

**UWM DISCOVERY AND INNOVATION GRANT  
CYCLE 7  
REQUEST FOR PROPOSALS**

**DEADLINE: 5:00:00 PM CDT ON TUESDAY, MARCH 31, 2026**

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## Program Summary

The Discovery and Innovation Grant (DIG) is an internal **seed funding** program that is intended to lead to submission of competitive external proposals at a minimum of three times the DIG award amount. The program prioritizes:

- Projects from early career researchers.
- Projects that involve new lines of inquiry from other researchers who have a history of external funding success.
- Projects that align with federal funding priorities.
- Projects that provide support for graduate students.
- Projects that do not have significant overlap with proposals that have already been submitted to funders or will be submitted within the next six months.
- Investigators who do not have significant external funding balances.
- Investigators who do not have an internal Faculty-Industry Partnership Seed grant

### DIG Cycle 7 Calendar

Online Application Open	Submission Deadline	Proposal Review	Award Announcement	Funds Available
By February 26	<b>Tuesday, March 31, 2026, 5:00:00 pm CDT</b> <b>Late applications will not be accepted.</b>	Mid-April through May	Early June 2026	July 2026

## Application Changes for Cycle 7

### Composing the Narrative and the Review Process

**Applicants must write with non-experts in mind.**

Due to the compressed timeline for cycle 7 awards, an internal review process will be used. In general, it will not be possible to match proposals with content experts. We will match within general fields (e.g. physical science proposals will be sent to internal reviewers in the physical sciences, proposals involving human subjects will be sent to reviewers who conduct research involving human subjects, etc.).

### Review Criteria

The review criteria and scoring have been revised (see p. 11-12)

### Award Cap

The award cap is \$60,000 (excluding fringe benefit costs)

### **Fewer Application Components**

To simplify the application, the following information is no longer required at the time of application submission; it will be collected before final award decisions are made for those on the short list for funding:

- Current and Pending Support
- Justification for Internal Award
- Comparison with Other Projects (was part of the Project Narrative)

## **Program Overview**

### **1. Eligible Projects:**

- Will lead to the submission of competitive proposals for externally funded—and thereby self-sustaining—individual and collaborative research through grants, fellowships, university/industry partnerships, and/or commercialization within three years of the start of DIG funding.
- Are at an early stage with a scope designed to better position the research for success in securing external funding. Examples of appropriate activities are initial data collection and establishing proof of concept.
- Can be completed between July 1, 2026 and June 30, 2027 (extensions will not be permitted).

#### **Awards cannot be used to support:**

- Curriculum development projects, including textbook development.
- Public Service or Instruction projects.

### **2. Award Maximum**

- \$60,000 (excludes fringe benefit costs)

### **3. Eligible Applicants:**

- Have a tenure-track faculty appointment, or an academic staff appointment of at least 50% and the expectation of continuation/renewal for at least three years.
- Have Principal Investigator (PI) status.
- Do not have primary budget authority (i.e., chancellor, vice chancellors, deans).
- Are not the PI on a UWM Discovery and Innovation Grant (DIG) that began July 2023, July 2024 or September 2025.
- Are not the PI on an active/open UWM Advancing Research and Creativity (ARC) award.
- Have satisfied the terms and conditions of previous internal awards, including submission of final reports.
- Have less than \$100,000 in uncommitted start-up funding.

### **4. Limit on Number of Proposal Submissions**

Principal Investigators may submit **only one proposal** to the Discovery and Innovation (DIG) program or the Advancing Research and Creativity (ARC) program (not both) in a given cycle. PIs may serve as a Co-PI on other proposals to these programs as long as there is no overlap in the proposal topic/content, and they meet the eligibility rules in Item 3 above.

### **5. Limit on Proposal Resubmissions**

Proposals may be resubmitted twice (three total submissions of same proposal/topic).

## 6. Limit on the Number of Awards Per Person

- Within the same award cycle, applicants may receive two internal awards between the ARC and DIG programs, but must be Co-PI on at least one of the two:
  - 1 internal award as PI + 1 internal award as Co-PI
  - OR
  - 0 internal awards as PI + 2 internal awards as Co-PI

Once an application is submitted, a person's role on a project cannot be changed.

## 7. Minimum time commitment

UWM PIs and Co-PIs are expected to contribute at least 10% of their overall time to the project.

