

**UWM DISCOVERY AND INNOVATION GRANT
CYCLE 2
REQUEST FOR PROPOSALS**

DEADLINE: 5:00:00 PM ON TUESDAY, OCTOBER 20, 2020

Program Overview

The Discovery and Innovation Grant (DIG) program is internal seed funding that supports high-quality, innovative research by investing in projects selected through an independent and objective process.

1. Eligible Projects:

- Early-stage research projects in need of seed funding for data collection, archival work, and establishing proof-of concept.
- Will have a 12- to 18-month timeline.
- Will lead to the submission of competitive proposals for externally funded—and thereby self-sustaining—individual and collaborative research through grants, fellowships, or university/industry partnerships.

Awards cannot be used to support:

- Curriculum development projects, including textbook development
- Service projects
- Product development or commercialization

2. Award Maximum (includes fringe benefit costs)

- \$125,000 for a single PI project
- \$150,000 for a multiple-investigator project (PI and Co-PIs)

3. Eligible Applicants

- Have or will have a tenure-track or tenured faculty appointment or an academic staff appointment with the expectation of continuation/renewal for at least three years. Those whose appointments will begin in Spring or Fall 2021 may apply but must have a UWM e-mail address to do so. For new appointments starting in the fall, funds will not be released until August 2021.
- Have Principal Investigator (PI) status.
- Do not have primary budget authority (i.e., chancellor, vice chancellor, deans).
- Are not the PI or Co-I on a UWM Research Growth Initiative (RGI) award that began July 2019 or 2018, nor a UWM Discovery and Innovation Grant (DIG) that began July 2020.
- Are not the PI on a current UWM Research and Creative Activities and Scholarship (RACAS) or Advancing Research and Creativity (ARC) award.
- Are not applying for an ARC award in this cycle. (In the same application cycle, you may apply for a DIG or ARC award, not both.)
- Have satisfied the terms and conditions of previous internal awards, including submission of final reports.
- Agree to contribute at least 10% time to the project. Co-PIs who receive summer support or a course release must also contribute at least 10% time to the project.

4. Eligible Project Expenses

- **Salary:** One course release or summer salary supplement per UWM PI or Co-PI per award. Summer salary is only possible if a portion of the work occurs outside of the academic year contractual period and is limited to \$8,000.
- **UWM Personnel:** Post-docs, research assistants, academic or university staff, and hourly students.
- **Non-UWM Personnel:** Payments to non-UWM personnel or agencies on a fee-for-service basis. Consultants are limited to 25% of the budget. For budget purposes, external Co-PIs are treated as consultants for purposes of this award; we do not issue subawards for this program.
- **Capital Expenditures:** Defined for this program as renovations, software, or equipment with a cost of \$5,000 or more per unit/system that has a lifetime beyond the project. **Cost-sharing of at least 50% is required.** The Office of Research will contribute a maximum of \$15,000 toward capital purchases.
- **Other Expenses** such as materials and supplies, travel, user fees, purchase of services.

5. Ineligible Expenses

- Faculty sabbatical salary.
- Direct salary payments to non-UWM employees, except for other UW System personnel. All other external work must be arranged on a fee-for-service basis.
- Publication fees.

6. 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). PIs may serve as a Co-PI on other proposals to these programs.

7. Limits on Proposal Resubmissions

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

8. Limit on the Number of Awards Per Person

- Applicants Within the same award cycle, applicants may receive two internal awards, but must be co-PI on at least one of the two, i.e.

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.

9. DIG and UWMRF Catalyst Grants

- Please notify Kathleen Koch (kjk@uwm.edu) if you intend to submit essentially the same proposal to the DIG program and the UWM Research Foundation's Catalyst Grant program.

10. WISPER Record

- A WISPER record is required. (See page 12 for instructions on entering the WISPER record.)

