

# General Guidelines for SBSRI Awards

**Fall 2025 Deadline:** By 5:00 p.m. on September 29, 2025

**Spring 2026 Deadline:** By 5:00 p.m. on January 26, 2026

**Application Submission Portal:** [SBS's Arizona Cultivate microsite](#)

## OVERVIEW

SBSRI grant competitions are open to faculty and graduate students “homed” in the College of Social and Behavioral Sciences (SBS). Graduate Interdisciplinary Program (GIDP) students may only apply if their primary advisor (e.g., qualifying or comprehensive exam director, dissertation chair) **is a faculty member homed in the College of Social & Behavioral Sciences**. Specific eligibility criteria are outlined in the guidelines for each funding mechanism.

SBSRI has two annual competition deadlines, Fall and Spring. Small grants (Faculty Small Grants, Dissertation Research Grants, Pre-doctoral Research Grants) fund research for a one-year period. The support period for the next Research Professorship competition (Fall 2025) is either Fall 2026 or Spring 2027. Individuals can only apply for one type of award per competition cycle. Awards have a one-year funding period, and funding period extensions will not be granted. Because of this, we ask applicants to carefully consider whether they can successfully undertake their research as proposed during the funding period.

## PROPOSAL SUBMISSION

Proposals are through [SBS's Arizona Cultivate microsite](#) in the open period leading up to the deadline. Your proposal is due by 5:00 p.m. on your application's deadline date. ***This is a firm deadline; exceptions will not be granted.*** It is strongly suggested that applicants complete and submit their application much earlier than 5:00 p.m. as there have been instances of application submission failure when submitting minutes prior to the posted deadline.

**Proposals must be linked to the applicant's name and official UArizona email address. Please use your NetID to log into the system.** Applicants may designate an individual, such as a research administrator, to proxy in the proposal materials. Information on submitting proposals by proxy is available in the “Help” section of the submission website. Please do not simply have the proxy submit in your name. Instead, follow the steps to give proxy. Failure to do so can cause Arizona Cultivate to not accept your submission. If you have questions, email Beth Stahmer at [estahmer@arizona.edu](mailto:estahmer@arizona.edu).

## SELECTION PROCESS

Proposals are reviewed by SBSRI Advisory Board members who represent diverse units across the [College of Social and Behavioral Sciences](#). Applicants should submit proposals that are comprehensible to an interdisciplinary audience. Be sure to limit use of disciplinary or field-specific jargon – if you must use it, provide definitions and/or detailed descriptions in order to sufficiently inform those outside of your field.

Review criteria include:

- **scholarly merit:** clarity of research question, appropriateness of methods, researcher's qualifications;
- **significance:** theoretical background or comparable framework, background literature, contributions to the field, potential broader impacts;
- **budget:** clarity of justification, appropriateness of expenditures, anticipated spending of grant funds by the end of the funding period;
- **project feasibility:** clarity of schedule or work plan, likelihood of timely completion, sufficiency of funding;
- **expected product(s):** proposals for external funds, publications, presentations, databases, models.
- **For faculty only:** proposed project's connection to SBS's [Strategic Plan](#).

#### FORMAT

The elements in proposals for SBSRI's different funding mechanisms vary. Where uploaded documents are required (with the exception of the CV), the documents must use a font no smaller than 12 point with one-inch margins all around. The proposal narrative must be single-spaced. These documents must be in *PDF* format. ***Proposals with elements that go over page limits will not be reviewed.***

All applicants **are required** to use the Budget and Budget Justification template that is available as a Supporting Document within the Arizona Cultivate application.

#### MAJOR ELEMENTS OF A PROPOSAL

There is some variation across the types of funding mechanisms that SBSRI coordinates. The application portal requires that you fill in text fields, text boxes, or upload PDF or excel files. Instructions that are specific to the elements in each type of award are included in Arizona Cultivate. Instructions on the proposal narrative and the budget requirements are included in Arizona Cultivate and are expanded on below.

##### **Proposal narrative (3 pages)**

The full instructions for the narrative are in Arizona Cultivate. Here, we describe what reviewers value. Be especially clear regarding your research question(s), your conceptual/theoretical framework, your schedule for the proposed activities, and the end products that you expect. You should situate your work within your own discipline/field but also speak to its broader or societal significance. Your narrative should be accessible to scholars outside your field because your reviewers come from other SBS units and will not have your experience or expertise. Be sure to limit use of disciplinary or field-specific jargon.