## 8. Eligible Project Expenses

- **UWM Personnel:**
  - UWM PI/Co-PIs may request up to \$10,000 each in summer salary if a portion of the work will take place outside of the academic year
  - Up to 12 months of support for post-docs, research assistants, and hourly student appointments.
- **Non-UWM Personnel:** External personnel may be included in the budget on a fee-for-service basis with a specific scope of work.
- **Other Expenses:** Expenses such as materials and supplies, non-capitalized equipment, travel to conduct research, user fees, purchase of services.

## 9. RAMP Record

A RAMP record is NOT required. A list of proposals within their respective units will be sent to deans and chairs via email for their approval.

## 10. Funding Decisions

All funding decisions are final; appeals are not allowed.

## 11. Required Deliverables

- External funding proposal(s) for a minimum of three times the total DIG award amount (including fringe) submitted within 12 months of the award end date
- Peer-reviewed publications, or adjudicated or invited exhibitions
- Progress reports on outcomes of the seed funding for up to five years post-award

Other expected outcomes of the awards are sharing project results with study participants and other audiences beyond academia.

Other potential outcomes are support for graduate students and research experiences for undergraduate students.

## Secure Online Application System

DIG applications must be prepared and submitted in the online application system. The application sections in the system may be completed in any order, but all sections need to be marked as "Complete" before you will be able to review and submit the application. The PI must complete the application; completion by proxy is not allowed. To assist the PI, support staff may familiarize themselves with the online system by creating their own sample application.

- [DIG cycle 7 online application instructions](#)

**It is HIGHLY recommended that you log into the online submission system and familiarize yourself with the application tasks and forms at least one week before the submission deadline.**

## Required Application Sections

**In addition to the project narrative, there are other application components that need to be completed. You should allow a few hours for collecting the information needed. You should also allow at least one hour for uploading and entering information in the online app.**

The following chart summarizes the application sections and the process for developing the sections in the online submission portal. All sections are required unless otherwise noted. Detailed instructions for each section are provided in the “Application Instructions” section below.

Application Section/Task	How to complete
Terms and Conditions	You must review and accept the application terms and conditions before the rest of the sections will be displayed.
Number of Co-PIs	The first task also asks about Co-PIs on the project. An affirmative answer on Co-PIs will allow relevant application sections to be displayed later.
Cover Page	Enter text in online application.
Project Summary	Upload as PDF file.
Project Narrative	Upload as PDF file.
Budget A. Budget Planning Template B. Budget Justification	A. You MUST use the provided template. Download template, save, complete and upload. B. Enter text in online application.
PI biosketch	Upload as PDF file.
Co-PI biosketch(es) <i>Multi-investigator applications only.</i>	Upload as PDF files.
Plans for External Funding	Enter text in online application.
Supporting Documents ( <i>Optional</i> )	Upload documents.
Do not contact list ( <i>Optional</i> )	Enter text in online application portal.

## Application Instructions

### *Initial Task*

### **Application Terms and Conditions**

**You must agree to the following to continue with the application process:**

I acknowledge and understand that my proposal will not be reviewed

- If it is submitted after the stated deadline.
- If it does not meet all requirements stated in the program guidelines (includes formatting and use of current versions of forms and templates).

I acknowledge and understand that

- I am responsible for the accuracy and completeness of the application and all its components.
- I meet the eligibility criteria.
- Application sections that exceed the stated word or page limits will be truncated at the limit. Reviewers will only see the truncated version.

- Once submitted, the application is final and I cannot make any changes, nor request that any changes be made on my behalf.
- Funding decisions are final and cannot be appealed.
- I and any Co-PIs are expected to commit at least 10% of their overall time to the project.

#### Co-PIs

Answer the question about Co-PIs on the project. If you answer either “YES - UWM ONLY - I will have only UWM Co-PIs” or “YES – EXTERNAL ONLY – I will have only External Co-PIs”, you must also enter the number of Co-PIs you will have (maximum of two).

If you initially answer “No, I will not have any Co-PIs” and later change your mind (before submission), you must edit the answer to this question. A positive response to the question is required to display other relevant fields later in the application.