2020-21 DIG Funding Cycle

Application Available	Submission Deadline	Proposal Review	Award Announcement	Funds Available
By September 21, 2020	Tuesday, October 20, 2020, 5:00:00 pm	Dec.-Feb. 2021	Early April 2021	July 2021

Summary of changes

The following changes have been made to the program and the application since last year:

- PI’s *and Co-Is* on RGI or DIG awards that began July 2020, 2019 or 2018 are not eligible to apply.
- As a PI, you may apply for *either* the DIG *or* the ARC program this year, *not both*.
- The one-page Project Summary is a separate component this year. Last year it began the Project Description.
- The application components “Personnel Roles and Responsibilities” and “Facilities/Resources” have been moved to the project narrative this year. They were entered as separate application “tasks” last year.
- The Justification for Internal Funding is an added component this year.
- Both PI’s *and Co-Is* must complete a Current and Pending Support form, *and the DIG award for which you are currently applying MUST be included as pending support*. As a result, the time commitment for PI and Co-I(s) will be entered in the Current and Pending Support form. Last year, your current DIG proposal was excluded from the Current and Pending form, and time commitment (effort) was entered in the budget planning template. PIs can download the template and distribute to co-PIs for completion, then upload the completed forms.
- In the budget planning template, a row has been added for Travel for Planning Meetings with Collaborators. Limits are \$1,000 per person; \$3,000 max total, whichever is less. This has been done to distinguish it from Travel to Conduct Research.
- You will enter information on Plans for External Funding directly into the online application. Last year this was a fillable pdf.
- Under “Conflict of Interest” (in listing potential reviewers), the following have been added:
 - Having served as the PhD advisor or post-doctoral mentor for any of the applicants
 - Having been the PhD advisee or post-doctoral mentee of any of the applicants
- A “Do Not Contact” section has been added this year to allow you to list those you do not want us to contact as reviewers.

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.

- [DIG cycle 2 online application instructions](#)
- [DIG cycle 2 online application system](#)

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

Required Application Sections

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 “Application Instructions” below.

Application Section/Task	How to complete
Terms and Conditions	You must accept the application terms and conditions before the rest of the sections will be displayed.
Cover Page	Enter text in online application
Project Summary	Upload as PDF file
Project Narrative	Upload as PDF file
Budget	
A. Budget Planning Template	A. You MUST use the provided template. Download template, save, complete and upload.
B. Budget Justification	B. Enter text in online application
Current and Pending Support - PI	You MUST use the provided template. Complete and upload.
Current and Pending Support – co-PIs	<i>Multi-investigator applications only.</i> You MUST use the provided template. Complete and upload.
PI biosketch	Upload as PDF file
Co-PI biosketch(es)	<i>Multi-investigator applications only.</i> Upload as a single PDF file
Justification for Internal Funding	Enter text in online application
Plans for External Funding	Enter text in online application
Supporting Documents	<i>Optional</i> ; upload documents
Suggested Reviewers	Enter text in online application
Do not contact list	<i>Optional</i> ; enter text in online application

Application Instructions

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

- **Principal Investigator:** Name, school/college, department, UWM email address
- **UWM Co-PIs:** School/college, department, UWM email address (You must answer “yes” to the question “Will you have co-PIs on this project?” in order to display the co-PI fields.)
- **Non-UWM Co-PIs (if applicable):** Name, organization/institution (You must answer “yes” to the question “Will you have co-PIs on this project?” in order to display the co-PI fields.)
- **Project Title**
- **Keywords/Search terms:** Provide words or phrases not included in the project title that could 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”) or “sedimentology” (vs. “geosciences”); for methods: quantitative, qualitative, ethnographic, etc.)
- **Project Budget Total:** Enter the bottom line from the DIG budget planning template.
- **Sabbatical:** Will you be requesting sabbatical leave during the funding period?

- **Resubmission:** Have you submitted this proposal before to the DIG, RGI, RACAS, or ARC programs (under this or another title)? If so, what year?