##### **Budget and budget justification (See Supporting Documents in Arizona Cultivate application)**

The total amount requested from SBSRI must equal an amount at or below the maximum funding level for your grant type. ***Otherwise, the proposal will not be reviewed.***

You **must** use the Budget and Budget Justification template that is provided through Arizona Cultivate. The template is an excel file - do not change the formatting prior to uploading the file to Arizona Cultivate. For each component in your budget, you will be asked to provide a line item total and a corresponding justification for the expense. The budget should only include expenses that will be covered by SBSRI grant funds. It is important to understand several budgetary restrictions before planning a proposal for an SBSRI grant:

- **The budget/funding period for Fall 2025 awards is December 1, 2025-November 30, 2026. The budget/funding period for Spring 2026 awards is April 1, 2026-March 31, 2027.**
- Expenditures for an award **must** be made within the funding period. **Expenditures made prior to the funding period will not be reimbursed.**
- **Extensions to the funding period will not be granted.** Therefore, applicants should carefully consider whether they can successfully carry out their research project during the relevant period as noted above.
- Following procedures that apply to grants from external agencies, all equipment purchased with SBSRI funds belongs to UArizona rather than to the awardee. Such equipment must be returned when the awardee terminates their relationship (i.e., faculty or graduate student) with the university.

The justification for each budget category should provide detailed information showing how you estimated or calculated expenses. Such information allows reviewers to determine if your budget is reasonable as well as compliant. Below is an example of a good justification, followed by a bad counterpart.

- **GOOD:** I need \$450.00 for an undergraduate research assistant to transcribe five interviews. My past experience with this type of transcription suggests that each interview will take about five hours to transcribe. I therefore estimate needing 30 hours for this (including five hours of training for the undergraduate transcriber). I will pay \$14.70/hour, and the UArizona ERE\* for this category of an undergraduate student employee is 2.0%. The total is \$441.00  $(30 \times 14.70) + \$8.82 (441.00 \times .020) = \$449.82$  (rounded up to \$450.00).
- **BAD:** I need about \$450 to cover transcription.

\*See: [Approved Employee Related Expense Rates for Fiscal Year 2025-26 | Finance & Budget](#) or contact your unit's business center to confirm ERE rates based on employee type.

Below is a summary of allowable expenses. If you have any questions regarding allowable expenses, please contact SBSRI personnel or your unit's business personnel.

- animal or human research subjects
  - subject payment
  - recruitment of subjects
  - animal charges
- software
  - software licenses

- research supplies
  - paper, printer cartridges/ink
  - compass, excavation tools
  - **computers and related equipment\***
- research-related travel (domestic and foreign travel)
  - airfare, ground transportation (or mileage if using your own vehicle, reimbursement for gas if you are using a rental vehicle), per diem (lodging, meals, and incidentals)
- archival fees, database fees, copying costs
- payment of consultants
- research assistance (e.g., translation, coding, transcribing, website development, database development)

\* **Computers and related equipment** (e.g., printer) are now allowable expenses under SBSRI Faculty Small Grants, Dissertation Research Grants and Pre-doctoral Research Grants. Such equipment **must** be used for research. Your budget justification for such purchases **must clearly describe**, in detail, how the equipment will be used (e.g., zoom for x number of interviews; zoom for x number of focus groups; for taking and storing fieldnotes; for data collection, analysis, and storage), and how it will advance your research project. Equipment purchased with grant funds, in accordance with UArizona policy, becomes the property of the university. Therefore, such equipment **must** be purchased, inventoried, deployed, and serviced through the university and returned to the university upon termination of your relationship (i.e., faculty or graduate student) with the university. (Also see: [Acceptable Use of Computers and Networks Policy | Policies and Procedures \(arizona.edu\)](https://arizona.edu/acceptable-use-computers-networks-policy)).

## AWARD PROCESSING

You can expect to learn of SBSRI's decision about seven to eight weeks after the deadline. Awardees must meet with SBSRI staff, via zoom or in-person after receiving notification of grant funding. If your research requires institutional approvals (e.g., human or animal subjects, export control, other), you must acquire these before you can engage in your research. However, such documentation **is not** required at time of application submission. All awards are subject to funding availability, and all expenditures are handled in accordance with University of Arizona policies.

## REPORTING

If you receive an award, you must credit SBSRI as you disseminate your research.

