Request for Proposals
Emerging Opportunities Program: *Fast Track Grants*

The Graham Sustainability Institute is soliciting **Fast Track Grant** proposals to support work requiring limited funding or to provide seed money for larger initiatives. This funding is available to early-stage investigators from units with limited research funding support.

KEY DATES

Request for proposals (RFP) released	September 7, 2017
Proposals due	Rolling until funds for semester are committed. Fast Track Grant webpage will be updated once funds are committed http://graham.umich.edu/emopps/funding/fasttrack
Funding announcement	Rolling
Anticipated project start date	Rolling

This is a recurring funding opportunity, with RFPs released in September and January, as resources allow.

FUNDING

Up to $2,500 per grant over three to six months. Approximately 4-6 grants per semester (fall and winter) offered on a rolling basis.

ABOUT THE GRAHAM INSTITUTE

The Graham Institute catalyzes and facilitates sustainability-focused collaborations involving faculty, students, and external stakeholders. We work with organizations to understand specific needs and foster connections with relevant expertise throughout the university. We link science to real-world action by supporting the work of collaborative teams spanning multiple disciplines and sectors. We also believe diversity, equity, and inclusion are key to individual empowerment and the advancement of sustainability, see www.graham.umich.edu.

ABOUT THE INSTITUTE'S *EMERGING OPPORTUNITIES PROGRAM*

The Emerging Opportunities Program supports collaborative sustainability research and assessment activities that span multiple disciplines and sectors and connect science to real-world decisions and actions. A number of funding opportunities are available through the Emerging Opportunities Program, including Catalyst Grants, Transformation Grants, and Fast Track Grants. Learn more about the Emerging Opportunities Program at: http://graham.umich.edu/emopps.

ANTICIPATED ACTIVITIES

Fast Track Grants support work requiring limited funding or seed money for larger initiatives, and are available to early-stage investigators from units with limited research funding support. The proposed work can support a specific, time-limited activity or may support a stage of work in an ongoing initiative. Allowable expenses include research-related travel, subject payment, supplies, short-term research assistance, and small equipment. These grants do **not** support publication costs, faculty compensation, or standard equipment (including computers).

ELIGIBILITY

All proposed projects must be led by a U-M researcher or faculty member who is eligible to serve as a U-M Principal Investigator (PI); co-investigators (Co-I) and partners from U-M and other institutions or organizations may be included on the project team. The definition of a U-M PI can be found at: http://orsp.umich.edu/principal-investigator-pi.

This funding is available to early-stage investigators from units with limited research funding support. An individual can receive only one Fast Track Grant per academic year. Graham Institute staff may not be listed as members of a project team.

FAST TRACK GRANT WEBPAGE

All proposal materials and resources will be posted online at: http://graham.umich.edu/emopps/funding/fasttrack.

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

Proposal

Proposals submitted in response to this RFP must be submitted via the application link on the Fast Track Grant webpage (http://graham.umich.edu/emopps/funding/fasttrack). Please review the Fast Track Grants webpage to determine if proposals are still being received for the semester. Please adhere to the format guidelines below and **provide all required elements as a single PDF file**.

Format guidelines

- Font size: 12-point
- Spacing: Single
- Margins: 1-inch

Required elements

1) **Title page (1 page)**
   a) **Project title**
   b) **Principal investigator** (primary contact for project)
      i) Title/position
      ii) U-M Unit
      iii) Telephone number
      iv) Mailing address
      v) Email address
   c) **Additional co-investigators:** Name, institution, telephone, and email address
   d) **Additional team members** (anyone receiving project resources or contributing significant resources to the project): Name, institution, telephone, email address, and nature of contribution, if relevant.
   e) **Date:** Of submission
   f) **Non-technical summary**: Provide a 100-word summary suitable for a non-technical audience. Include the project's objectives, who will use the outputs, and anticipated outcomes.

2) **Project Narrative (2 pages maximum)**
   a) **Problem Statement**: Provide relevant context for this work, including the relationship of the proposed work to sustainability, and clearly articulate the sustainability challenge the project proposes to address.

b) **Project Approach:** Describe the proposed activities that will be implemented including a simple timeline for activities within a 3-6 month period.
c) **Outputs, Outcomes, and Impacts:** List and clearly describe the project outputs and anticipated outcomes, and describe the long-term impacts to which the work would contribute.
d) **Statement of Need:** Describe why this funding opportunity a good match for the PI and proposed work. Please note that applicants must demonstrate they are early-stage investigators and from units with limited research funding support.

3) **Appendices**
   a) **References**
   b) **Proposal approval form:** Complete the proposal approval form found on the Fast Track Grant webpage. Please allow time to route this form for signatures according to the policies and procedures in your campus unit.
   c) **Budget and budget justification:** Provide a list of the anticipated expenditures and a narrative that explains how the expenditures will support the proposed activities and the basis for cost estimates. These grants do **not** support publication costs, faculty compensation, or standard equipment (including computers). No indirect costs allowed. Matching funds not required.
   d) **Resumes:** Include two-page resumes for each team member named on the proposal.
   e) **Other supporting documents**: You may include up to three pages of supporting documents as appendices.

REVIEW PROCESS

All proposals will be reviewed internally by Graham staff for alignment with the anticipated activities, investigator eligibility, and proposal narrative elements described above. A funding decision letter will be sent to the PI following the review.

REQUIREMENTS FOR FAST TRACK GRANT RECIPIENTS

Fast Track Grant recipients will be required to:
- Participate in one project check-in with Graham staff.
- Submit a brief final written report that describes the overall results and progress relating to the objectives presented in the original proposal.
- Share additional project outputs (e.g., articles, guides, graphics, factsheets) with the Graham Institute.
- Participate in an annual Graham-sponsored meeting with U-M sustainability researchers to share findings.
- Respond to Graham Institute surveys about the impact of Emerging Opportunities funding and staff support, and project details.
- Mention Graham Institute support in any publications, presentations of project results, and formal project communications (press releases, social media, etc.) - provide information to Graham Institute staff related to these efforts.

In addition, funded teams are strongly encouraged to submit content to the Michigan Journal of Sustainability (MJS). MJS has a variety of content submission types including articles and manuscripts, lab and field notes, photo/video essays, and teaching & learning summaries

QUESTIONS ABOUT THIS RFP

Please direct all questions related to this RFP to Maggie Allan, Emerging Opportunities Program Officer (maallan@umich.edu, 734-763-0749). Program staff will maintain and regularly update a Frequently Asked Questions document available on the Fast Track Grant webpage.