FY25 Pitt Momentum Funds: Arts & Humanities Microgrant Awards Guidelines

I. INTENT AND FUNDING PRIORITIES

The Pitt Momentum Funds (PMF) Arts & Humanities Microgrant Awards support existing projects, works-in-progress, or test the feasibility of a larger grant idea for faculty in the Arts and Humanities. In these cases, a smaller grant with an expedited review time can be transformative. Funds support a wide range of individual and team projects, including conferences, symposia, workshops, and more.

II. AWARD AMOUNT

Microgrant Awards provide $3,000 for one-year of research, creative activity or scholarship support.

III. ELIGIBILITY CRITERIA

- Awardees from the immediate previous funding cycle *may not* apply to the same award-type they were awarded funds for (e.g., Microgrant Awardees from FY24 cannot apply for a Microgrant Award in FY25).
- Applicants must be full-time faculty members at the University of Pittsburgh. Eligible appointment stream faculty must have research as their core responsibility.
- Applicants *may not* be undergraduate, graduate students, post-doctoral fellows, research associates, or visiting (non-permanent) faculty members. These individuals may participate in PMF projects; however, they are **not** to be listed as co-investigators.
- Faculty from outside the University of Pittsburgh *are not* eligible to participate in Microgrant Awards.

IV. APPLICATION REQUIREMENTS

Application for the PMF Microgrant Awards requires the submission of the following information to be considered:

1. Name of primary applicant
2. Pitt email address (assigned pitt.edu address, not your alias)
3. Primary department
4. Appointment type
5. Full title
6. Year of terminal degree
7. Name of department administrator
8. Email for department administrator
9. Name(s) of any Co-Applicant(s)
10. Primary department of any Co-Applicant(s)
11. Project statement (2-page max)
    The statement should describe the significance of the project and its intended outcomes. The project statement is limited to a maximum of 2 pages of text, prepared in 11-point font with .75-inch margins and is to be submitted as a PDF document. One additional page is allowed and may only include relevant figures, images or citations. ***The statement should be written in lay language as it will be evaluated by a peer review panel having a broad set of expertise and experiences.*** The statement should include:
    a. a statement of the broader impact the project will have on the field;
    b. the methodology and workplan to be followed;
    c. a brief budget justification; and

      d. a description of the follow-on funding to be pursued to advance the project (with specific examples).

12. Letter of commitment from Department Chair
    The letter describes the in-kind or other financial commitments being made by the department to support the success of this project. If the primary applicant is a Department Chair, the letter must come from the Associate Dean for Research of the school representing the primary applicant.

13. Budget
    Applicants must use the PMF Budget Template to detail the projected expenses for the proposal. Applicants will provide the total of the Microgrant Award budget as a whole number, rounded up to nearest $100.

V. TIMELINE

All items are to be submitted by 12:00 PM Eastern Time.

August 2024	PMF 2025 Fall Awards Announced
September 3 & 4, 2024	Virtual Information Sessions with Pitt's OSVCR and Office of the Provost
October 21, 2024, **by 12pm**	Deadline to submit applications for Arts & Humanities Fall Microgrants
November 2024	PMF Arts & Humanities Fall Microgrants awardees announced
March 28, 2025	Deadline to submit applications for Arts & Humanities Spring Microgrants
April 2025	PMF Arts & Humanities Spring Microgrant Awardees announced

VI. REVIEW CRITERIA AND SCORING RUBRIC

The PMF Microgrant Awards are evaluated by faculty peers from the University of Pittsburgh and are reviewed using the following rubric and weights. The rubric sums to a possible 10 points for the most meritorious of proposals and a possible low score of zero for proposals not aligned with intent of the awards. Item F, the reviewers' comments are also important to the proposal evaluation.

A. *Significance of the Project and Intended Outcomes*
   To what extent does the proposed project suggest and explore creative, original, or potentially transformative concepts? Proposals should describe novel research or projects that advance scholarship and merit in their respected field. The significance of the proposed project is: [score 0 (low) – 4 (high)]
   - 0 = Poor
   - 1 = Fair
   - 2 = Good
   - 3 = Very Good
   - 4 = Excellent

B. *Proposal's Clarity of Expression*
How well does the proposal describe the intended work? Does the proposal convey confidence that the applicant can lead the effort? Proposals should provide clarity of expression in describing the intended goals and be well-written and concise. The clarity of the proposed project is: [score 0 (low) – 3 (high)]
- 0 = Not described at all; significant questions exist about the intended work
- 1 = Modestly described; questions exist about the intended work
- 2 = Described well; few questions exist about the intended work
- 3 = Described very well; there are no questions about the intended work

C. *Feasibility of the Project*
Is there a plan in place to carry out the proposed project? Proposals should detail a well-developed, well-organized plan that considers cost, design and the methodology to achieve the stated outcomes and goals. The feasibility of the proposed project is: [score 0 (low) – 2 (high)]
- 0 = Poor
- 1 = Fair
- 2 = Excellent

D. *Follow-on Scholarship and Funding*
Does the proposal explain how the project will fit into the future trajectory of scholarship and how the Microgrant Award will lead to follow-on (subsequent) funding? The follow-on plan of the proposed project is: [score 0 (low) – 1 (high)]
- 0 = Not explained or is absent
- 1 = Clearly explained

E. *Funding Recommendation*
Should this proposal be funded? If partial funding is recommended, provide a suggested funding level. The funding suggestion for the described project is:
- Do not fund
- Partially fund
- Fully fund

F. *Reviewer Comments (to be shared with applicant)*
Please provide specific feedback on the proposed project. Comments should focus on the strengths or weaknesses; significance of the project on the broader area of study; the appropriateness of the proposed budget; and the potential for impact. All comments should be constructive and intended to provide supportive feedback to the applicant.