Faculty Small Grants, Research Professorships, Dissertation Research Grants, Pre-doctoral Research Grants: Awardees are required to submit to SBSRI a final report in Arizona Cultivate. Near the end of your funding period, you will receive a request from SBSRI staff to fill out the report in Arizona Cultivate. Failure to meet these reporting requirements affects your eligibility for future SBSRI funding.

## SBSRI'S FUNDING MECHANISMS

SBSRI coordinates the following award types (specific guidelines for each type start on p. 6). Further information is also available on Arizona Cultivate. Contact Beth Stahmer, SBSRI's Director, with questions before submitting a proposal.

- **Leveraging Grants:** This competition is currently being re-envisioned. Revised guidelines will be available once the competition is relaunched.
- **Faculty Small Grants (pp. 6-7):** These grants provide up to \$5,000 of funds for research projects, including seed money for research that could lead to external grants and fellowships, or standalone projects that can be completed with a small grant. Faculty Small Grants connect to or support the college's [Strategic Plan](#). Allowable expenses include research-related travel, subject payment, supplies, short-term research assistance, small equipment, and computers and related equipment. These grants do not support the PI's normal living expenses, publication costs, faculty supplemental compensation, conference-related registration fees and/or travel expenses.
- **Fall 2026 or Spring 2027 Research Professorships (pp. 8-9):** Research Professorship applications will only be accepted once annually during the Fall competition cycle. Research Professorships provide one course release for faculty so they can give more time to a research project that connects to or supports the college's [Strategic Plan](#). Awards are contingent on the teaching needs of the applicant's unit, so the unit head/director must approve the application and the proposed timing for a course release. This application has no budget component. Depending on instructional need, SBS may fund replacement instruction (arrangements to be determined on a case-by-case basis between the Dean and unit head/director).
- **Dissertation Research Grants (pp. 10-11):** These provide up to \$3,000 for graduate students who have advanced to PhD candidacy and who require funding to conduct their dissertation research. Allowable expenses include research-related travel, subject payment, supplies, small equipment, and computers and related equipment. These grants do not support publication costs, student/PI supplemental compensation, normal living expenses, conference-related registration fees and/or travel expenses. The student's advisor/chair must upload to Arizona Cultivate a recommendation/reference letter before the student can submit the proposal.
- **Pre-doctoral Research Grants (pp. 12-13):** These provide up to \$600 for PhD and Master's level research activities. Allowable expenses include research-related travel, subject payment, supplies, small equipment, and computers and related equipment. These grants do not support publication costs, student/PI supplemental compensation, normal living expenses, conference-related registration fees and/or travel expenses. The student's advisor or mentor must upload to Arizona Cultivate a recommendation/reference letter before the student can submit the proposal.

# Faculty Small Grants

**Fall 2025 Deadline:** By 5:00 p.m. on September 29, 2025

**Spring 2026 Deadline:** By 5:00 p.m. on January 26, 2026

**Application Submission Portal:** [SBS's Arizona Cultivate microsite](#)

## DESCRIPTION

These grants provide up to \$5,000 of funds for research projects, including seed money for research that could lead to external grants and fellowships, or standalone projects that can be completed with a small grant. Faculty Small Grants connect to or support the college's [Strategic Plan](#).

**These grants do not support:** PI's normal living expenses, publication costs, faculty supplemental compensation, conference-related registration fees and/or travel expenses, or salary support/wages for non-UArlizona students.

## ELIGIBILITY AND PRIORITIES

Eligible faculty and academic professionals include tenure track (eligible), continuing status (eligible), and career track who have at least .50 FTE in SBS. **Grants will be limited to projects that have not received prior funding through this mechanism.** Prior awardees are eligible to reapply for support for a new project after one year (for example if you receive an award in the Fall competition, you cannot apply again until the following Fall). *Note:* If you have held a Leveraging Grant or Research Professorship for the same project, please consult Beth Stahmer for guidance prior to submission of a proposal.

