

## FY26 Proposal Development Grant Program

The Proposal Development Grant Program supports pilot research directly relevant to the preparation and writing of a competitive proposal for submission to an external funding opportunity.

<b>Deadline</b>	<b>FY26 applications accepted from March 3, 2025, through March 31, 2025, at 5:00 PM EST. Contact your Departmental Research Administrator for further guidance.</b>
Awards Announced	~June 9, 2025
Maximum Award	\$20,000

### Eligibility to Submit a Proposal

- Current UMass Boston faculty or research staff members are eligible to submit a proposal for consideration.
- Single or multi-PI applications are eligible, including non-UMass Boston senior personnel (unfunded collaborators).
- Previous Proposal Development Grant awardees who have not fulfilled the requirement to submit a competitive proposal to an external funding opportunity are ineligible for future Proposal Development support.
- Previous UMass Boston Internal Grant Program awardees who have not submitted required reports or outcomes because of prior support are ineligible for future grant support.
- Proposal Development PIs or co-PIs cannot have received more than one UMass Boston internal grant in the current fiscal year. UMass Boston's internal grant mechanisms include Healey Research, Public Service, and Proposal Development)

### Application and Submission Information

- Internal grant application will be opened and live for use starting Monday, March 3, 2025.
- Applicants are required to submit an **ORSP Internal Grant Application**. Applicants must contact their Departments Research Administrator for assistance in submitting their application. DRA assignments can be located here:  
<https://www.umb.edu/research/orsp/contact-us/by-dept/>

### Checklist of Submission Items

1. Request only those items indispensable to the project and not available through one's department or from other funding sources.
  - a. Allowable budget items:
    - Graduate & Undergraduate research assistants
    - Required supplies and materials
    - Database access
    - Travel costs that are necessary to conduct the research
    - Human Subjects – study recruitment costs
    - Funds to conduct research using the [UMass Boston Core Facilities](#)
  - b. Unallowable budget items:

## FY26 Proposal Development Grant Program

- Course buyouts, salaries, or additional compensation for PI or Co-PIs
  - Travel to present results of research
  - Subaward or consultant costs at other institutions
  - Computers, laptops, peripherals are not allowed. Only in unique circumstances will capital equipment be considered.
- c. Budget notes:
- Project Period: 07/01/2025 to 12/31/2026
  - Maximum budget: \$20,000
  - Indirect costs are not included on any internal application
2. Budget Justification – Provide a justification for each budget line item. Use the comment area in the budget section of the form.
3. Abstract – Abstracts are a maximum of **1 page**, with a font size no smaller than 12. Please include the following;
- a. A succinct project description and summary of the proposed work which should be informative to other persons working in the same or related fields
  - b. If applicable, briefly describe the interdisciplinary or multi-disciplinary nature of the proposed project
4. Project Narrative - Narratives are a maximum of **8 pages (including references)**, double-spaced, with a font size no smaller than 12. This is the core of the proposal describing the project for which funding is being requested. The applicant must be as clear as possible, remembering that the review committee will represent various disciplines and program areas and will not necessarily have strong expertise in the subject matter of the proposal. The project narrative must include the following elements:
- a. Significance of the proposed project that will be the subject of a proposal to be developed and submitted to an Extramural funding source
  - b. A brief review of relevant literature related to the proposed project, citing where appropriate one's own past and/or present research
  - c. Strategy for the development and submission of a proposal to an extramural funding source, including aims and a set of activities, with a timeline for accomplishment
  - d. The distinction between the aims of the present proposal with related research activities to be conducted within the timeline of the grant award and the aims of the grant proposal to be developed and submitted to an external funding agency
  - e. Identification of a specific extramural funding agency to which the proposal will be submitted with substantiation of the agency's likelihood of funding the topic
5. [Biosketch\(es\)](#) - a biosketch is needed for each PI and Key Personnel – maximum **3 pages**. Further instructions are on the Biosketch Template found [here](#).
6. [Current and Pending Support](#) - PI's and all Key Personnel must each complete the Current and Pending Support form found [here](#).

## **FY26 Proposal Development Grant Program**

7. **Other Attachments** -Letters of collaboration should be limited to stating the intent to collaborate and should not contain endorsements or evaluations of the proposed project. Letter of Collaboration Template found [here](#).

**Proposal Review Committee** - Each Internal Funding Opportunity has its own Review Committee, comprised of university faculty and research staff members and will review all proposals and make award recommendations. The final funding and award decisions will be made by the Vice Provost for Research. The committee will evaluate, score, and rank each eligible proposal according to the following merit criteria:

- Significance
- Project Development Strategy
- Likelihood of Funding
- Quality of Presentation

### **Award Management**

The Proposal Development Grants are administered in accordance with established university fiscal procedures and policies relating to the conduct of sponsored programs. The anticipated project period will be from July 1, 2025, to December 31, 2026. All budget expenditures and project activities must occur within the project period.

### **The following conditions are made to all awards and must be adhered to by each recipient:**

- A final project report must be submitted via email by December 31, 2026, summarizing grant activities, expenditures, and outcomes. Please access the ORSP internal grants page to access the most up-to-date final report template.
- One copy of submitted, published, or conference papers and facsimiles or descriptions of artistic creations that result from the project activities must be emailed when they become available.
- Specific proposals for external funding and awards received that were derived from the Proposal Development Grant should be identified.
- All publications resulting from the grant project and all narratives associated with exhibitions or performances of works resulting from the grant project must acknowledge the assistance of the Proposal Development Grant program of the University of Massachusetts Boston.