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### 1. Cover Page (*Enter the following information into the online application portal*)

- **Project Title**
- **Principal Investigator:** Name, UWM email address, school/college, department, position title (e.g., Associate Professor, Scientist I)
- **UWM Co-PIs (if applicable):** Name, UWM email address, school/college, and department of UWM Co-PIs. (To see the Co-PI fields, you must answer “yes” to the Co-PI question in the initial task.) NOTE: There is a limit of two Co-PIs total between UWM and Non-UWM personnel.
- **Non-UWM (External) Co-PIs (if applicable):** Name, email address, and institution/organization name of external Co-PIs. (To see the Co-PI fields, you must answer “yes” to the Co-PI question in the initial task.) NOTE: There is a limit of two Co-PIs total between UWM and Non-UWM personnel.
- **Keywords/Search terms:** Enter at least three and up to six keywords or phrases not included in the project title that can be used to search for similar types of projects or for people who have appropriate review expertise. Including the name of your subdiscipline and the type of methodology (if applicable) used in the project would be helpful, e.g., “gravitation” (vs. “physics”); “sedimentology” (vs. “geosciences”); methods: quantitative, qualitative, ethnographic, etc.).  
After you enter the first three keywords or phrase, an additional blank field will appear (up to six).
- **Project Budget Total:** Enter Total Costs (without fringe) from the completed DIG budget planning tool.
- **Sabbatical:** Indicate whether you will be requesting sabbatical leave during the funding period.
- **Resubmission:** Indicate whether you have submitted a substantially similar proposal before to the DIG or ARC programs (under this or another title), and, if so, in what year(s).

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### 2. Project Summary - *1 page maximum; upload as a PDF file; must include these sections, using these required headings:*

1. Overview/Abstract
2. Project Significance
3. Impact of Project Results on the Field

### 3. Project Narrative - Upload as a PDF file

For cycle 7, the narrative should not assume knowledge of disciplinary-specific vocabulary or methods. Although some reviewers may represent the applicants' fields, the composition of the overall review panel will not have the breadth of expertise to be conversant with the content of specific subfields. **Applicants should write with non-experts in mind.**

The Project Narrative consists of seven components. With the exception of number 7, start each component on a new page:

Project Narrative Required Components	Maximum Page Limit
1. Project Description	7 pages maximum
2. References Cited	No page limit; include references as needed in support of project description
3. Project Personnel Roles and Responsibilities	1 page maximum
4. Facilities and Physical or Intellectual Resources Needed	1 page maximum
5. Project Timeline	1 page maximum
6. Project Results Other than Grants and Publications	Section 6 & 7 – maximum of 1 page combined
7. Dissemination Plan	Section 6 & 7 – maximum of 1 page combined

#### PROJECT NARRATIVE FORMAT REQUIREMENTS

- The Project Narrative must be single-spaced and all margins (top, bottom, sides) must be at least one inch.
- Pages must be numbered continuously throughout the Project Narrative.
- Each section must begin on a new page, except for Sections 6 and 7, which combined will be one page.
- Allowable fonts are Arial, Georgia, Helvetica, Palatino Linotype, Times New Roman, Computer Modern; minimum font size is 11 points.
- The Project Narrative must be self-contained. Inclusion of URLs is not allowed.
- Figures, tables, graphs and diagrams may be included and are subject to the page limit. Smaller text in figures, graphs, and diagrams is acceptable as long as it is legible when the page is viewed onscreen at 100%.

#### PROJECT NARRATIVE COMPONENTS

**3.1. Project Description – 7 pages maximum; any additional pages will be deleted. Use the headings given below in the following order:**

**3.1.1. Project title**

Begin the narrative with your project title.

**3.1.2. Research Question and Objectives**

Explain the ideas, problems, or questions to be explored, hypotheses to be tested, and/or creative product to be developed; include specific aims and objectives as appropriate. Be ambitious, but realistic about what you can accomplish with the available resources during the project period.

**3.1.3. Background and Significance of Topic**

Provide relevant background information that supports the significance of the topic, the knowledge gaps that exist that will be addressed by this project, and any theoretical framework as applicable.

**3.1.4. Significance and Innovation of Project**

Describe how the proposed project will address knowledge gaps for this topic. How will it complement, challenge, or expand relevant works, studies or theories or improve upon the state-of-the-art in your field? How will it contribute to a program of research beyond the DIG support period? How will results or products be used and by whom?

**3.1.5. Approach**

Provide detail on the proposed work and explain how/why the approach is feasible and optimal to address the research question(s) and/or specific aims. Include a description of the metrics you will use to determine project success. Content should be appropriate to the standards of your field.

Examples include:

- Methods to be used in carrying out the proposed project; as applicable, specify qualitative, quantitative, historical, critical, mixed methods, etc.
- Process for data collection.
- Sample sizes with substantiation (e.g., power analysis).
- Survey design and summary of content.
- Limitations of proposed procedures and considerations of alternative methods.
- Means/metrics by which results will be analyzed, assessed, or interpreted.
- Chapter outlines.
- Definition of concepts.
- A short description of any preliminary work already performed.

