MICHR Pilot Grant Program
Community-University Partnership Seed (CUPS) Grants

Overview
The MICHR Pilot Grant Program (PGP) provides funding to faculty and community partners engaged in clinical and translational research. The goal of the PGP is to promote the development of novel solutions that will ultimately improve patient and community health outcomes.

MICHR’s PGP goals:
- Impact clinical outcomes and community health;
- Drive translation of scientific concepts from the benches of basic scientists to clinical investigators and the community;
- Stimulate research projects that address community-identified health priorities;
- Establish new research programs and/or collaborations;
- Augment the number of clinical/translational research investigators;
- Increase extramural funding and publications.

Funding
- Each award will provide up to $5,000 in funding for a one-year period:
  - Supports the formation, maintenance and sustainability of research partnerships that address community-defined health priorities. Partnerships in the City of Detroit should apply through the Detroit Urban Research Center’s Small Planning Grant Program.

Eligibility
- Requires an academic partner who is faculty in a U-M school/department and a community partner representing a non-academic community organization; either partner can serve as Principal Investigator, Co-Principal Investigator, or Co-Investigator.
- NIH will not provide prior approval for research conducted outside of the United States. As such, the MICHR Pilot Grant Program cannot accept applications proposing research that will be conducted abroad.
- Faculty can only have one active seed grant at any given time.

Application Requirements
- Please see Page 2 for application guidelines.

Use of funds
The following items are unallowable: faculty salary support, equipment, computers, cost overruns, retroactive funding, grant preparation costs, GSRA costs, travel unrelated to the conduct of research (e.g. conferences), renovations, or office supplies. This list may not be all inclusive, and applicants are encouraged to discuss allowable expenses with PGP staff if there are questions.

Submission and Timeline
Applicants will use the U-M Medical School’s Competition Space, and the forms provided on this site, to submit their applications. Applications are accepted on a rolling basis until all available funding has been distributed.

Awardee Responsibilities
The duration of the award is one year, by which time all funds must be spent. Awardees are required to provide a progress report toward the end of the award period.
Community-University Partnership Seed Application Guidelines

Application Components

1. **Face Page**: Include an abstract in the space provided and indicate the application type.

2. **Research Plan**: A maximum THREE-page, single-spaced document (Arial 11, minimum of 0.5 inch margins) describing the project concisely and completely. Use the following overall format and note the suggested page limits.
   
   - **Background, Significance and Impact** (up to 0.75 pages): Describe the specific health problem that the partnership will address and its relevance to the communities involved. Describe how activities will lead to sustained research collaborations and/or funding opportunities and plans for sustaining partnership efforts.
   
   - **Partners and Previous Related Work** (up to 0.75 pages): Describe any previous experience that the partners have working together, conducting community-engaged research, and the expertise that the different partners will bring to the research partnership.
   
   - **Approach** (up to 1.5 pages): Include 1) framework and/or approach to community-engaged research that the partnership will utilize, 2) purpose and measurable desired outcomes of the partnership, 3) specific activities that the partners will utilize to meet the desired outcomes and 4) project timeline.

3. **References**: Not included in the page limit.

4. **Regulatory Approval**: If your application receives a fundable score, you will be required to provide regulatory approval and additional human subjects and/or animal research documentation for NCATS review. Funds will not be released until NCATS approval has been secured. More information on this requirement can be found [here](#).

5. **Biographical Sketch (Optional)**: Include a NIH biosketch for all key personnel; a template can be found [here](#). For community partners, a resume or CV is appropriate.

6. **Budget and Justification**: Investigators can request any amount up to $5,000; all items must be fully justified. Please follow all rules regarding unallowable costs found on Page 1.

7. **Signature Page (Optional)**: Departmental approval should be obtained prior to submission even if faculty effort and cost share are not requested as part of the budget.

8. **Letters of Support (Optional)**: Collaborators other than Co-PIs and Co-Is, with significant roles on the project, should provide a letter of support outlining their participation.

9. **Current/Pending Support**: Include current and pending support for all key personnel. Please follow the NIH format.

**Items 2-8 must be combined into one PDF.**

**Note**: Applicants may propose activities at any phase in the process of developing, maintaining, and sustaining a research partnership. For more information and examples of fundable activities, applicants are encouraged to reference this supplemental guide.

**If you have questions, please contact**: MICHR-PilotGrants@umich.edu. For assistance developing your project, we recommend meeting with MICHR’s Research Development Core and/or Community Engagement Program.