

# FY26 Pitt Momentum Funds: Arts & Humanities Microgrants

## Guidelines

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### I. INTENT AND FUNDING PRIORITIES

The Pitt Momentum Funds (PMF) Arts & Humanities Microgrants are designed as smaller funds specifically for faculty in the Arts and Humanities. These grants are intended to support and transform existing projects, works-in-progress, or test the feasibility of a larger idea. Funds support a wide range of individual and team projects, workshops, symposia and more. For workshops or symposia, the proposal must state how the Microgrants will support the research capacity of the project (e.g., collaborations, etc.) and position the work for external recognition and funding.

### II. AWARD AMOUNT

- These \$3,000 one-year awards are reserved for arts and humanities faculty.
- Faculty can request an additional \$2,000 (\$5,000 in total project costs) through collaborative joint funding with the [Mascaro Center for Sustainable Innovation](#) for projects involving sustainability research. Supplemented projects should demonstrate how they will support and/or expand university-wide interdisciplinary sustainability programs as they relate to education, research, or engagement.

Funds may be used for research-related costs including:

- Project-related travel
- Data collection and analysis
- Student research assistants
- Contract with consultants or other technical support

Funds **may not** be used for:

- Conference attendance
- Salary support or supplement salaries for either Pitt faculty or external co-investigators

### III. ELIGIBILITY CRITERIA

- Awardees from the immediate previous funding cycle **may not** apply to the same grant-type they were awarded funds for (i.e., Microgrant Awardees from FY25 cannot apply for a Microgrant in FY26). This applies to **all** PMF grant types.
- Applicants must be full-time faculty members at the University of Pittsburgh. Eligible appointment stream faculty must have research as part of their core responsibility.
- Applicants **may not** be undergraduate or graduate students, post-doctoral fellows, research associates, staff, or visiting (non-permanent) faculty members. These individuals may participate in PMF projects; however, they are **not** to be listed as co-investigators.
- Faculty from outside the University of Pittsburgh **are not** eligible to participate in Microgrants.

### IV. APPLICATION REQUIREMENTS

Application for a PMF Microgrant requires the submission of the following information to be considered:

1. Application title
2. Name of primary applicant
3. Pitt email address (assigned pitt.edu address, not an alias)

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4. Primary department
5. Appointment type (Tenure, Tenure Track or Appointment Stream)
6. Academic title
7. Year of terminal degree
8. Name of department administrator
9. Email for department administrator
10. Name(s) of any Co-Applicant(s)
11. Primary department of any Co-Applicant(s)
12. Project statement (3-page max)

The statement should describe the significance of the project and its intended outcomes. The statement is limited to a maximum of 3 pages of text, prepared in 11-point font with 0.75-inch margins and is to be submitted as a PDF document. One additional page is allowed and may only include relevant figures, images or citations. ***The statement should be written in plain language as it will be evaluated by a peer review panel having a broad set of expertise and experiences.*** The statement should include:

  - a. a statement of the broader impact the project will have on the field
  - b. the methodology and workplan to be followed
  - c. a brief budget justification
  - d. a description of the follow-on funding to be pursued to advance the project (with specific examples)
13. Letter of commitment from Department Chair or Division Chair
  - a. The letter describes in-kind or other financial commitments being made by the department to support the success of this project. If the primary applicant is a Department Chair, the letter must come from the Associate Dean for Research, or equivalent role on a regional campus
14. Abbreviated copy (5-pages max) of lead investigator's CV
15. Total funding requested from PMFs
16. Budget
  - a. Applicants must use the PMF Budget Template to detail the projected expenses for the proposal. Applicants will provide the total of the Microgrant budget as a whole number, rounded up to nearest \$100.