**3.2 References Cited - *Start a new page; no page limit***

Include as needed in support of the Project Narrative.

**3.3 Project Personnel Roles and Responsibilities – *Start a new page; 1 page maximum***

Describe the contribution, roles, and responsibilities of all project personnel, including graduate and undergraduate students and post-docs.

**3.4 Facilities and Physical or Intellectual Resources Needed – *Start a new page; 1 page maximum***

Describe any specialized equipment or software or other resources *necessary to complete this project* (e.g., archives, collections, sites, institutions) and how you have, or will obtain, access to them.

**3.5 Project Timeline – *Start a new page; 1 page maximum***

Provide a timeline for the major steps toward completion (tabular or bulleted format preferred). If other portions of project have been or will be completed outside of the DIG funding period, clarify the part(s) of the project that will be supported by the award.

**3.6 Project results other than publications and grants – *Start a new page; 3.6 and 3.7 – maximum of one page combined***

Describe any anticipated outcomes or products of the project other than publications and grants. Examples include:

- Artistic works
- Data sets
- Evaluation/Assessment tools
- Licenses

- Patents
- Prototypes
- Spin-off companies

### **3.7 Dissemination Plan 3.6 and 3.7 – maximum of 1 page combined**

Describe how the project outcomes will be communicated to academic or non-academic audiences. Examples include:

- Books/book chapters
  - Journal articles (name anticipated journals for article submission)
  - Presentations/exhibitions (name specific venue/event)
  - Social media
  - Websites
  - Other means of sharing results (e.g., with project participants or user groups)
- 

## **4. DIG Budget**

### ***4.A Budget Planning Template (Download the template provided in the application, save to your computer; open in Excel, complete and save the form, upload)***

- You MUST use the template provided through the application site, as it is customized for the current year of the DIG program.
- Detailed instructions are on the second worksheet of the template.
- Save the file in the .xlsx format.
- Budget maximum
  - \$60,000 (not including any fringe costs)

#### **Eligible Expenses**

- UWM Personnel

UWM PI/Co-PIs may request up to \$10,000 each in summer salary if a portion of the work will take place outside of the academic year. Universities of Wisconsin policy regarding summer payments applies.

The DIG program will fund up to 12 months for the following personnel.

- Post-doctoral research associates: anticipated minimum salary for a 100% 12-month post-doc is 47,476.
  - Research assistants (RA must be a minimum of 33%; may combine with other funding sources to reach this minimum). It is highly recommended that you already have students in mind when including an RA request in your budget.
  - University staff or academic staff who are not already full-time on GPR funding (typically pays a portion of an employee's time).
  - Student hourly help (hours per week, number of weeks, and hourly rate for each student).
- External Co-PIs

Enter total amount (if any) for services of external Co-PIs. The combined line items for external Co-PIs and consultants cannot exceed 25% of the total budget. We do not issue subawards for internal programs. Compensation for external personnel will be on a fee-for-service basis and

requires a specific scope of work. If a DIG award is received, consult your Divisional Finance Officer for the best payment option for external personnel included in the budget.

- Materials and supplies

Most supplies should be purchased within the first three months of the project start date.

- Non-capitalized equipment (items that cost less than \$5,000 per unit or system).

NOTE:

- Purchases should be completed within the first three months of the project start date.
- Equipment purchased with the award must be necessary for the project.
- All equipment purchased with university funds is property of UWM.

- Consultants (The line items for external Co-PIs and consultants combined cannot exceed 25% of direct costs.) If a DIG award is received, consult your Divisional Finance Officer for the best payment option for external personnel included in the budget.
- Purchase of services needed for the project (e.g., lab or other user fees, assays, survey design).
- Travel to conduct the project (travel to lab, archive, field collection site, etc.).
- Other (miscellaneous expenses not covered in categories above, exclusive of conference travel and journal fees).

**4.B. Budget Justification (Enter in application, 1200-word limit. Save a copy to upload to the WISPER record)**

**4.B.1 Provide description of and rationale for each item requested in your budget.**

**4B.2 Specific details are required for certain items as follows:**

**4.B.2.1 Supplies and Equipment**

Specify for which tasks the requested supplies or equipment will be used.

**4.B.2.2 Electronic Equipment (e.g., computers, iPads, tablets, cell phones, etc.)**

Describe how the equipment will be used and why the project cannot be completed without this equipment.

