

FY25 Pitt Momentum Funds: Regional Catalyst Grants

Guidelines

I. INTENT AND FUNDING PRIORITIES

The Pitt Momentum Funds (PMF) Regional Catalyst Grants (RCG) are designed to support high-quality research, scholarship, and creative endeavors at regional campuses from individuals or teams. Projects focused exclusively on curriculum development are not the focus of Pitt Momentum Funds. In general, projects will clearly strengthen the regional campuses' research ecosystems and support the [Plan 4 Pitt](#).

II. AWARD AMOUNT

Regional Catalyst Grants provide \$5,000 for two years of support for research, pedagogical research, or projects that weave together teaching with research.

III. ELIGIBILITY CRITERIA

1. All faculty members at Bradford, Greensburg, Johnstown and Titusville campuses with full-time appointments may apply as individuals or as a member of a team. The investigators may be tenured, tenure-stream or appointment stream.
2. Lead investigators are permitted to lead only one proposal submission at a time.
3. Faculty from regional campuses applying for RCGs may also apply for other PMF awards.
4. Applicants **may not** be undergraduate, graduate students, post-doctoral fellows, research associates, staff, or visiting (non-permanent) faculty members. These individuals may participate in PMF projects; however, they are **not** to be listed as co-investigators.
5. Faculty from outside the University of Pittsburgh **are not** eligible to lead RCGs.
6. Awardees from the immediate previous funding cycle **may not** apply to the same award-type they were awarded funds for (e.g., RCG awardees in FY25 cannot apply for a RCG in FY26).
7. Funds may be used for:
 - a. stipends for students
 - b. stipends to support involvement of community-partner and community-based organizations
 - c. to purchase equipment or lab supplies
 - d. project-related travel for faculty or students
 - e. costs associated with hosting a project-related event
 - f. services which aid research (e.g., translation, interpretation, journal publication fees, participant payments)
8. Funds **may not** be used for:
 - a. faculty salaries

IV. APPLICATION REQUIREMENTS

Application for the PMF Regional Catalyst Grants requires the submission of the following information to be considered:

1. Name of the lead investigator
2. Pitt email address (assigned pitt.edu address, not your alias)
3. Primary division and campus
4. Appointment type (Tenure/Tenure Track or Appointment Stream)
5. Faculty Rank

FY25 Pitt Momentum Funds: Regional Catalyst Grants Guidelines

6. Year of terminal degree
7. Name of department administrator
8. Email for department administrator
9. Name(s) of any Co-Investigator(s)
 - a. Primary department of any Co-investigator(s)
10. Project statement (3-page max)

The statement should describe the significance of the project and its intended outcomes. The project statement is limited to a maximum of 3 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 plain 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).
11. Letter of commitment from Division Chair
 - a. The letter describes the in-kind or other financial commitments being made by the department to support the success of this project.
12. Abbreviated copy of lead investigator's CV (5-pages max)
13. Budget
 - a. Applicants must use the PMF Budget Template to detail the projected expenses for the proposal. Applicants will provide the total of the RCG budget as a whole number, rounded up to nearest \$100.

V. TIMELINE

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

February 14, 2025	InfoReady Application Portal Opens for Regional Catalyst Grants
February 17 & 18, 2025	Virtual Information Sessions with Pitt's OSVCR and Office of the Provost
March 28, 2025 12:00 PM (noon)	Deadline to submit applications for the Regional Catalyst Grants
April 2025	Regional Catalyst Grant awardees announced

VI. REVIEW CRITERIA AND SCORING RUBRIC

The PMF RCGs are evaluated 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.

FY25 Pitt Momentum Funds: Regional Catalyst Grants

Guidelines

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 Regional Catalyst Grant 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? The funding suggestion for the described project is:

- Do not fund
- Fund

F. *Reviewer Comments (to be shared with applicant and the review panel)*

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

FY25 Pitt Momentum Funds: Regional Catalyst Grants

Guidelines

should be constructive and are intended to provide supportive feedback to the applicant.

VI. PARTICIPATION REQUIREMENTS

A. Proposal Review Procedures

RCG proposals must be the original work of the proposing lead investigator/team and will be subject to peer review. A panel of reviewers will be identified for each funding cycle with regional faculty making up no less than one-third of the panel. The remaining panel members will come from the Pittsburgh campus. The Senior Vice Chancellor for Research will make and announce all final funding decisions for regional catalyst grants.

B. Period of Performance

Grant periods for regional catalyst grants may run up to a maximum of 24 months.

C. Progress Reporting

Awardees will submit one-page summary reports on progress towards meeting milestones and any significant accomplishments. Reports are due 12 and 24 months from the date funds are available and might include, for example, reports on successes, insights or changes in research activities or educational environments resulting from the project.

D. Recognition Participation

Each year, RCG awardees will participate in recognition events to present their work through posters, demonstrations, brief TED-style talks, or teaching demos. Events may include events such as the following:

- Greensburg - Pitt-Greensburg Undergraduate Research & Creativity Symposium (PURCS)
- Johnstown – Fall into Research and the Symposium for the Promotion of Academic and Creative Enquiry
- Pittsburgh - Internal Funding Showcase

E. Outcome Reporting

Lead investigators will report to PMF-info@pitt.edu all scholarly outputs attributable to the regional catalyst grants award within a two-year period after conclusion of the period of performance. Example outputs include scholarly publications, follow-on funding applications, external honors, positive media appearances, or community partnerships fostered.

F. Communication

Lead investigators are expected to communicate in a timely manner any challenges that may impact the successful completion of a project, including requests for modifications to scope or schedule, to PMF-info@pitt.edu.

G. Commitment to Serve as a Reviewer

All awardees are expected to serve as reviewers for subsequent cycles of the Pitt Momentum Funds.