



Sam Houston State University  
**Office of Research  
& Sponsored Programs**

Building Research, Innovation, Discovery, and Growing Engagement  
(BRIDGE)

*BRIDGE 2.0  
Center of Excellence*

*Supported by the Provost Innovation Fund*

*Revised 1/23/25.*

*This is a revised version to clarify the buyout language in the Budget section.*

**Office of Research and Sponsored Programs**  
Building Research, Innovation, Discovery, and Growing Engagement (BRIDGE)

*BRIDGE 2.0*  
*Center of Excellence Program Overview*

**Purpose:** Provide seed-funding to establish a sustainable Center of Excellence that has potential to gain national recognition and elevate the visibility and reputation of the SHSU research enterprise.

Examples of the scope of work for a center of excellence may include but are not limited to:

- The translation of research from basic scientific and other academic results to applications that can quickly and efficiently be put into practice.
- The application of academic knowledge and discovery to a service to be provided to society or the community.
- The production of interdisciplinary research that can benefit the advancement of several academic disciplines.
- The creation of a structure for experts in a particular discipline to collaborate on the solution effectively and quickly.
- Any combination of the above.

**Expectations:** A successful application for BRIDGE 2.0 funding will provide evidence of capacity (including a timeline and team members) responsible for accomplishing the specified set of goals, including but not necessarily limited to producing research, securing external funds, providing a service to the university and the community in a focus area.

**Funding:** The BRIDGE 2.0 Program has an anticipated total funding of \$250,000, and an award ceiling of \$250,000 for a maximum of 3 years. Each PI is limited to one proposal submission, but Co-PIs may be named on multiple proposals.

### **Proposal Submission Process**

#### *Pre-Proposal Inquiries and Questions Deadline*

You must submit all pre-proposal inquiries and questions no later than **Tuesday, March 18, 2025**. You should submit your questions in writing by electronic mail to [ORSP@shsu.edu](mailto:ORSP@shsu.edu), and include 'BRIDGE 2.0 Inquiry' in the subject line. Our replies will be provided as soon as possible.

#### *Full Proposal Deadline*

Full proposals are due on or before **April 1, 2025**. Proposals are limited to 15 pages. Full proposals will be evaluated according to the following rubric:

- Having a well-defined vision aligned to the university's strategic plan.
- Identification of campus experts and a plan to develop new collaborators.
- A model of operation and governance.

- Explicit goals, measurable objectives, and success measures.
- Use of established external partnerships and/or a plan to develop new ones.
- An efficient proforma that clearly outlines annual operating costs and revenues projected over 10 years. The proforma should include startup costs and time to return on this capital investment.
- A well-defined and achievable sustainability plan that supports the proforma, justifies revenue streams, and illustrates control of expenditures.
- Explicit criteria that will be used to determine success.

**Submission:** To submit a proposal, combine all required elements into a single PDF and submit it through the online submission form provided [here](#). Proposals not submitted by the deadline or through the designated online platform will not be reviewed or considered for funding.

For inquiries regarding the BRIDGE 2.0 - Center of Excellence Program, please contact Dr. Chad Hargrave, Vice President of Research and Strategic Partnerships (ORSP@shsu.edu).

## **APPLICATION GUIDE**

### **Eligibility**

All SHSU tenure track/tenured faculty eligible to submit to external sponsors can serve as Principal Investigators.

An individual may only lead a single full proposal submission. However, individuals can be listed on other proposal submissions in a non-PI role.

### **Format**

Applicants are advised that the application's readability is of paramount importance and should take precedence in selecting appropriate formatting. Proposals that do not adhere to the published guidelines will not be reviewed and will not be considered for funding.

**Allowable Typefaces:** Proposals should be typed in one of the following fonts: Courier New at a font size of 11 points or larger, Calibri at a font size of 11 points or larger, Times New Roman at a font size of 11 points or larger.

**Spacing:** Proposal applications should have no more than six lines of text within the vertical space of one inch. While line spacing (i.e., single-spaced, double-spaced, etc.) is at the discretion of the applicant, established page limits must be followed.

**Margins:** Margins in all directions must be no less than one inch.

### **Application Process**

#### *Full Proposal Submission Criteria*

The full proposals are limited to 15-pages, and shall address the following major categories:

1. Well-Defined Vision Aligned to the University's Strategic Plan (10 points):
  - The vision statement should be directly in sync with the broader strategic objectives outlined in the university's strategic plan, ensuring seamless integration and synergy. It should articulate a compelling and forward-facing narrative outlining the Center of Excellence aspirations, values, and anticipated impact within the context of the university's overall mission and goals.
2. Identification of Campus Experts and a Plan for Developing New Collaborators (10 points):
  - Provide a systematic and thorough assessment of the current academic landscape to pinpoint collaborators who possess relevant expertise, knowledge, and skills related to the proposed Center of Excellence. The proposal should articulate how these identified experts and new collaborations will be integrated into the Center of Excellence.
3. Model of Operation and Governance (10 points):
  - Outline a well-defined model of operation and governance for the proposed Center of Excellence. The proposed team must provide the leadership to develop and lead a diverse team to fulfill the vision of the proposed Center of Excellence. Concurrently, the governance framework needs to be clearly defined, outlining the hierarchical structure, roles, and responsibilities of key stakeholders. This includes delineating the roles of

project leaders, advisory boards, and any other governing bodies involved in overseeing the initiative.