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

The Project Narrative consists of seven components. Start each component on a new page in this order:

Required Components	Maximum Page Limit
1. Project Description	7 pages maximum
2. References Cited	No page limit; 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. Comparison with My Other Projects	Section 6 & 7 – maximum of 1 page combined
7. Project Outcomes and Dissemination	Section 6 & 7 – maximum of 1 page combined

PROJECT NARRATIVE FORMAT REQUIREMENTS

1. The Project Narrative must be single-spaced and all margins (top, bottom, sides) must be at least one inch.
2. Pages must be numbered continuously throughout the Project Narrative.
3. Each section must begin on a new page, with the exception of sections 6 and 7, which combined will be one page.
4. Allowable fonts are Arial, Georgia, Palatino Linotype, Times New Roman, Computer Modern; minimum font size is 11 points.
5. The Project Narrative must be self-contained. Inclusion of URLs are not allowed.
6. 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 at 100%.

PROJECT NARRATIVE COMPONENTS

3.1 Project Description – 7 pages maximum; any additional pages will be deleted. Please prepare the Project Description using the given headings and in the following order:

1. 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. Be sufficiently ambitious, but realistic about what you can accomplish with the available resources during project period.

2. Background and Significance of Topic

Provide relevant background information, including gaps in knowledge that substantiate the need for the proposed project, and theoretical framework if applicable.

3. Significance and Innovation of Project

Describe the significance and innovative features of the proposed project. How it will complement, challenge, or expand relevant works, studies or theories in the field? How it will contribute to a program of research beyond the DIG support period? How will results or products be used and by whom? Describe the extent to which outcomes are anticipated to improve the state-of-the-art.

4. Approach

Describe the activities of the proposed work and explain how/why the proposed approach is feasible and optimal to address the research question(s) and specific aims. Include a description of any metrics you will use to determine project success. Content will vary and should be appropriate to the standards of your field. Examples include:

- Methods to be used in carrying out the proposed project; if applicable, specify qualitative, quantitative, historical, critical, mixed methods, etc.
- Process for data collection
- Sample sizes with substantiation (e.g., power analysis)
- Survey design and 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*

As needed in support of the Project Narrative, no page limit.

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 Comparison with My Other Projects – *Start a new page; 3.6 and 3.7 – maximum of 1 page combined*

Describe how the project differs from your current or pending projects.

3.7 Project Outcomes and Dissemination - *3.6 and 3.7 – maximum of 1 page combined*

Describe the anticipated short- and long-term outcomes of the project *other than external grant applications*, and how they will be disseminated. Examples include:

Artistic products	Books/book chapters
Data sets	Journal articles (name specific journals)
Evaluation/Assessment tools	Presentations (name specific venue/event)
Licenses	Social media
Patents	Websites
Prototypes	Other means of sharing results (e.g. with project participants or user groups)
Spin-off companies	

4. DIG Budget

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. It is customized for the current year of the DIG program.
- Detailed instructions are in the first worksheet of the template.
- Save the file in the Excel 2007-2013 (.xlsx) format.

4.A.1 Eligible Expenses

- UWM Personnel
 - UWM PI and co-PIs are eligible to request **summer salary or a course release**.
 Summer salary is only possible if a portion of the work occurs outside of the academic year contractual period and is limited to \$8,000. Less than \$8,000 may be requested for summer to stay within the budget cap.
 Course releases are only available for faculty members and are always set at \$8,000. The timing of the course release must be approved by your department.
 - Post-doctoral research associates. Minimum salary for a 100% 12-month post-doc is \$47,476.
 - Research assistants (must be a minimum of 33%; may combine with other assistantships to reach this minimum)
 - Other university staff or academic staff (typically pays a portion of an existing employee’s time)
 - Student hourly help (hours per week, number of weeks, and hourly rate for each student)
- Capital Expenditures: Defined as (1) any single asset which has an acquisition cost of \$5,000 or more and a useful life of at least two years, whether purchased outright, acquired through a capital lease or through donation, including constructed or fabricated items and component parts with an aggregate value of \$5,000 or more, or (2) renovations needed for the project. The DIG program will contribute up to 50% and a maximum of \$15,000 toward capital equipment or

renovations. **Enter total cost in designated cell; the DIG portion will be automatically calculated.**

