



UNIVERSITY OF  
CENTRAL  
MISSOURI

SPONSORED PROGRAMS  
& RESEARCH INTEGRITY

# Bridge Internal Grants Program



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# OSPRI Bridge Internal Grants Program

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# OSPRI Bridge Internal Grants Program

## Overview

The Office of Sponsored Programs & Research Integrity's (OSPRI) Bridge Internal Grants (BIG) Program provides funding to support faculty, staff, and students in the pursuit of research, scholarship, creative activities, and community outreach projects. Projects supported by the BIG should strive to adhere to one or more of the following:

- align with [UCM's strategic goals and objectives](#),
- expand student-involved and faculty-lead sponsored projects,
- enable new, non-tenured faculty to gain practical experience with the grant proposal and project management processes,
- encourage senior, tenured faculty to explore initiatives that may lead to externally funded projects,
- introduce faculty, staff, and students to community-related opportunities to enhance the broader impact of research and scholarly-driven public outreach
- advance cooperative efforts between UCM and other institutions, businesses, and industries.

## Bridge Internal Grants Program Opportunities

There are four (4) funding opportunities within the BIG Program.

### **1. Proposal Enhancement Grant (PEG):**

- *Award Ceiling:* \$6,000
- *Project Duration:* 6-24 months
- *Eligibility:* UCM faculty, staff, or bargaining unit member
- *Purpose:* Provides support for pilot studies, feasibility studies, and the collection of baseline data in support of externally funded grant applications with an emphasis on student engagement.
- *Annual Awards:* 3-5
- *Application Limit:* 1 per cycle
- *Award Limit:* 1 award per PI/PD every 5 years
- *Application Deadline:* October 15th
- *Earliest Start Date:* January 1<sup>st</sup>

### **2. New Faculty Exploratory Grant (NFE):**

- *Award Ceiling:* \$6,000
- *Project Duration:* 6-24 months
- *Eligibility:* Full-time, non-tenured faculty, within 3 years of their initial employment and without prior experience as a PI/PD or Co-PI/PD on a funded grant.

- *Purpose:* Provides support for pilot studies, feasibility studies, and the collection of baseline data in support of an externally funded grant application.
- *Annual Awards:* 3-5
- *Application Limit:* 1 per cycle
- *Award Limit:* 1 award per PI/PD
- *Application Deadline:* October 15th
- *Earliest Start Date:* January 1<sup>st</sup>

### **3. Community Outreach Proposal (CoOP):**

- *Award Ceiling:* \$6,000
- *Project Duration:* 12-24 months
- *Eligibility:* UCM faculty, staff, or bargaining unit member in collaboration with a community organizational partner.
- *Purpose:* Developing and/or creating ideas to establish and strengthen a meaningful and lasting relationship with community partners.
- *Annual Awards:* 3-5
- *Application Limit:* 1 per cycle
- *Award Limit:* 1 award per PI/PD
- *Application Deadline:* April 15th
- *Earliest Start Date:* July 1st

### **4. Student Opportunities for Academic Research (SOAR):**

- *Award Ceiling:* \$5,000
- *Project Duration:* 12-24 months
- *Eligibility:* UCM Student in collaboration with a UCM faculty, staff, or bargaining unit member.
- *Purpose:* The SOAR grant provides funding to graduate and undergraduate students to encourage research endeavors under the supervision of a full-time faculty member. Funding may be used for necessary equipment, supplies, or travel needed to gather data (but not for presentation purposes).
- *Annual Awards:* 3-5
- *Application Limit:* 1 per cycle
- *Award Limit:* 1 award per PI/PD
- *Application Deadline:* April 15th
- *Earliest Start Date:* July 1<sup>st</sup>

## **Eligibility**

Faculty, staff, and students are all eligible to apply for BIG on condition that applicants are in good standing on all previous and current BIG and external grants. Please pay close attention to the Special Conditions for each award.

The scope of work can only be applied to one of the four funding opportunities within a twelve-month period. You may not double up on the Bridge Grants. If you have difficulties deciding on a funding opportunity, please email [ospbridge@ucmo.edu](mailto:ospbridge@ucmo.edu).

## **Review Procedures**

A review committee, which is made up of faculty and staff, will be charged with reviewing and approving or denying BIG proposals. Participants will be drawn from members of OSPRI, the University Research Council, the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), and the James C. Kirkpatrick Library. Each grant has a scoring rubric on the OSPRI Forms and Resources [page](#). This rubric is used to review the applications and will be used to award the grants.

