

## HBOI Guidelines for Funding Support in Case of Shortfall for HBOI Faculty

The competitiveness of the current grant funding climate presents challenges to HBOI faculty who are expected to bring in 70% of their salary as well as the full salaries of their personnel. Gaps in funding have negative effects on the continuation of active research programs due to loss of skilled research staff as well as lack of productivity during the gap period. The Bridge Funding Support program provides interim resources to mitigate a challenging grant climate and to facilitate the ongoing viability of extramurally funded research projects. This program is designed to provide temporary (up to 12 months) support to retain faculty and their essential personnel during continuing efforts to obtain full extramural funding or during the transition of faculty back into research after having an administrative role.

### **Criteria:**

The criteria for awarding these funds will be based on track record of productivity at HBOI including history of securing extramural grants, publications, and service for the previous 5 year period as attested on yearly faculty appraisal forms.

### **Scope of Award:**

- Requests should be limited to the minimum funding necessary to maintain a program.
- Bridge funding may be requested up to six months prior to the expected loss of funding.
- The Faculty member will have exhausted all incentive, overhead, or any other kind of reserve funds by the time of the projected gap.
- Applications will be evaluated by the Executive Director of HBOI.
- In cases where applications exceed available funds, priority will be given to faculty members with a history of extramural funding.
- Funding requests can include lab personnel (technicians, postdocs) salary, although in cases when requests exceed available funds, priority will be given to faculty.
- Salary requests must include benefits.
- In special situations where preliminary data would support grant applications, minimal essential supplies can be covered at the discretion of the Executive Director.
- At the time funding is established or re-established, unspent funds will be returned to the bridge program so that others can benefit.
- Unspent funds set aside for bridge funding will roll over to the next year.

### **Eligibility:**

HBOI Faculty members whose last annual appraisal received a score of satisfactory or higher.

### **Application:**

1. Biographical sketch from Federal or State granting agency most commonly used in the field of research of the investigator (ie. NIH, NSF, SeaGrant, ONR, etc.). The biographical sketch should include record of funding for the past 5 years with dollar amounts and funding periods listed for each grant (maximum of 4 pages combined). You may list either direct costs only, or direct + indirect, but indicate which is listed.
2. Demonstration of attempts to obtain funding (e.g. abstracts of submitted grants, panel summaries, priority scores or other evaluations and comments; do not send complete grant applications).
3. Budget and justification.
4. Statement of how this funding will be used to increase chances of future funding.

### **Report:**

A report will be required of the Faculty member at the end of the funding period with the following information: final accounting of the funds that were spent; if a discreet research project was conducted, a summary of the research that was carried out, any publications that resulted, and any grants that were awarded or are pending.