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**5. PI Biosketch (Upload to application as PDF file)**

You may use any format permitted by federal agencies. However, each biosketch must include professional preparation (undergraduate, graduate, and any post-doctoral degrees), all appointments since your terminal degree, and publications that are representative of your research.

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**6. Co-PI Biosketch(es) (multi-investigator applications only; upload to application as PDF file(s))**

Same instructions as Item 5, above. This field will not display unless you have answered **Yes** to the Co-PI question in the initial task of the application.

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## 7. Plans for External Funding (*Enter in application portal*)

List the potential external funders to which you will submit proposals to sustain the research initiated with DIG funds. The most competitive applicants will identify multiple external funding sources whose priorities align with the proposed project. Funders that allow inclusion of indirect costs in the budget are preferred.

### **Required Information:**

- Funding agency/organization.
  - Grant program title.
  - Anticipated submission date.
  - URL for program guidelines.
  - Anticipated award amount.
  - Why the identified external grant is an appropriate source to sustain the research after the DIG funding period.
- 

## 8. Supporting Documents (*optional - upload to application as PDF files*)

Optional, supporting documentation should be specific to the DIG application. It should not be used to bypass the stated page limits. Unacceptable documentation, including general letters of support from colleagues or potential business partners will be deleted by the DIG Program Officer.

Examples of **acceptable, optional** documents include:

- Letters from collaborators documenting their tangible contribution to the project (e.g., data, access to space or equipment, access to patient populations).
- Letters confirming access to facilities/sites/equipment during the period indicated in the application. A published statement indicating the respective laboratory or collection will be accessible to researchers during the period requested (e.g., from a webpage) is acceptable.
- Vendor quotes.
- Letters of interest or invitation from publishers or exhibition or production sponsors.
- Publishing or other contracts.

Examples of **unacceptable** documents include:

- Copies of articles.
  - Copies of surveys/assessment tools/questionnaires. Provide a brief description of key survey items in the narrative instead.
  - Description of all facilities/equipment available to you. Summarize equipment and facilities required for the project in one page as part of the project narrative instead; see Section 3.4 above.
  - Support letters for other grants.
- 

## 9. Do Not Contact List (*Optional; Enter in application*)

You may list names of individuals at UWM you do NOT want us to use as reviewers.

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## Application Submission Process

**Submission Deadline: Tuesday, March 31, 2026, 5:00:00pm CDT**

Late applications and incomplete applications will not be accepted. Application sections that exceed the specified page or word limits will be truncated at the stated limit and reviewers will receive the truncated version.

**It is HIGHLY recommended that you log into the online submission system and familiarize yourself with the application tasks and forms at least one week before the submission deadline.**

In addition to the project narrative, there are other application components that need to be completed. You should allow at least an hour for uploading and entering information in the online app.

**To submit your proposal:**

**In the online application system**, when all required tasks are complete, you will see options to review or submit. Please choose review and check your application for completeness, accuracy, and compliance with format requirements. Make any needed corrections, then submit.

- You can change any component of the application until it is submitted.
- To make changes at the applicant review stage, you must return to the application by clicking the **Back to Application** arrow in the upper-left portion of the screen, and then edit the relevant tasks.
- When finished, click **Submit Your Application**. **Once submitted, no changes are allowed, even if it is before the deadline.**

You will receive an e-mail confirming the submission.

A RAMP record is NOT required for this cycle of the DIG program.

## DIG Review Process

The DIG program employs a four-stage review and selection process.

**Stage 1: Administrative Review**

Applications will be screened for completion and compliance with formatting requirements. Late, incomplete and/or non-compliant applications will not be accepted.

**Stage 2: Merit Review**

**Criteria**

All applications will be reviewed for merit according to the following criteria:

Criterion	Expectations
<b>Importance of the Research (Significance and Innovation)</b>	<ul style="list-style-type: none"> <li>• The project is placed within the context of broader themes or issues in relevant fields</li> <li>• Questions/issues/ideas to be explored are clearly defined</li> <li>• The project works to address an important problem or barrier to progress in the field</li> <li>• A convincing argument for conducting the project has been made</li> <li>• The proposed work applies novel concepts, methods or technologies or uses existing concepts, methods, technologies in novel ways, to enhance the overall impact of the project or improve the state-of-the-art</li> </ul>
<b>Feasibility and Rigor</b>	<ul style="list-style-type: none"> <li>• The aims, research plan, and anticipated outcomes of the project are clear.</li> </ul>