## **Human Subjects (IRB) Review**

The Institutional Review Board (IRB) reviews all research involving human subjects, in compliance with federal law (45 CFR 46). Therefore, all BIG proposals submitted for review must include clearance/approval by the IRB. Researchers need to complete the [Determination of Research \(DOR\) Form](#) or have an approved protocol from the IRB and attach the document to their proposal. For additional information, please review the Human Subjects (IRB) section of the OSPRI Forms & Resources [page](#).

## **Animal Subjects (IACUC) Review**

The Institutional Animal Care and Use Committee (IACUC) reviews all proposals, in compliance with the Animal Welfare Act (7U.S.C. 2131 et seq.), which includes the use of animal subjects in the field and/or lab. Researchers using animals must complete the [Determination of Research \(DOR\) Form](#) or have an approved protocol from the IACUC and attach the document to their proposal. For additional information, please review the Animal Subjects (IACUC) section of the OSPRI Forms & Resources [page](#).

## **Biosafety (IBC) Review**

The Institutional Biosafety Committee reviews all proposals in compliance with regulations and guidance from the National Institutes of Health Office of Science Policy. Any research or programmatic activity that could involve researchers and/or participants encountering

biohazards requires review and approval by the IBC. For additional information, please review the Institutional Biosafety Committee (IBC) section of the OSPRI Forms & Resources [page](#).

## **Creating Profiles**

### **Required Profiles:**

All principal investigators/project directors who submit a BIG proposal MUST create a persistent digital identifier (ORCID ID). This ID helps connect professional information across grant-funding systems and programs, saving time and effort for all stakeholders and reducing the risk of errors. The unique ORCID ID must be included on all grant applications.

- ORCID: <https://orcid.org/>
- SciENcv: <https://www.ncbi.nlm.nih.gov/sciencv/>

In addition, faculty and staff must have a profile for the SPIN Plus funding opportunity search system. SPIN Plus allows faculty and staff to customize search words specific to programmatic and research interests. Faculty/Staff can select to receive matching funding opportunities by email daily or weekly.

- SPIN Plus Registration: <https://www.ucmo.edu/offices/sponsored-programs-and-research-integrity/forms-and-resources/index.php>

## **Application Process**

The initial application format is the same for the PEG, NFE, and CoOP proposals. Please follow the steps below. For instructions on completing the SOAR grant, please go [here](#).

1. Complete the BIG Proposal Form found on the OSPRI Forms and Resources [page](#). Attach the following as **one (1) .pdf file, six (6) pages maximum**, that conforms to the following format:
  - Font – Arial, Courier, or Times New Roman, size at least 12 pt
  - Lines – single-spaced
  - Margins – 1” throughout
  - Applicant’s last name, grant acronym, and short project title must appear as a header in the upper right-hand corner of each page
  - Page numbers should be included in the bottom right-hand corner of each page
  - RESUBMISSIONS: Resubmitted applications must include an additional response (no more than 1 page) to reviewers at the beginning of the revised application. The revised text should be indicated by using a **blue font** and addressing revisions made to the proposal.

a. **Abstract.** A concise summary of the research. Please include the purpose, justification, potential impact, the overall objective, and the methodology to be used. (25 lines)

b. **Logic Model.** Complete a “road map” to convey the vision of the project. Please include objectives, goals, activities, outputs, outcomes, and impacts the research will address. The logic model(found on the OSPRI Forms and Resources [page](#)) provides an avenue to outline the research process and answer who, what, when, where, and how the project will progress.

**Project Narrative.** This section should describe the merits and anticipated overall outcomes of the funding. It should also include a timeline of your proposed activities. Be sure to write the narrative in a language that non-experts in your field can easily understand. (2 pages)

- ❖ Need/purpose for the project
- ❖ A detailed description including the implementation and roles of each team member
- ❖ A timeline including specific points at which the project will be considered complete (see logic model template on the OSPRI Forms and Resources [page](#))
- ❖ Target audience, selection process for participants, and number of anticipated participants
- ❖ List at least two (2) measurable outcomes for this project
- ❖ Identify at least one (1) point of intersection with UCM’s Strategic Goals and Objectives
- ❖ Indicate if/how the project will actively involve students

d. **Budget.** Please use the BIG budget template(found on the OSPRI Forms and Resources [page](#)). Incomplete budgets or those that exceed the limits may result in the proposal being declined without review.