- Materials and supplies
- Non-capitalized equipment (items that cost less than \$5,000 per unit or system)
- Purchase of services needed for the project (consultants are limited to 25% of the budget)
- Travel to conduct the project (travel to lab, archive, physical)
- Travel to disseminate results of the project (\$3,000 limit)
- Travel for planning meetings with collaborators (limit of \$1,000 per person; \$3,000 total)
- Other

4.A.2 Ineligible Expenses

- Faculty sabbatical salary.
- Direct salary payments to non-UWM employees, except for other UW System personnel. All other external work must be arranged on a fee-for-service basis.
- Publication costs

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.

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

4.B.2.1 Faculty Summer Salary

Up to \$8,000 in summer salary may be requested if a portion of the work will take place outside of the academic year contractual period. Specify when (month/year) the work will occur. Payment typically is made on an August payroll, but may have to be split or deferred depending on your other summer pay status obligations.

4.B.2.2 Supplies and Equipment

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

4.B.2.3 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. Provide assurance that the equipment will be designated solely for the project for the life of the award. Equipment should be purchased within the first six months of the project. All equipment purchased with university funds becomes property of the university. After the project ends, the equipment may be made available to others.

4.B.2.4 Capital Equipment

Include vendor name and quoted cost if available; upload quotes in the Supporting Documents section. Include a statement that equivalent equipment is not available locally or is not available to you on a schedule that allows for completion of this project.

5. Current and Pending Support – PI (Download the template provided in the application, open in Adobe Acrobat, complete and save the form, upload)

Using the template provided, supply information on current and pending support for your current projects and proposals. All current project support from whatever source (e.g., federal, state, local, foreign, public/private foundations, industrial/commercial organizations) must be listed, including internal grants, stipends, fellowships, start-up funds and gifts. **Start-up funds** are defined as internal support for research given to newly hired faculty. These funds typically are used for equipment, summer salary, or post-doctoral or graduate assistant positions for your research and are usually included in your letter of offer. Exclude lab or office renovation and moving costs from the start-up amount.

Complete the fields as appropriate for each source of support. **As the first entry, include this DIG application as pending support.**

Required information:

- Type of support (Choose one: Current grant, Pending (submitted) grant, Grant soon to be submitted, Start-up funds, Gifts, Other)
- Project title
- Role on project
- Source of support
- Amount
- Award start date and end date
- Person-Months Per Year Committed to the Project (Calendar, Academic, or Summer)*

*Person-months can be entered on an overall calendar-year basis, academic-year basis, summer, or a combination of academic year and summer. To calculate person months, multiply the percentage of your time associated with the project times the number of months of your appointment.

Examples:

- 25% time on a 9-month **academic year** appointment = 2.25 (**Acad**) person months ($9 \times 0.25 = 2.25$)
- 10% time on a 9-month **academic year** appointment = 0.9 (**Acad**) person months ($9 \times 0.10 = 0.9$)
- 10% time on a 12-month **calendar** appointment = 1.2 (**Cal**) person months ($12 \times 0.10 = 1.2$)
- 35% time during the 3-month **summer** term = 1.05 (**Sumr**) person months ($3 \times 0.35 = 1.05$)
- 10% time on a 0.5 FTE **12-month** appointment = 0.6 (**Cal**) person months ($12 \times 0.5 \times 0.1 = 0.6$)

The Office of Research uses the information submitted in the current and pending support section to assess the capacity of the individual to carry out the research as proposed as well as to help assess any potential overlap/duplication with the project being proposed.

