 30 internal deadline.

General Guidance on the Role of PIs:

- PIs spearhead their project, lead the development of their idea, and manage the logistical requirements for submission and timeline.
- Departmental business managers offer support with budget development and policy requirements.
- If PIs collaborate with other colleges or ARHU units, they should:
 - Determine the lead/submitting college as soon as possible.
 - Connect with, and begin, collaborations **early** with other colleges (and/or ARHU departments) and PIs.
 - Meet regularly (weekly is recommended) with all PIs and their business/financial officers.
- PIs from collaborating colleges are responsible for determining a cost share with their department and college and requesting letters of financial support from their Deans/Chairs.
- PIs still need to submit an [Intent to Submit](#) form for collaborative submissions even if ARHU is not the lead/submitting college.
- ARHU PIs are responsible for determining the total cost share request they are including in their proposal. The budget should include details about what the cost share will fund (e.g., personnel time), and the estimated dollar total.
- PIs should work closely with their department budget officers. Budget officers provide assistance with budget creation and highlight UMD policies which must be considered.
- **DO NOT reach out directly to the Dean about cost share. Your August 30 submission is your cost share request to the Dean.**

How the Dean's Office Can Help You Prepare Your Application

- All PIs should work with their business managers to create their budgets. Business Managers should direct budget related questions to the Dean's Office (Kelly and Meghann).
- We are offering traditional proposal development support (e.g., editing, revising) for this opportunity. Please advise your PIs to send their completed drafts to Meghann as soon as possible due to the volume of drafts we are anticipating for this opportunity. Meghann will be out of the office the week of August 22-26.
- The Dean's office can also advise on questions concerning eligibility and on other nuances of the grant program.

Cost Share & Budgeting:

- Please note that a budgeted cost share is required (1:1 match).
 - This means that if your project total is \$100,000, the university will fund \$50,000 from the grant. The other \$50,000 would come from cost share (made up of departmental and college-level commitments). Cost share commitments from the departments and from the college will likely include both "cash" and "in-kind" cost share to make up the 1:1 match.
- "Cash" cost share includes expenses that are not currently budgeted and would need to be funded with money not yet earmarked for other purposes. Examples could include, but are not limited to, newly hired GAs, post-docs, administrators, computers, or website creation services.
- "In-kind" cost share includes expenses that are already slated in the departmental or college budget. For example, if a PI will designate part of their percentage of allotted research time to the project, this percentage could be considered cost share. Other examples could include commitment of a GA which is already budgeted for, portions of financial or grant administration effort, rehearsal space that can be set aside for project purposes, and certain costs associated with equipment already purchased.
- The Dean's office is requesting that the department cost share comprise a meaningful (whatever that means to you and your unit) cost share from your unit, as well as the funding requested from the Dean's office.
- If you are requesting cash from the Dean's office, your unit cost share must also include cash, not simply in-kind support. At the same time, departmental constraints can make cash commitments to cost share difficult. Departments are encouraged to look for ways to support projects with in-kind funding to meet the 1:1 match, as will the Dean's office.
- If the department wishes to cover the full cost share, without financial support from the Dean's office, that is permitted. These submissions still need to come to the college by the August 30 deadline to receive a letter of support from the Dean, which is required for submission.
- The budget [template](#) that the University provided has two tabs; **the second tab is for Project grants**. If you downloaded the budget template before June 5, please download the latest version; there have been updates.
- Budgeting notes from the [University's Grand Challenges Grant Website](#) include:
 - When creating the budget, assume an award decision will be made by January 2023. Set the project start date on or after this date, and include projected expenditures broken down by year. Budgets should span the three-year time period.
 - Eligible expenses include well-justified requests for salary support (including for temporary positions, research associates, graduate students), laboratory equipment, software, and project specific development needs.
 - Fringe benefits must be included.
 - Student wages must be calculated according to departmental guidelines and include relevant fringe benefits.
 - No overhead should be included in the budget.

- Your budget should not exceed the maximum request outlined by university guidelines.
- Proposals must include information about the roles and duties of each team member (including students if appropriate) and how they will collaborate to advance the work proposed.
- Some contribution must be made by all participating colleges/schools; specific allocations are left to the discretion of each team.