e. **Budget Justification.** Provide a clear and concise justification for all budget line items. (1/2 page)

f. **References & Citations**

g. **Copy of instrument used (survey, questionnaire, etc.)**

# **Bridge Grant Opportunities**

## **New Faculty Exploratory Grant (NFE)**

### **Purpose**

The NFE grant is for full-time, non-tenured faculty with limited experience submitting research proposals to external funders. The function of this BIG is to provide new faculty with:

- an opportunity to develop sound, confident proposal writing skills
- an incentive to explore an area of interest or develop new lines of research, scholarship, or creative activities
- an understanding of the importance of developing research to meet broader impacts
- a clear path to navigate student engagement

### **Progress Reporting**

Periodic progress reports are required for all BIG-sponsored projects. Initial reports are due 90 days after the start date of the project. Follow-up reports are due every six months until the project is completed. These reports are meant to be a tool to maintain open lines of communication between the PI/PD and OSPRI on the progress. It is also an opportunity for the PI/PD to maintain close oversight over the budget for the project. Progress should be brief, concise, and informative. Reports should be emailed to [ospbridge@ucmo.edu](mailto:ospbridge@ucmo.edu).

### **Final Report**

A final report (3 pages maximum) is required. If you do not submit the final report, it will prevent all team members from future BIG funding. The final report is due 90 days after the expected completion date. Final reports should be emailed to [ospbridge@ucmo.edu](mailto:ospbridge@ucmo.edu).

The final report will be stored in the repository located at the J.C. Kirkpatrick Library, where it will be available for review and reference by others within the research community.

### **Special Conditions**

An NFE grant may be followed by a PEG or CoOP with a related focus. Consecutive NFE, PEG, or CoOP projects must be independent of each other and directed toward developing a separate idea. Faculty or staff may not receive more than two (2) NFE or PEG allotments of any combination during a period of six (6) years. The six-year period begins with the notification date of the first award received.



## **Proposal Enhancement Grant (PEG)**

### **Purpose**

The PEG provides funding that enables faculty or staff to engage in research, scholarship, and creative activities to improve future competitiveness for external grants, contracts, or research agreements. The active involvement of students in the project is encouraged. Examples of projects that could be funded through this BIG program include, but are not limited to, requests to:

- address the reviewer's concerns from a previously submitted proposal
- perform data collection to improve the foundational necessity of a proposal
- supplement the budget of an externally funded project to improve competitiveness for project renewal

### **Special Conditions**

A PEG may be granted after the PI receives and finishes an NFE grant. Although the PEG must relate to the previous research. Consecutive PEG projects must be independent of each other and directed toward a separate idea. Faculty or staff may not receive more than two (2) NFE or PEG allotments of any combination during a period of six (6) years. The six-year period begins with the notification date of the first award received.

### **Progress Reporting**

Periodic progress reports are required for all Bridge Grant Projects. Initial reports are due 90 days after the start date of the project. Follow-up reports are due every six months until the project is completed. These reports are meant to be a tool to maintain open lines of communication between the PI/PD and OSPRI on the progress of the research. It is also an opportunity for the PI/PD to maintain close oversight over the budget for the project. Progress should be brief, concise, and informative. Reports should be emailed to [ospbridge@ucmo.edu](mailto:ospbridge@ucmo.edu).

### **Final Report**

A final report (3 pages maximum) is required. If you do not submit the final report, it will prevent all team members from future BIG funding. The final report is due 90 days after the expected completion date. Final reports should be emailed to [ospbridge@ucmo.edu](mailto:ospbridge@ucmo.edu).

The final report will be stored in the repository located in the J.C. Kirkpatrick Library, where it will be available for review and reference by others within the research community.

Research results must be submitted to an appropriate publishing source, as well as a grant proposal to be submitted for external funding. Additional BIG applications will not be considered until this criterion has been met.

## **Community Outreach Proposal (CoOP)**

### **Purpose**

The CoOP provides funding to promote additional and diversified contacts with one or more of the following: businesses, industries, community groups/agencies/partners. Proposals must address:

- a clearly defined research and scholarship component based on an arranged cooperative agreement.
- a student engagement component to encourage community involvement and outreach
- support from the agency, industry, or business in the form of cash and/or in-kind services (e.g., summer internships, hands-on experience, problem-based learning in a working environment, etc.).

### **Special Conditions**

While no specific amount is required from the external sponsor, support equal to or exceeding UCM's contribution is expected. An NFE grant can follow a CoOP grant. Consecutive CoOP projects must be independent of each other and directed toward a separate idea. Faculty or staff may receive no more than two (2) NFE or CoOP allotments of any combination during a period of six (6) years. The six-year period begins with the notification date of the first award received.