6. Current and Pending Support – co-PIs (Multi-investigator applications only; download the template provided in the application, open in Adobe Acrobat, save and send to each co-PI/co-I to complete; upload completed forms)

Same instructions as item 5, above.

7. PI Biosketch (Upload to application as PDF file, maximum 5 pages)

You may use the standard format for NSF, NIH, or NEH proposals; however, each biosketch must include professional preparation (undergraduate, graduate, and any post-doctoral degrees), all appointments since your terminal degree, and up to ten publications that are representative of your research.

8. Co-PI Biosketch(es) (Multi-investigator applications only; upload to application as PDF file(s), maximum 5 pages per person)

Same instructions as item 7, above.

9. Need for Internal Funding (Enter in application portal; 200 word maximum)

Explain why this project is appropriate for internal UWM funding rather than externally sponsored support.

10. 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.

Required Information:

- Funding agency/organization
 - Grant program title
 - Anticipated submission date
 - URL for program guidelines
 - Anticipated award amount
 - Why is the identified external grant an appropriate source to sustain the research after the DIG funding period?
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11. Supporting Documents (Optional, upload to application as PDF files)

Supporting documentation for the application may be uploaded but should not be used to bypass the stated page limits. General letters of support from colleagues or potential business partners are not allowed and will be deleted by the DIG Program Officer.

Examples of appropriate 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 exhibit or production sponsors.
 - Publishing or other contracts.
-

12. Suggested External Reviewers (Enter in application)

To help ensure that well-qualified, knowledgeable reviewers will be chosen, applicants are required to identify **a minimum of SIX potential external (non-UWM) reviewers**. The reviewers should be nationally recognized in the field of expertise related to your work. Do not suggest more than two reviewers from the same institution. If this proposal is a resubmission, please suggest several different reviewers than those listed in your previous applications.

Conflict of Interest

Do not suggest individuals with whom you or any named person on the proposal may have a conflict of interest, which is defined for purposes of this program as any of the following:

- Known family relationship
- Business or professional partnership
- Having served as the PhD advisor or post-doctoral mentor for any of the applicants
- Having been the PhD advisee or post-doctoral mentee of any of the applicants
- Collaboration or co-authorship on a project or publication within the last 24 months
- Competitive concerns
- Reviewing prior versions of this proposal at the request of any of the applicants

Required Information for Suggested Reviewers

- First Name
- Last Name
- Email (Reviewer's institutional/organizational contact email, not their personal email)
- Name of University/Business
- Reviewer's website (URL should link directly to the reviewer's page, not their general institutional site. The purpose of including the website is to see the person's rank/title, institutional affiliation, area of expertise, and review experience.)

The Office of Research reserves the right to identify other qualified reviewers.

13. Do Not Contact List (Optional; Enter in application)

The Office of Research may have to go "off list" to find a sufficient number of reviewers. You may list information on those you do NOT want us to contact.

Application Submission Process

Submission Deadline: Tuesday, October 20, 2020 by 5:00:00pm

Late applications, incomplete applications, will not be accepted. Sections that exceed the specified page or word limits will be truncated at the stated limit. Reviewers will receive the truncated version.

To submit your proposal:

1. Create a WISPER record. After entering the requested information, click the SAVE button at the bottom of each page.
 - **For the DIG program, in the *General* tab of the WISPER record, complete the fields below as specified. Complete remaining fields as appropriate for your project.**

WISPER Field	Data to Enter or Select
Official Proposal Title	Precede the Official Proposal Title with "DIG:" Example: DIG: Development of software for advanced microscopy and tracking of microbeads in solution
Short Title	Precede the Short Title with "DIG:" Example: DIG: Mie software
Document Type	Select "Internal"
Sponsor	Enter "UWM Office of Research"
Submission Method	Select Other Electronic Submission
Sponsor Program Number	Enter "DIG FY22"
Direct Costs	Enter the Total Costs figure from the DIG budget template
F&A	Enter "0"
Cost Sharing Included	Select "Mandatory" ONLY if capital equipment purchases are included in the budget; otherwise leave this field blank.
Cost Sharing Amount	Leave blank unless capital equipment purchases are included in the budget. If capital expenditures are requested, enter the dollar amount for the portion not covered by the DIG program.