See [General Guidelines](#) for

SELECTION PROCESS

FORMAT OF DOCUMENTS

MAJOR ELEMENTS (Proposal narrative, Budget and budget justification)

AWARD NOTIFICATION

REPORTING

## ELEMENTS OF A FACULTY SMALL GRANT PROPOSAL

- Applicant information
- Department information
  - SBS department, including head/director
  - Business manager serving the unit
- Proposal information

- Proposal title (text field)
- Proposal abstract (text box with 2000-character limit)
- Identification of relevant research compliance areas (e.g., human or animal subjects, etc.) (text box with 2000-character limit)
- Connection to or support of SBS's Strategic Plan (text box with 2000-character limit, brief description, 250 words or less)
- Proposal narrative (PDF upload with 3-page limit)
- References cited (PDF upload, no page limit, use preferred citation style for your discipline)
- Curriculum vitae (CV) (PDF upload, no page limit, formatting requirements do not apply)
- Budget and budget justification (upload of SBSRI Budget & Budget Justification S2026 Template)
- Current and pending support (PDF upload, no page limit)
- Prior SBSRI support (PDF upload with 1-page limit)

**QUESTIONS:** Contact Beth Stahmer, SBSRI's Director, before submitting a proposal.

# Research Professorship

**Deadline for Research Professorships taking place in academic year 2026-2027:** By 5:00 p.m. on September 29, 2025

**Application Submission Portal:** [SBS's Arizona Cultivate microsite](#)

## DESCRIPTION

- Research Professorships provide one course release for faculty so they can give more time to a research project that connects to or supports the college's [Strategic Plan](#). Awards are contingent on the teaching needs of the applicant's unit, so the unit head/director must approve the application and the proposed timing for a course release. This application has no budget component. Depending on instructional need, SBS will fund replacement instruction (arrangements to be determined on a case-by-case basis between the Dean and unit head/director).

## ELIGIBILITY AND PRIORITIES

Eligible faculty and academic professionals include:

- Tenure track (eligible) or continuing status (eligible) who have at least .50 FTE in SBS and whose standard workload includes at least 2 courses per year in SBS.
- Career-track faculty who have at least .60 FTE in SBS, and whose standard workload includes at least 2 courses per year in SBS and at least .40 research FTE in SBS.

The professorship may be combined with other teaching releases with approval of the unit head/director; however, the holder must teach at least one course during the academic year of the professorship.

Applicants may not have held a Research Professorship within the previous five years. *Note:* If you have held a Leveraging Grant or Faculty Small Grant for the same project, please consult Beth Stahmer for guidance prior to submission of a proposal.

See [General Guidelines](#) for

- SELECTION PROCESS
- FORMAT OF DOCUMENTS
- MAJOR ELEMENTS (Proposal narrative)
- AWARD NOTIFICATION
- REPORTING

## ELEMENTS OF A RESEARCH PROFESSORSHIP PROPOSAL

- Applicant information
- Department information
  - SBS department, including head/director
  - Business manager serving the unit
- Proposal information



- Proposal title (text field)
- Proposal abstract (text box with 2000-character limit)
- Identification of relevant research compliance areas (e.g., human or animal subjects, etc.) (text box with 2000-character limit)
- Connection to or support of SBS's Strategic Plan (text box with 2000-character limit, brief description, 250 words or less)
- Proposal narrative (PDF upload with 3-page limit)
- References cited (PDF upload, no page limit, use preferred citation style for your discipline)
- Curriculum vitae (CV) (PDF upload, no page limit, formatting requirements do not apply)
- Current and pending support (PDF upload, no page limit)
- Prior SBSRI support (PDF upload with 1-page limit)
- Signed Research Professorship Head/Director Approval Form: Once the unit head/director reviews and approves the form, the applicant must upload the form to Arizona Cultivate before the application can be submitted.

**QUESTIONS:** Contact Beth Stahmer, SBSRI's Director, before submitting a proposal.

# Dissertation Research Grants

**Fall 2025 Deadline:** By 5:00 p.m. on September 29, 2025

**Spring 2026 Deadline:** By 5:00 p.m. on January 26, 2026

**Application Submission Portal:** [SBS's Arizona Cultivate microsite](#)

## DESCRIPTION

Dissertation Research Grants award up to \$3,000 to support activities associated with dissertation research. **These grants do not support:** The PI's normal living expenses, expenses (e.g., travel, registration) related to conference attendance, publication costs, salary supplement to the investigator, or salary support/wages for non-UArizona student workers.