4. Explicit Goals, Measurable Objectives, and Success Measures (20 points):

- Clearly define explicit goals, measurable objectives, and success measures for the proposed Center of Excellence. The proposal should emphasize the strategic significance of each goal and objective, demonstrating how their achievement contributes to the overall success of the initiative. It should also incorporate a plan for regular monitoring and evaluation to ensure the initiative remains on track and adjustments can be made if necessary. This approach provides clarity to stakeholders and establishes a foundation for effective performance management and continuous improvement throughout the Center's lifecycle.

5. Use of Established External Partnerships and/or a Plan for Developing New Ones (10 points):

- This section should underscore the value of collaboration, not only in terms of resource-sharing but also in leveraging diverse expertise, broadening the initiative's impact, and fostering a network of support. A well-articulated plan for developing strategic partnerships demonstrates a proactive and forward-thinking approach, indicating the initiative's commitment to creating a robust ecosystem that extends beyond the boundaries of the university.

6. Well-Defined and Achievable Sustainability Plan (20 Points):

- This section should detail your strategy for achieving goals and ensuring sustained operations. Establish strong ties with external partners, such as community entities and state and federal agencies, to enhance the prospect of long-term funding. This involves presenting ideas to stakeholders, participating in grant review panels, and collaborating with government bodies. The sustainability plan should encompass collaborative leadership, member-driven decision-making, effective communication, ongoing center evaluation, adaptability to change, and a robust financial infrastructure.

7. Efficient Proforma Outlining Annual Operating Costs and Revenues (10 Points):

- This section should outline a proforma plan that clearly outlines the Center's project annual operating costs and revenues over a 10-year period. The proforma should include costs associated with startup fees such as facility rental fees, salaries, the purchase of equipment and consumables etc. Explain how the proforma will ensure a return on the original capital investment.

8. Explicit criteria to be used to determine success (10 points)

- This section should clearly establish a transparent and comprehensive set of criteria that will serve as the basis for evaluating the initiative's performance and impact. The outlined criteria should be specific, measurable, and aligned with the overarching goals and objectives of the proposed Center of Excellence.

## **Budget**

Funds may be used to support activities required to execute the scope of work. This may include up to two months of salary each year to reflect time and effort for SHSU contributors; salary for undergraduate and graduate students; salaries for technicians or post-doctoral positions; materials and supplies; capital equipment; travel; course buyout; coordination meetings, workshops, and visits to funding agencies.

To clarify, all SHSU salary requests should not exceed 2 months of salary per budget year per individual.

Three-year budget requests must be prepared using the BRIGE 2.0 template [here](#). The budget does not count against the 15-page proposal limit.

If you need assistance with your 3-year budget, please reach out to the ORSP Submissions and Awards team at [orspsubmissions@shsu.edu](mailto:orspsubmissions@shsu.edu).

### **Biographical Sketches**

All Principal Investigators (PIs) and Co-Principal Investigators (Co-PIs) must submit a biographical sketch using SciENCv. Please use the National Science Foundation (NSF) format. You can reference this [video tutorial](#) for guidance. Biographical sketches will not be counted in the 15-page limit.

If you need assistance with your Biographical Sketch, please reach out to the ORSP Research and Proposal Development team at [funding@shsu.edu](mailto:funding@shsu.edu).

## **POST SUBMISSION PROCESS**

### **Internal Review Process and Selection**

The internal review process will include an evaluation and scoring of the full proposals by a review committee, presentations of the finalists to the Provost Leadership Team, selection of proposals for award, and a notification to all teams of the proposals selected for funding.

The full BRIDGE proposal review criteria include:

1. Having a well-defined vision aligned to the university's strategic plan (10 points).
2. Identification of campus experts and a plan to develop new collaborators (10 points).
3. A model of operation and governance (10 points).
4. Explicit goals, measurable objectives, and success measures (20 points).
5. Use of established external partnerships and/or a plan to develop new ones (10 points).
6. An efficient proforma that clearly outlines annual operating costs and revenues projected over 10 years (10 points). The Proforma should include startup costs and time to return on this capital investment.
7. A well-defined and achievable sustainability plan that supports the proforma that justifies revenue streams and illustrates control of expenditures (20 points).
8. Explicit criteria to be used to determine success (10 points).

### **Award Terms and Conditions**

Awardees must attend quarterly performance update meetings with an oversight committee and submit biannual reports that address bi-annual accomplishments.

Awardees must submit a final report within 60 days of award closeout. The final report should include specific information about the submission milestones, results of the research, new funding targets identified during the process, efforts underway to obtain external funding, and efforts to generate publications.

Awardees must submit a brief quarterly progress report for two years following completion of the funded award to show progress on the following metrics: publications, external grant funding, or further projects stemming from the award. Any abstracts or publications arising from the work funded by the BRIDGE program must cite the appropriate funding sources.

## **Media**

Media releases resulting from projects funded through the Office of Research and Sponsored Programs should include the following statement: *“This project was made possible by funding received from the Sam Houston State University Office of Research and Sponsored Programs.”* Further, we encourage you to share successes with our Research and Proposal Development team to allow additional dissemination of achievements.