Those who receive funding through the CoOP for two (2) consecutive years will be ineligible for an award period of one (1) year.

### **Progress Reporting**

Periodic progress reports are required for all BIG projects. Initial reports are due 90 days after the start date of the project. Follow-up reports are due every six months until the project is completed. These reports are meant to be a tool to maintain open lines of communication between the PI/PD and OSPRI on the progress of the research. It is also an opportunity for the PI/PD to maintain close oversight over the budget for the project. Progress should be brief, concise, and informative. Reports should be emailed to [ospbridge@ucmo.edu](mailto:ospbridge@ucmo.edu).

### **Final Report**

A final report (3 pages maximum) is required. If you do not submit the final report, it will prevent all team members from future BIG funding. The final report is due 90 days after the expected completion date. Final reports should be emailed to [ospbridge@ucmo.edu](mailto:ospbridge@ucmo.edu).

The final report will be stored in the repository located at the J.C. Kirkpatrick Library, where it will be available for review and reference by others within the research community.

Research results must be submitted to an appropriate publishing source as well as a grant proposal to be submitted for external funding. Additional BIG applications will not be considered until this criterion has been met.

## **Student Opportunities for Academic Research (SOAR)**

### **Purpose**

The SOAR grant provides funding to graduate and undergraduate students to encourage research endeavors under the supervision of a full-time faculty member. Funding may be used for necessary equipment, supplies, or travel to gather data (but not for presentation purposes). Research must involve:

- a single student or multiple students
- a full-time faculty member to oversee and guide the project
- a specific research avenue that explores a common interest or problem within the student's discipline(s)
- case series, cohort study, survey, or secondary data analysis

### **Special Conditions**

Only one SOAR grant application may be submitted per project. Students involved in the research project may not be part of a faculty member's PEG or CoOP research.

### **Required Meetings**

Mandatory meetings consist of a kickoff and a progress check-in at the halfway point, which will ensure compliance and completion of the project within the timeline and budget. Additional meetings can be scheduled if needed.

### **Final Report**

A final report (2 pages maximum) is required. If you do not submit the final report, it will prevent all team members from future BIG funding. The final report is due 90 days after the expected completion date. Final reports should be emailed to [ospbridge@ucmo.edu](mailto:ospbridge@ucmo.edu).

The final report will be stored in the repository located at the J.C. Kirkpatrick Library, where it will be available for review and reference by others within the research community.

### **Modified Application Process** (IRB & IACUC protocols still apply)

Complete the [SOAR Grant Proposal Form](#). Attach the following as one (1) .pdf file, three (3) pages maximum that conforms to the following requirements:

- Font – Arial, Courier, or Times New Roman, size at least 11 pt
- Lines – single-spaced

- Margins – 1” throughout
  - Applicant’s last name is to appear as a header in the upper right-hand corner of each page
  - RESUBMISSIONS: Resubmissions must include an additional one (1) page response to reviewers at the beginning of the revised application. The revised text should be indicated by using a [blue font](#).
- A. **Project Summary.** A concise description of the project in non-technical terms. (300 words)
- B. **Project Narrative.** This section should describe the merits and anticipated outcomes of the funding.
- i. Statement of the problem/need
  - ii. Value and possible implementation of the research
  - iii. Objective(s) of the project
  - iv. Data collection method
  - v. Identify at least one (1) point of intersection with UCM’s Strategic Goals and Objectives
- C. **Budget & Justification.** Please use the BIG budget template on the OSPRI Forms and Resources [page](#).
- D. **References**
- E. **Copy of instrument used (survey, questionnaire, etc.)**

## Post-Award Project Management

Principal Investigators/Project Directors (PIs/PDs) will receive an email notification containing the result of their application. PIs will be required to complete a meeting with the Grant Development Coordinator regarding the management of their project and their responsibilities as a PI. If Human Subjects (IRB), Animal Subjects (IACUC), and/or Biosafety (IBC) approval is required for the project, approved protocols will need to be in place before funding can be spent.

A unique FOAP for each project budget will be set up using the Bridge Internal Grant Program organization code 203230. Fund numbers will be used as follows:

- 193xxx = Community Outreach Proposal (CoOP)
- 194xxx = Student Opportunities for Academic Research (SOARS)
- 195xxx = Proposal Enhancement Grant (PEG)
- 196xxx = New Faculty Exploratory Grant (NFE)