## ELIGIBILITY AND PRIORITIES

All officially registered Ph.D. candidates majoring in a discipline in SBS and in good standing are eligible. A letter from the chair of your dissertation committee must verify that you are in good academic standing, will have completed qualifying exams and advanced to Ph.D. candidacy, and will be a registered UArizona student during the academic year(s) of the award. For Graduate Interdisciplinary Program (GIDP) students, your primary advisor (e.g., qualifying or comprehensive exam director, dissertation chair) **must be a faculty member homed in the College of Social & Behavioral Sciences**. GIDP students should contact Beth Stahmer to determine eligibility **before** proposal submission. Students may be awarded only one Dissertation Research Grant; prior awardees are not eligible.

See **General Guidelines** for

- SELECTION PROCESS
- FORMAT OF DOCUMENTS
- MAJOR ELEMENTS (Proposal narrative, Budget and budget justification)
- AWARD NOTIFICATION
- REPORTING

## ELEMENTS OF A DISSERTATION RESEARCH GRANT PROPOSAL

- Applicant information
- Department information
  - SBS department, including head/director
  - Business manager serving the unit
- Proposal information
  - Proposal title (text field)
  - Proposal abstract (text box with 2000-character limit)
  - Identification of relevant research compliance areas (e.g., human or animal subjects, etc.) (text box with 2000-character limit)
- Proposal narrative (PDF upload with 3-page limit)

- References cited (PDF upload, no page limit, use preferred citation style for your discipline)
- Curriculum vitae (CV) (PDF upload, no page limit, formatting requirements do not apply)
- Budget and budget justification (upload of SBSRI Budget & Budget Justification S2026 Template)
- Current and pending support (PDF upload, no page limit)
- Prior SBSRI support (PDF upload with 1-page limit)
- **Advisor information/letter:** Enter your advisor's email in the relevant field. Then have the system send an email requesting the letter. Your advisor must upload the letter to Arizona Cultivate before application can be submitted.

**QUESTIONS:** Contact Beth Stahmer, SBSRI's Director, before submitting a proposal.

# Pre-doctoral Research Grants

**Fall 2025 Deadline:** By 5:00 p.m. on September 29, 2025

**Spring 2026 Deadline:** By 5:00 p.m. on January 26, 2026

**Application Submission Portal:** [SBS's Arizona Cultivate microsite](#)

## DESCRIPTION

Pre-doctoral Research Grants award up to \$600 to support graduate student research. Fundable activities may be associated with a Master's thesis, publishable manuscripts, or a Ph.D. dissertation. **These grants do not support:** The PI's normal living expenses, expenses (e.g., travel, registration) related to conference attendance, publication costs, salary supplement to the investigator, or salary support/wages for non-UArizona student workers.

## ELIGIBILITY AND PRIORITIES

All officially registered graduate students majoring in a discipline in SBS and in good standing are eligible. A letter from your advisor or faculty mentor must verify that you are in good academic standing, and that you will be a registered UArizona student during the academic year(s) of the award. For Graduate Interdisciplinary Program (GIDP) students, your primary advisor or faculty mentor **must be a faculty member homed in the College of Social & Behavioral Sciences**. GIDP students should contact Beth Stahmer to determine eligibility **before** proposal submission. Students may be awarded only one Pre-doctoral Research Grant; prior awardees are not eligible.

See **General Guidelines** for

## SELECTION PROCESS

### FORMAT

**MAJOR ELEMENTS** (Proposal narrative, Budget and budget justification)

### AWARD NOTIFICATION

### REPORTING

## ELEMENTS OF A PRE-DOCTORAL RESEARCH GRANT PROPOSAL

- Applicant information
- Department information
  - SBS department, including head/director
  - Business manager serving the unit
- Proposal information
  - Proposal title (text field)
  - Proposal abstract (text box with 2000-character limit)
  - Identification of relevant research compliance areas (e.g., human or animal subjects, etc.) (text box with 2000-character limit)
- Proposal narrative (PDF upload with 3-page limit)

- References cited (PDF upload, no page limit, use preferred citation style for your discipline)
- Curriculum vitae (CV) (PDF upload, no page limit, formatting requirements do not apply)
- Budget and budget justification (upload of SBSRI Budget & Budget Justification S2026 Template)
- Current and pending support (PDF upload, no page limit)
- Prior SBSRI support (PDF upload with 1-page limit)
- **Advisor information/letter:** Enter your advisor's email in the relevant field. Then have the system send an email requesting the letter. Your advisor must upload the letter to Arizona Cultivate before application can be submitted.

**QUESTIONS:** Contact Beth Stahmer, SBSRI's Director, before submitting a proposal.