The BRIDGE FUNDING program within the Office of the Vice Provost for Research is designed to span a gap for researchers who have temporarily lost significant external research funding.

ELIGIBILITY

Full-time Baylor faculty members may apply for Bridge funding.

Additionally, program eligibility is limited to:

- Faculty who have exhibited a successful track record of extramural funding spanning a minimum of the four consecutive years prior to application and have lost all of their research support (as verified by the Office of Sponsored Programs) at the time of application; or

- Faculty who have exhibited a successful track record of extramural funding spanning a minimum of the four consecutive years prior to application and who have lost the majority of their research support and all of their summer salary support (as verified by the Office of Sponsored Programs) at the time of application.

ELIGIBILITY NOTES

- The faculty member must provide evidence demonstrating efforts to establish or re-establish funding before becoming eligible for bridge funding support.

- One to one matching of OVPR funds by the department, college, or school or some combination of these funding sources is required.

MAXIMUM FUNDING ALLOWED

- Bridge funding requests will be assessed based upon the amount of total direct costs and indirect cost recovery (IDC) produced by the faculty member’s prior record of external funding.

- A single bridge funding request may not exceed $50,000 (inclusive of matching funds from the department, college or school).

- Bridge funding may be awarded for only one year. Once having been awarded bridge funding, a faculty member is not eligible to apply again until the conditions listed above have been met.

APPLICATION

Applicants must secure approval to submit a bridge funding request from the department chair and dean of their college or school. A statement of their approval should be attached to the application. In situations where more than one request from a particular department, college, or school is made, the chair and dean will be asked to prioritize the requests received from their unit.
The PI must produce a proposal in a standard federal funding agency format addressing the specific need for bridge funding and showing how the bridge funding will sustain the research.

The proposal packet must also include:

1. An award eligibility statement from the Office of Sponsored Programs showing current funding, prior funding and current proposals in submission;

2. A current curriculum vitae, showing a robust publication and successful funding record over the prior 4 years which lists the total amount awarded and the performance period for each grant;

3. A pledge of support from the department, college, or school for the required 1:1 match of funds; and

4. Copies of the PI’s most recently submitted and funded proposals.

REVIEW CRITERIA

Review criteria will follow the guidelines provided by the national funding agency utilized for proposal submission. Additional criteria considered will include:

1. Evidence that bridge funding will sustain an existing area of investigation relevant to the goals of the university;

2. Validation of matching funds;

3. Budget justification; and

4. Previous support through other Baylor internal funding programs.

SUBMISSION PROCEDURE

Begin by identifying the OSP coordinator assigned to your department. Contact your coordinator and let them know you are interested in applying for a bridge grant.

It is neither necessary nor desirable to wait until a proposal is in its final, edited form before contacting OSP for advice, assistance with preparation of the proposal budget spreadsheet, or issuance of the proposal directory.

Your coordinator will provide you with a link to a folder in Baylor’s Box system. Fill out the application form, save it to your computer, and upload a copy into your Box folder. IMPORTANT: Only applications submitted electronically through Box will be considered. Paper or email applications are not accepted.

After filling out the application, send your department chair and dean a link to your Box folder for their review and approval.

SUBMISSION DEADLINE

Proposals for bridge funding may be submitted at any time. However, proposals approved for funding are disbursed in the next fiscal year (June 1 to May 31) with a start date of June 1.
Please note that it is the responsibility of the principal investigator to ensure all completed proposals are approved by the unit chair and dean prior to the submission deadline. Late, incomplete or unapproved proposals will not be forwarded to the OVPR for consideration.

APPLICATION CHECKLIST

1. Complete application form and statement from the department chair and dean of the college or school.

2. Proposal in a standard federal funding agency format addressing the specific need and justification for the use of bridge funding.

3. Completed proposal routing form electronically signed by chair and dean.

4. Certification of 1 to 1 matching of funds.

5. Updated curriculum vitae for the PI.

6. Copies of the PI’s most recent externally funded and most recently submitted proposals.

IMPORTANT THINGS TO REMEMBER

Non-technical Abstract

All proposals must include an abstract, written in non-technical language and free from topic-specific jargon. The abstract, from one to two paragraphs in length, should describe how bridge funding will sustain the research program of the PI. The abstract will be published on the Research website.

Compliance Committee Approval

Approvals from the appropriate Research Compliance Committees (e.g. Biosafety, Radiation Safety, Institutional Review Board, Animal Care and Use Committee, etc.) must be secured before funds will be released for use.

PROGRAM RESTRICTIONS

Bridge funding from the Office of the Vice Provost for research may not be used for salary support – however, matching funds provided by the faculty member’s department, college or school may be used for any expenditure supporting research, including faculty salary. A maximum of two months of summer salary may be requested (summer supplements are not supported). Bridge funding requests must adhere to existing Baylor policy with regard to workload distribution and payroll processing.

In any given year, no more than two bridge funding requests from an individual college or school may be awarded. Additionally, no more than four per year across the entire university may be awarded.

Bridge funding may not be used to purchase equipment (a single item purchase of $5,000 or greater). Faculty who wish to request equipment purchases are encouraged to apply to the University Research Committee’s
small or mid-range grants programs, the Faculty Research Investment Program (FRIP), or the Research Equipment Acquisition Program (REAP).

**BUDGETARY CONSIDERATIONS**

Bridge funding requests must correspond to the Baylor fiscal year (June 1 through May 31). A budget request specifically detailing the timeline for the bridging grant must be submitted and all expenditures must be completed according to the timeline submitted with the proposal. Any change with regard to the bridge funding request or timeline requires prior approval by the Office of the Vice Provost for Research.

Budgetary constraints preclude continuous or long-term funding of an individual or group research agenda. Previous awards through other Baylor internal funding programs will be considered when making the decision to award bridge funding.

The PI is responsible for executing the research and timeline of the bridge funding according to their departmental/center guidelines and Baylor’s policies and procedures.

**AWARD CONDITIONS**

*Grant Administration*

Awards will be set up as TRAX accounts and administered through the Office of Sponsored Programs. Training on TRAX (the Baylor Financial Transactions System) is available through Information and Technology Services.

Investigator(s) are required to expend funds as proposed in the application. Any change with regard to the use of bridge funding requires prior approval. Please submit requests to your OSP coordinator.

*Final Report*

Awardees are required to submit a report to the Office of the Vice Provost for Research (OVPR) no later than 60 days after the end of the fiscal year in which the final expenditure is made. The report should include a brief description describing how bridging funds were used, manuscripts published, submitted, or in preparation, and a list of external grants funded / submitted. The format required for the final report is available on the OVPR website. Failure to comply with this requirement may render the investigator ineligible for future bridge funding or other funding offered by the OVPR.

*Acknowledgement*

Any published work supported in whole or in part by bridge funding should acknowledge such support in the publication. Other publicity related to the project, such as Baylor PR articles, should also carry acknowledgment.

An example acknowledgement is: “This study was supported in part by bridge funding from the Vice Provost for Research at Baylor University.”

*Applications for External Funding*

Recipients of bridge funding are required to submit a research proposal to an external funding agency within 12 months of the termination of the bridge funding. Failure to comply with this requirement may render the investigator ineligible for future funding from the OVPR.