- **In the *Attachments* tab of the WISPER record, upload the following documents:**
 - Project Narrative
 - DIG Budget Planning Tool
 - Budget Justification
- Near the top, left of the *General* tab (or at the bottom, left, just above the SAVE button), you will see a link "**Sign the record**". Click there, read the statement under "Principal Investigator Signature for Proposal" and **sign for the proposal only**. Do not enter a signature for the award at this stage.
- In the *Approvals* tab, follow the normal process within your school or college for requesting approvals (see [WISPER Quick Guide](#)). For purposes of the DIG application, chairs and deans will have one week following submission of your application to approve the WISPER record.

If you have any questions about the WISPER record, please contact Kathleen Koch, kjk@uwm.edu.

2. 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.

DIG Review Process

The DIG program employs a three-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: Scientific/Scholarly Review

All applications are externally reviewed for scientific/scholarly merit according to the following criteria:

Criterion	Description	Single Investigator Point Value	Multiple Investigator Point Value
Significance/Impact	Potential impact of results on the field or society	40	40
Research Plan	Approach, design, methodology, timeline, resources, and assessment are effective and feasible to accomplish the aims	40	40
Innovation	Novelty or creativity of the research	20	20
Outcomes and Dissemination	Anticipated project results and how they will be communicated	20	20
Quality of Writing	Proposal is clearly and carefully written	10	10
Potential for External Funding	Potential of proposal to be competitive for extramural funding	10	10
Value of Collaboration (Multi-investigator projects only)	Multiple investigators facilitate accomplishment of aims and strengthen the project	N/A	10
	TOTAL	140	150

Rating Scale for all criteria:

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

Stage 3: Award Decision

Funding decisions are made by Office of Research leadership based on final ratings and review comments. Additional considerations may include:

- 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 near the funding cutoff, consideration will be given to a balanced award portfolio across disciplines.

All funding decisions are final, no appeals are allowed.

Terms and Conditions of DIG Awards

1. The PI agrees to 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
 - Remodeling or construction
2. The PI is expected to share reviewer comments with the Office of Research for DIG-related external grant submissions that are not successful, and to work with Research Development Services on resubmissions and/or targeting other grants or sponsors.
3. The PI agrees to contribute at least 10% time to the project. Any Co-PIs who receive summer support or a course release also must contribute at least 10% time to the project.
4. The final award amount is subject to negotiation with the Office of Research.
5. The PI agrees to submit extramural funding requests to continue this research at a minimum of three times the total award value, including both project funds and additional project costs, as specified in the award budget. If the PI is a subawardee on a grant, only the subaward amount will count towards this requirement.
6. Per standard practice and in accordance with [UW System Patent Policy](#), the PI, any Co-PIs and other project personnel, including graduate student assistants, agree to assign ownership of all intellectual properties conceived or reduced to practice as a result of a DIG award to the University for protection and development as the University deems appropriate.
7. Please acknowledge “UWM Discovery and Innovation Grant” support in any publication resulting from your DIG project.
8. The PI must notify Kathleen Koch if s/he will be leaving UWM before the project end date. The Office of Research reserves the right to determine the disposition of any remaining project funds.
9. The PI is expected to 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.)
10. At the conclusion of the project the PI must report on the outcomes of the DIG funding. A report template will be provided.

Contact Us

Program Officer
Kathleen Koch
(414) 251-8462
kjk@uwm.edu

Assistance with online application
Shane Dunlap
(414) 229-3160
jsdunlap@uwm.edu