### V. TIMELINE

**All submissions are due at 5:00 PM Eastern Time.**

September 30, 2025	InfoReady Application Portal Opens for Microgrants
October 03, 2025, 2:00pm	PMF Info Session 1 ( <a href="#">Click here to join</a> )
October 06, 2025, 1:30pm	PMF Info Session 2 ( <a href="#">Click here to join</a> )
December 03, 2025, 5:00pm	Deadline to submit applications for Microgrants
March 2026	Grant awardees announced

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#### VI. REVIEW CRITERIA AND SCORING RUBRIC

The PMF Microgrants are evaluated by faculty peers from the University of Pittsburgh using the following weighted rubric. The rubric sums to a possible 10 points for the most meritorious of proposals and a possible low score of zero for proposals not aligned with intent of the awards. The reviewers' comments are also important to the proposal evaluation.

A. *Significance of the Project and Intended Outcomes*

To what extent does the proposed project suggest and explore creative, original, or potentially transformative concepts? Proposals should describe novel research or projects that advance scholarship or creative activities and merit in their respected field. The significance of the proposed project is: [score 0 (low) – 4 (high)]

- 0 = Poor
- 1 = Fair
- 2 = Good
- 3 = Very Good
- 4 = Excellent

B. *Proposal's Clarity of Expression*

How well does the proposal describe the intended work? Does the proposal convey confidence that the applicant can lead the effort? Proposals should provide a clear description of the intended goals be well-written and concise. The clarity of the proposed project is: [score 0 (low) – 3 (high)]

- 0 = Not described at all; significant questions exist about the intended work
- 1 = Modestly described; questions exist about the intended work
- 2 = Described well; few questions exist about the intended work
- 3 = Described very well; there are no questions about the intended work

C. *Feasibility of the Project*

Is there a plan in place to carry out the proposed project? Proposals should detail a well-developed, well-organized plan that considers cost, design and the methodology to achieve the stated outcomes and goals. The feasibility of the proposed project is: [score 0 (low) – 2 (high)]

- 0 = Poor
- 1 = Fair
- 2 = Excellent

D. *Follow-on Scholarship and Funding*

Does the proposal explain how the project will fit into the future trajectory of scholarship and how the Microgrant will lead to follow-on (subsequent) funding? The follow-on plan of the proposed project is: [score 0 (low) – 1 (high)]

- 0 = Not explained or is absent
- 1 = Clearly explained

E. *Funding Recommendation*

Should this proposal be funded? If partial funding is recommended, provide a suggested funding level. The funding suggestion for the described project is:

- Do not fund
- Fund

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**F. *Reviewer Comments (to be shared with applicant and the review panel)***

Please provide specific feedback on the proposed project. Comments should focus on the strengths or weaknesses; significance of the project on the broader area of study; the appropriateness of the proposed budget; and the potential for impact. All comments should be constructive and intended to provide supportive feedback to the applicant.

## **VII. PARTICIPATION REQUIREMENTS**

**A. Proposal Review Procedures**

Microgrant proposals must be the original work of the proposing lead investigator/team and will be subject to peer review. A panel of reviewers will be identified for each funding cycle. The Senior Vice Chancellor for Research will make and announce all final funding decisions.

**B. Period of Performance**

Grant periods for Microgrants may run up to a maximum of 12 months.

**C. Progress Reporting**

Awardees will submit one-page summary reports on progress towards meeting milestones and any significant accomplishments. Reports are due 12 months from when the funds are available and may include reports on successes, insights or changes in research activities or educational environments resulting from the project.

**D. Outcome Reporting**

Lead investigators will report all research, scholarly, or creative outputs attributable to the Microgrant for a two-year period after conclusion of the period of performance (to be sent to [researchdev@pitt.edu](mailto:researchdev@pitt.edu)). Example outputs include scholarly publications, follow-on funding applications, external honors, positive media appearances, or community partnerships fostered.

**E. Communication**

Lead investigators are expected to communicate in a timely manner any challenges that may impact the successful completion of a project, including requests for modifications to scope or schedule, to [researchdev@pitt.edu](mailto:researchdev@pitt.edu).

**F. Commitment to Serve as a Reviewer**

All awardees are expected to serve as reviewers for subsequent cycles of the Pitt Momentum Funds.