Criterion	Expectations
	<ul style="list-style-type: none"> <li>• The concepts, design, methods, and analyses are adequately developed and described, well-integrated, and appropriate to the aims of the project.</li> <li>• The research design choices are explained/justified.</li> <li>• The approach is feasible and will be effective in achieving the stated outcomes.</li> <li>• The timeline is feasible.</li> <li>• Potential problems, alternative strategies, and benchmarks for success are included.</li> <li>• The investigators have access to resources required for successful completion.</li> <li>• Roles of all personnel are clearly identified.</li> </ul>
<b>Dissemination of results</b>	<ul style="list-style-type: none"> <li>• Plan for disseminating results is appropriate and includes communication avenues for non-specialists</li> </ul>

A single 1-9 score will be given by each reviewer based on how well the proposal fulfills the listed expectations overall. Scores from assigned reviewers will be averaged in determining the final score.

**Rating Scale:**

<b>9: Excellent</b>	Very Strong with few or no minor (easily addressed) weaknesses; reserved for proposals of the highest quality
<b>8</b>	
<b>7: Very Good</b>	Strong, with several, minor weaknesses
<b>6</b>	
<b>5: Good</b>	Strong, with moderate weakness
<b>4</b>	
<b>3: Fair</b>	Some strengths, with at least one major weakness
<b>2</b>	
<b>1: Poor</b>	Very few strengths and several major weaknesses

**Stage 3: Meetings with potential awardees**

The DIG program director will meet with all potential awardees to assess current commitments and readiness for beginning the project, discuss budget, and request additional information if needed.

**Stage 4: Award Decision**

Funding decisions are made by the Office of Research leadership and informed by final scores, review comments, program priorities, meetings with the potential awardees, and performance on meeting deliverables of previous internal awards. Additional considerations:

- Proposed projects that significantly overlap any of the PI’s externally supported projects will not be funded.
- Awards will not be given to applicants who are on notice of non-retention or who have accepted offers at other institutions.
- In deciding among proposals with equivalent ratings and/or priority near the funding cutoff, consideration will be given to a balanced award portfolio across disciplines.
- Budgets may be negotiated by the Office of Research.

## Terms and Conditions of DIG Awards

The PI agrees to

1. Execute the project in compliance with all applicable federal and state laws and regulations and institutional policies, including but not limited to those concerning:
  - Rules and regulations governing research involving human subjects under the federal Common Rule (45 CFR 46) and U.S. Food and Drug Administration (FDA) regulations (21 CFR 50, 56, 312, 600, and 812)
  - Animal care and use
  - The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
  - Use of toxic, infectious, or carcinogenic/mutagenic materials, recombinant DNA, radioactive materials
  - Environmental impacts
  - Scuba diving
  - Travel
  - Purchasing
  - Hiring
2. Contribute at least 10% time to the project. (Also applies to UWM Co-PIs)
3. Actively seek funding opportunities and submit external grant proposals for continuing this research at a minimum of three times the award budget. If UWM is a subaward recipient on a grant, only the subaward amount will count towards this requirement.
4. Complete Outside Activities Reporting and all mandatory training (e.g., Information Security Awareness, Responsible Conduct of Research) by the deadline date(s).
5. Acknowledge the “UWM Discovery and Innovation Grant” in all publications resulting from the award.
6. Use any electronic equipment purchased with DIG funds solely for the funded project for the duration of the award.
7. Follow [Universities of Wisconsin policy](#) with regard to of all intellectual property conceived or reduced to practice as a result of a DIG award (applies to all project personnel).
8. Notify Research Development Services ([or-osp-propdev@uwm.edu](mailto:or-osp-propdev@uwm.edu)) of impending departure from the university during the performance period. (The Office of Research reserves the right to determine the disposition of any remaining project funds.)
9. Prepare a brief report for the Office of Research that describes the project activities during the award period, and outcomes attributable to the funding.
10. Retain the research records for three years beyond the conclusion of the project. ("Records" include the raw data, as well as any tables or schedules derived from the data; any video, or audio recording tape; any project-related source documents; and any reports or publications resulting from the project.)

11. Share reviewer comments with the Office of Research for DIG-related external grant submissions that are not successful, and work with the Research Development staff on resubmission and/or identifying other grants or sponsors.
12. Upon invitation, serve as an internal reviewer for award or professional development programs or as a presenter for workshops or training programs in the future.

## **Contact Us**

### **Program Officer**

Kathleen Koch  
kjk@uwm.edu  
414-229-3699

### **Assistance with online application**

Kaitlyn Mayer  
kstielow@uwm.edu  
414-251-5008