

# SCHOOL OF MEDICINE BRIDGE FUNDING PROGRAM *Application Process*

Submit a single PDF file to Michelle Teng, [Michelle.Teng@ucsf.edu](mailto:Michelle.Teng@ucsf.edu) by **6 pm on the relevant due date for the current cycle**. Please use the attached application checklist, as incomplete applications will be returned without review.

## Bridge Funding Application Checklist

- Coversheet
- Biosketch & Other Support
- Applicant's Letter
- Chair's Letter
- Grant Information including the following sections:
  - Abstract
  - Specific Aims
  - Budget
  - Other Support
  - Facilities and Resources
  - Local and External collaborator agreements
  - Summary statement
  - Priority score
  - Percentile and funding pay line \*\* if available at time of Bridge application submission. If not available at time of Bridge application submission please forward as soon as received.**

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### 1. Discretionary Funding

Please report the amount of discretionary funding (e.g. startup funds, gift, endowed chair, etc.) that will be available as of the **first day of the Bridge Funding award period**, for the applicant's research program.

A specific amount, even if it is zero, must be provided.

### 2. Bridge Funding Biosketch & Other Support

Four-page NIH biosketch and other support documents that include current, pending, and 3-year prior funding history. Include ALL sources of support (e.g. extramural, intramural, industry, foundation awards, startup funds, gifts, discretionary funds, etc.) for ALL research (all research projects and personnel). Award amounts (\$) must also be included (amount of the total grant and amount designated for the applicant's use). An asterisk should appear in front of the title of the award(s) that is the focus of the bridge funding proposal.

### 3. Applicant's Letter (maximum 2 pages)

A concise description of:

- The applicant's research program
- Financial needs, including a brief statement of eligibility (e.g. In August 2016, I had \$500k to support my research, but on August 1, 2017, I will have only \$200k, representing a 60% loss) and a detailed description of how any discretionary funds will be used
- Attempts to re-establish funding
- Detailed description of the adverse impact of the current/impending funding shortfall on the applicant's research program and research personnel.
- A specific plan for re-establishing funding during the bridge year (e.g., grant agency, submission date), including how reviewer comments are, or will be, addressed in pending and future grant applications. The letter should also state that bridge funds will be relinquished as soon as additional funding is secured.

### 4. Chair's Letter

A memo from the applicant's Department Chair that includes:

- An assessment of the likelihood of the applicant securing funding for the research project to be bridged.
- Confirmation that the department will provide 1/3 of the bridge award if the applicant is selected to receive the other 2/3 from the school and campus funds. If the department is unwilling or unable to provide 1/3 support, the Chair's letter must include a detailed explanation. Please note that the award will not be given if the Chair is unwilling to support the 1/3 commitment.

### 5. Grant Information

The following sections of the grant application(s) to be bridged:

- Abstract
- Specific aims
- Budget
- Other support
- Facilities and resources
- Local and external collaborative arrangements

Also, the **summary statement, priority score, percentile and funding pay line MUST BE PROVIDED**. If they are not available at the time of the submission they **MUST be provided at least two weeks prior to the committee review meeting** (please contact the below individuals for review meeting timing). **If this information is not provided, the bridge funding application will be considered INCOMPLETE.**

Investigators must be able to provide their reviews for at least one well-scored but unfunded application by the bridge funding application deadline. If you have a question about what information to provide, please contact **Michelle Teng**, [Michelle.Teng@ucsf.edu](mailto:Michelle.Teng@ucsf.edu).

## 6. Budget

A scaled back budget that enables the continuation of research under conditions of the proposed bridge funding. A [template](#) is provided.