

## PROPOSAL PREPARATION AND MATCHING FUNDS PROGRAM GUIDELINES

### Important Information

- **Deadlines:** Proposal Preparation and Matching Funds Program requests must be provided to the Office of Research at least **five (5) weeks prior to funding agency deadline** if the funding request involves participation from three or more schools or colleges, or at least **three (3) weeks prior to funding agency deadline** if less than three schools or colleges are involved.

**Any funding requests NOT submitted within these time periods may not be considered for funding.**

- Be sure to **include specified requirements** with your internal funding request.
- All internal research funding requests **must be approved by the administrative dean** prior to submission to the Office of Research.
- The Office of Research **Internal Research Funding Programs Application Form** is found at <http://research.ucdavis.edu/wp-content/uploads/InternalResearchFundingForm1.pdf>

The Office of Research (OR) Proposal Preparation and Matching Funds Program has four components:

1. **EQUIPMENT MATCH:** Matching (or cost-sharing) funds for equipment when required by an external sponsor. *See below for details.*
2. **COST SHARING:** Matching funds for grant proposals to government and not-for-profit organizations when required by the sponsor. Non-required cost sharing may be considered. *See page 2 for details.*
3. **MULTIDISCIPLINARY PROPOSAL SUPPORT:** Support to encourage faculty to develop large (e.g. multi-million dollar in the Sciences) interdisciplinary proposals. *See page 3 for details.*
4. **BASIC RESEARCH GRANTS PROGRAM:** Support for the development of new Organized Research Units (ORUs), Organized Research Programs (ORPs) or new research centers. *See page 4 for details.*

1. **EQUIPMENT MATCH:** *Provides matching (or cost sharing) funds for equipment when required by an external sponsor.*
  - *The matching funds percentage for equipment is usually defined by the funding agency.*
  - *OR will generally fund requests up to \$200,000.*
  - *Matching Funds are committed only for capital equipment (of at least \$5000).*

### Criteria for equipment matching funds

To qualify for consideration, the funding agency RFP must state the requirement for equipment matching funds, and one or more of the following conditions must be met:

- Proposal supports new faculty to obtain first grant from federal agency
- Proposal supports research of multiple investigators with significant equipment budgets
- Proposal supports extremely costly major equipment for central facilities

#### How to apply

1. Complete the Application Form. Obtain necessary signatures of approval.
2. In addition to your application, it is necessary to include all of the following:
  1. Sponsor's proposal title page, which must include:
    - Title of proposal
    - Name of agency and name of program
  2. Preliminary Budget
  3. List of Equipment with costs (include tax and shipping)
  4. Copy of written RFP from agency requiring match
3. Submit all to [ORBBusiness@ucdavis.edu](mailto:ORBBusiness@ucdavis.edu) by the deadline indicated above.
4. There is no need for you to wait for a commitment before you submit your proposal to Sponsored Programs for review, but include a copy of your application sent to OR requesting matching funds. In addition, within your proposal package itself, indicate that a request was made to OR.

#### Award

If approved, the Vice Chancellor for Research will issue a formal commitment letter to accompany your proposal when it is submitted to the funding agency. This commitment pertains to the specific proposal and remains in effect until the agency acts upon the proposal. If the proposal is denied, the commitment is void. If the same proposal is submitted to another program within the agency, or to a different agency, a new application requesting matching funds must be submitted. Proposal Preparation and Matching Funds commitments are not transferable.

2. **COST SHARING:** *Matching funds will be provided for proposals to government and not-for-profit organizations when required by the sponsor.*
  - *Non-required cost sharing may be considered, however required matches take precedence over non-required matches.*
  - *OR will match an equal (or in rare cases, similar) amount provided by the school, college or division of the investigators, not to exceed \$200,000. This match by the academic unit is required.*

#### How to apply

1. Complete the Application Form. Obtain necessary signatures of approval.
2. In addition to your application, it is necessary to include all of the following:
  1. Sponsor's proposal title page, which must include:
    - Title of proposal
    - Name of agency and name of program
  2. Preliminary Budget
  3. Copy of written RFP from agency requiring cost sharing

- For non-required cost sharing, a justification must be included of why the cost sharing is needed and appropriate
3. Submit all to [ORBusiness@ucdavis.edu](mailto:ORBusiness@ucdavis.edu) by the deadline indicated above.
  4. There is no need for you to wait for a commitment before you submit your proposal to Sponsored Programs for review, but include a copy of your application sent to the Vice Chancellor requesting matching funds. In addition, within your proposal package itself, indicate that a request was made to the Vice Chancellor.

#### Award

If approved, the Vice Chancellor for Research will issue a formal commitment letter to accompany your proposal when it is submitted to the funding agency. This commitment pertains to the specific proposal and remains in effect until the agency acts upon the proposal. If the proposal is denied, the commitment is void. If the same proposal is submitted to another program within the agency, or to a different agency, a new application requesting matching funds must be submitted. Proposal Preparation and Matching Funds commitments are not transferable.

3. **MULTIDISCIPLINARY PROPOSAL SUPPORT:** *This support will encourage faculty to develop large (e.g. multi-million dollar in the Sciences) interdisciplinary proposals that will usually cross department/college boundaries.*
  - *The Office of Research will provide project development support (e.g. clerical, travel, supplies and expendables, or grant writing assistance).*

#### Criteria for multidisciplinary proposal support

- Proposal must be interdisciplinary (usually across department/college boundaries)
- Proposal must be a large dollar amount (amounts will vary by college/school/division)
- A major grant proposal must be submitted to an external sponsor within 18 months of the date of the internal award from OR.

#### How to apply

1. Complete the Application Form. Obtain necessary signatures of approval.
2. In addition to your application, it is necessary to include all of the following:
  1. Sponsor's proposal title page, which must include:
    - Title of proposal
    - Name of agency and name of program
  2. Preliminary Budget
  3. Copy of written RFP from agency.
3. Submit all to [ORBusiness@ucdavis.edu](mailto:ORBusiness@ucdavis.edu) by the deadline indicated above.

#### Award

If approved, the Vice Chancellor will issue a formal commitment letter. Proposal Preparation and Matching Funds commitments are not transferable.

4. **BASIC RESEARCH GRANTS PROGRAM:** *This program supports the development of new Organized Research Units (ORUs), Organized Research Programs (ORPs) or new research centers.*

**Criteria for basic research grants program**

- Funds must be used for the development of new Organized Research Units (ORUs), Organized Research Programs (ORPs) or new research centers

**How to apply**

1. Complete the Application Form. Obtain necessary signatures of approval.
2. In addition to your application, it is necessary to include all of the following:
  1. Preliminary Budget
  2. Documentation of support from the lead dean
3. Submit all to [ORBusiness@ucdavis.edu](mailto:ORBusiness@ucdavis.edu) by the deadline indicated above.

**Award**

If approved, the Vice Chancellor will issue a formal commitment letter. Proposal Preparation and Matching Funds commitments are not transferable.

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**If you have questions regarding Office of Research Internal Research Funding Programs,  
please contact [ORBusiness@ucdavis.edu](mailto:ORBusiness@ucdavis.edu)**