Proposal Guidelines

- Formatting:
 - Length: Team Projects - 7 pages, Single Investigator Projects - 5 pages
 - 1" margins, 11pt font in a standard style, single spaced
- Address the following questions:
 - Challenge Idea/Area:
 - What are you trying to do for the research project challenge?
 - Why is the proposed work important to society?
 - Articulate clear objectives/goals using absolutely no jargon.
 - Describe how the results would not be otherwise attainable or difficult to achieve without funding.
 - State of Art:
 - Describe how it is done today, and what are the limits of current practice?
 - Innovation:
 - What is new in your approach and why do you think it will be successful?
 - What technology/policy/methodology/process/cultural innovation do you hope to achieve to reach your goal?
 - Metrics & Milestones:
 - How will you measure success throughout the course of the research project?
 - In twelve months after the project starts, how will progress be measured?
 - List an important milestone that will be achieved with a corresponding qualitative or quantitative metric.
 - Impact:
 - Describe the impact the new project will have in addressing a grand challenge at UMD, in the region, and more broadly.
 - Describe how this new project could ultimately improve the lives of millions of people.
 - Risks:
 - What are the risks to successful execution of the proposed project?
 - Resources:
 - How much will it cost over three years?
 - Partnerships:
 - Proposals should describe internal and external partnerships that will enable, scale, and expand the impact of the project
 - External Visibility and Funding:
 - As appropriate, proposals must identify how internal funding will be leveraged to secure external grants, contracts, awards, revenue sources, and/or new visibility for the University of Maryland

Tips for a Successful Project/Proposal Narrative

- Teams must have at least one principal investigator and a minimum of one co-principal investigator.

- There is no limitation on the number of team members for projects.
- Teams are encouraged by the University to have at least one faculty member at the rank of assistant professor (or assistant research scientist or equivalent).
- Teams must demonstrate how their individual and collective components will work in collaboration and harness the complementary expertise of all team members and partners.
- PTK, TTK, or Tenured folks are eligible to be PIs.
- Your proposal must...
 - Demonstrate a path to financial sustainability
 - Articulate a highly compelling need for the proposed project
 - Detail the proposed reach, impact, and potential of the proposed project to address a grand challenge ([see Grant Program Goals on the website](#))
 - Describe internal and external partnerships that will enable, scale, and expand the impact and visibility of the effort
 - Provide innovative and new opportunities for students' learning and classroom experiences

Letters

- For your internal submission to the Dean's office due August 30, you must include a letter of support from your department chair confirming financial cash/in-kind cost share support as indicated in your budget.
- Your full proposal to the University will also require a letter of support from the Dean. After your August 30 submission to the Dean's office, we will work with you to determine the final Dean's cost share. That information will be used to create a letter of support for your application to the University. You will be asked to draft a portion of your letter of support from the Dean.

Process after August 30 internal submission:

- When you submit your application package to arhuresearch@umd.edu you will receive a confirmation email.
- During the month of September, the Dean's office will reach out to PIs to refine and revise the cost share in the drafts received on August 30.
- After the cost share is finalized, the Dean will provide a letter of support. Please note, PIs will be asked to write a portion of this letter. More instructions will be provided after cost share figures are finalized.
- When the cost share is finalized and the PI has received all letters, they are welcome to submit using [InfoReady](#). Departmental and Dean's office staff *cannot* submit applications through InfoReady on a PI's behalf. This process requires UMD's multi-authentication login which cannot be shared. We recommend PIs log into InfoReady early in September to view the portal and identify any questions in advance.

Am I ready to submit my project to the Dean's office? Questions to ask before submitting:

- Do I know who the lead Unit and submitting college will be?
- Does my project narrative answer all of the questions listed above?
- Is my narrative in final form; if I needed to submit this to the University, could I?
- Have I finalized my collaborators from other colleges and departments and their cost shares?
- Do I have a letter from my chair indicating their support and financial commitment?
- Is my budget complete and does it align with my proposal narrative?
- Has my business manager reviewed my final budget version?
- Have I included a requested cost share from the Dean's office in my budget?

If you can answer yes to all of these questions, you're ready to submit your narrative, budget, and chair's letter to the Dean's office by August 30, 2022!