

## PROVOST'S INVESTMENT FUND FREQUENTLY ASKED QUESTIONS

**Q: Where do I submit my proposal?**

A: Proposals are submitted to the Office of the Provost online via [Arizona Cultivate](#).

**Q: Who is eligible to submit a PIF proposal?**

A: All full-time UA employees (Faculty and Staff), including department heads/chairs/directors.

**Q: I was previously awarded PIF. Am I eligible to apply again?**

A: Yes, as long as the proposal is for a different project/program/initiative.

**Q: My proposal was not selected for funding. Can I resubmit my proposal?**

A: Yes, previously submitted proposals are limited to two additional submissions.

**Q: I am selected to be a PIF reviewer. Can I submit a PIF proposal?**

A: Yes, we will make sure first that there is no Conflict of Interest; you will not review your own proposal.

**Q: Can I be part of multiple proposals?**

A: Yes. However, you may not serve as the main PI for more than one proposal.

**Q: Where do the letters of support come from and to whom should they be addressed?**

A: The letters of support must come from the department head/chair/director AND dean/VP. The letters should be addressed to the Office of the Provost and PIF Review Committee.

**Q: Can I include letter(s) of support from other parties and references?**

A: Yes. However, you are limited to a maximum of two.

**Q: Can I include a faculty member from another university?**

A: You may collaborate with personnel from other universities. However, PIF funding may not be used to compensate for their efforts.

**Q: Where can I find proposal guidelines and templates?**

A: They are available on the [PIF website](#) and [Arizona Cultivate](#).

**Q: Who reviews PIF proposals?**

A: PIF proposals are peer-reviewed by committees. The Review Committees are comprised of diverse individuals (faculty, students, and staff) with broad expertise.

**Q: How do I budget for my proposal?**

A: PIF funding is distributed and expensed on a fiscal year basis. Proposals awarded in the Fall have a shorter period in year 1. Please see the table below as an example and budget your proposal accordingly.

| Cycle       | Funding Transfer | Funding and Expenditure Duration |
|-------------|------------------|----------------------------------|
| Fall 2022   | January 2023     | December 2022 – June 30, 2023    |
| Spring 2023 | May 2023         | May 2023 – June 30, 2024.        |

**Budget Options**

**Option A**

| Item           | Year 1 (December 2022 – June 30, 2023) | Year 2 (July 1, 2023 – June 30, 2024) | Year 3 (July 1, 2024 – June 30, 2025) |
|----------------|--|---------------------------------------|---------------------------------------|
| PIF Proposal X | \$50,000                               | \$100,000                             | \$50,000                              |

**Option B**

| Item           | Year 1 (July 1, 2023 – June 30, 2024) | Year 2 (July 1, 2024 – June 30, 2025) |
|----------------|---------------------------------------|---------------------------------------|
| PIF Proposal X | \$100,000                             | \$100,000                             |

**Q: My proposal is awarded PIF funding. What should I do next?**

A: Awarded funds will be transferred to the colleges/units in the form of State funds unless otherwise noted on the approval notification. Please have your business manager contact Nina Bates at [ninaari@arizona.edu](mailto:ninaari@arizona.edu) to coordinate the transfer of funds. You may then implement your project/program.

**Q: Am I required to submit a report?**

A: An annual report is required. Multi-year requests are required to submit annual progress reports at the end of each fiscal year before future funding is disbursed. The report will be communicated through various internal channels and posted on the [Office of the Provost's website](#).

**Q: How do I request a project extension and/or carry forward?**

A: The process to request project extension and/or carry forward is embedded in the [year-end report submission process](#) which is due at the end of July. Please include the amount that needs to be extended and a justification and plan for the use of funds.