Psychology Department Request for Proposals (RFP): Faculty Pilot Grant Award
Proposal Deadline: August 31, 2025

Purpose and Research Objectives
The Department of Psychology invites proposals for pilot research projects designed to generate essential preliminary data in support of new applications for externally funded federal grants (e.g., NIH, NSF, DoD, DARPA, DOJ). The overarching aim of this mechanism is to facilitate competitive submissions within 18 months of the pilot award's start date.

Funding Mechanism
One award of up to $10,000 in direct costs will be made available for a one-year funding period. Funds must be used to support data collection activities critical to the development of a competitive external grant application.

Eligibility and Application Criteria
- All full-time Psychology Department faculty members, regardless of rank, are eligible to apply.
- Post-doctoral fellows and graduate students are not eligible for this funding mechanism.
- Requested budgets may not exceed $10,000.
- Funds may not be used for faculty salary or course buyouts.
- Faculty are strongly discouraged from submitting multiple proposals as PI or Co-PI in the same funding cycle. However, serving as a Co-Investigator on additional applications may be permitted, provided the research aims are clearly distinct.
- Applicants are encouraged to seek and incorporate feedback from the Psychology Research Committee prior to submitting the subsequent federal grant application.
- At least 75% of the indirect costs from any resulting federal grant must return to the Psychology Department.
- Proposals that promote collaborative research among Psychology Department faculty are especially encouraged.

Application Procedures
All proposals must be formatted using standard 11- or 12-point Arial or Times New Roman font with 0.5-inch margins throughout. Applications must include the following components:

1. **Cover Letter**
   Include a brief cover letter listing names and contact information for 3 to 5 suggested reviewers. These individuals may be drawn from the Department of Psychology, other units within the University of Arizona, or external institutions.

2. **Face Page**
   Provide a cover page with the following information:
   - Principal Investigator (PI) name and contact information
   - Proposal title

- Grant mechanism: *Faculty Pilot Grant Award*
- List of Senior/Key Personnel and collaborators
- Project performance sites
- Project summary/abstract (limited to 30 lines of text)

3. **Detailed Budget**
   Submit a budget not exceeding $10,000 in direct costs. No indirect costs are permitted.
   - Use the NIH PHS 398 fillable budget form, "Form Page 4: Detailed Budget for Initial Budget Period":
     https://grants.nih.gov/grants/funding/phs398/phs398.html

4. **Budget Justification**
   Provide a narrative justification for each line item in the budget.

5. **Biographical Sketches**
   Include NIH-format biosketches for all key personnel.
   - Template and instructions available at:
     http://grants.nih.gov/grants/forms/biosketch.htm

6. **Research Plan** (maximum of 5 pages total)
   The Research Plan should include:
   - **Specific Aims** (up to 1 page)
   - **Research Strategy**, structured under the subheadings *Significance*, *Innovation*, and *Approach*
   - **Plan for Submission of an External Federal Grant Application**
   - **Timeline** for project activities and grant submission

7. **References Cited**
   List all references in APA format.

Submission Instructions
Combine all application materials into a single PDF document. Name the file using the following format: **[PI Last Name]***[Faculty Pilot Grant Award]***[Submission Date].pdf**

Submit the combined PDF via the Psychology Research Committee website at:
https://psychology.arizona.edu/psychology-department-faculty-pilot-grant
The submission deadline is **11:59 PM (Arizona time) on August 31, 2025**.

Questions
For assistance with the submission process or other inquiries, please contact:
Dr. Fabian-Xosé Fernandez (fabianf@arizona.edu) or Dr. Gene Alexander (gea@arizona.edu)
Inquiries may be shared with the Psychology Research Committee as needed.

Application Review Criteria
All proposals will undergo review for both scientific and technical merit. Reviewers may be

drawn from the Department of Psychology, the broader University of Arizona faculty, or, when necessary, from external experts with relevant subject matter expertise.

The Psychology Research Committee will convene a Research Subcommittee to coordinate the review process and to obtain two or more reviews for each application. Proposals will be evaluated and scored based on the following criteria:

1. **Significance and Innovation** – Importance of the research question and its potential to advance the field.
2. **Rigor and Feasibility** – Soundness of the research design, methods, and feasibility of the proposed work.
3. **Investigator and Environment** – Qualifications of the applicant(s) and adequacy of the available institutional resources.
4. **Prospects for External Funding** – Potential for the applicant to submit a subsequent competitive federal grant proposal.
5. **Impact of Pilot Funding** – Likelihood the proposed pilot data will lead to a successful federally funded grant application.

Final funding decisions will be made by the Psychology Research Subcommittee. Notification of the award is anticipated by the end of October 2025. The anticipated funding start date for the selected application is expected to be December 1, 2025, with a performance period extending through November 30, 2026. All awarded funds must be expended within this period; carryover of unspent funds will not be permitted.

Funded investigators will be required to submit a Final Progress Report within 18 months of the award start date, detailing project outcomes and progress toward external funding.