

## 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 (1.0 FTE) 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 first make sure 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: Can the department have multiple individuals submitting a proposal?**

A: A department or college may submit multiple proposals. However, please check with your department head and/or Assistant/Associate Dean of Research to confirm their process and buy-ins.

**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 as a team member?**

A: You may collaborate with personnel from other universities. However, PIF funding may not be used to compensate them 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. Please see the tables below as examples and budget your proposal accordingly. These scenarios apply to two-year funding.

**Budget Options**

**Option A**

Item	Year 1 (January 2025 – June 30, 2025)	Year 2 (July 1, 2025 – June 30, 2026)	Year 3 (July 1, 2026 – December 31, 2026)
PIF Proposal X	\$50,000	\$100,000	\$50,000

**Option B**

Item	Year 1 (July 1, 2025 – June 30, 2026)	Year 2 (July 1, 2026 – June 30, 2027)
PIF Proposal X	\$100,000	\$100,000

**Q: What type of fund will be awarded?**

A: Approved funds will be provided as State funds, which are intended for day-to-day operational expenses directly related to the university's mission. These funds must be used in compliance with university policies governing State fund usage. It is important to note that certain expenses are prohibited, including food, business meetings, entertainment, recruiting, scholarships, and stipends. When preparing your budget, consult with your business manager to ensure that all proposed expenditures are allowable and align with State fund regulations.

**Q: Can I include personnel costs in the proposal budget?**

A: You may include personnel costs in your proposal budget. However, keep in mind that PIF funding is temporary, lasting up to two years. If you are planning to include ongoing positions, you must develop and include a sustainability plan in your proposal. This plan should explain how you will continue to fund these roles after the PIF funding period ends.

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

A: Approved funds will be provided to colleges/units as State funds. All expenditures must comply with university policies governing State fund usage. 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. Projects that include multi-year funding 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 Office of the Provost will conduct ongoing reviews of PIF funded accounts and manage the PIF funded projects as follow:

- We will contact PIs and unit business officers in March regarding expenditure rates.
- For projected unspent funds by fiscal year-end:
  - Request approval to carry forward/extend by mid-May.
  - Approved amounts will be swept before fiscal year-end and transferred next fiscal year.
  - Denied requests will result in the fund balance being swept at fiscal year-end.