



## CAES Bridge Funding Application Instructions

Before you begin, you will need the following information:

1. Your three-year funding history (Instructions for pulling this information from Elements can be found on page 5)
2. Information about your expiring project:
  - a. Title, Sponsor, Budget Period, Amount
  - b. Project Abstract
3. Information about your NEW project:
  - a. Title, Sponsor, Proposed Amount
  - b. *(If not yet submitted)* Project Summary [PDF or Word]
  - c. *(If submitted)* Project Packet to include:
    - i. Proposal Cover Page [PDF or Word]
    - ii. Project Narrative [PDF or Word]
    - iii. Budget Summary [PDF, Word, or Excel]
  - d. Reviews (previous panel or ad-hoc) [PDF or Word]

Click here: [CAES Bridge Funding Application](#) or scan the QR code to submit an application



You will need to be log into your UGA *Microsoft 365* account to access this app.

App is accessible by phone, tablet, or desktop.

While the app is opening, you may be asked to allow connection to other applications in your *Microsoft 365* account, such as SharePoint.

**CAES Bridge Funding Program**

Bridge funding provides temporary (up to 12 months) financial support to bridge the gap between an external grant or award that is about to end and a new one that has been submitted or is about to be submitted.

The goal is to enable the faculty member to continue critical aspects of their research program, with the priority on averting the loss of externally funded personnel (research technicians, postdocs, or graduate students).

Bridge funding applications are reviewed and awarded on a rolling basis (i.e., there are no fixed application deadlines).

**Allowable funding**

- Bridge funding may be requested for a maximum budget period of up to 12 months.
- Expenditures such as faculty summer salary, equipment, and travel; hiring of new personnel (as opposed to continuation of current, externally funded personnel) are not eligible. Bridge funding is non-renewable, and PIs whose bridge grant application was granted are ineligible to reapply to the program within 3 years of the bridge funding award date.
- If the external grant is funded and/or other external funds become available during the bridge grant budget period, the residual bridge funds must be returned to the CAES.

**Other eligibility criteria**

- All CAES faculty members with research appointment (tenure-track, tenured, and non-tenure track) are eligible for this program
- The faculty member can either be the PI or a co-PI, but must have funds identified for the personnel (for the faculty member segment of the proposal) in the future external grant.

Before you begin, you will need:

1. Your three year funding history (Instructions)
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  1. Title, Sponsor, Budget Period, Amount
  2. Project Abstract
3. Information about your NEW project:
  1. Title, Sponsor, Proposed Amount
  2. (If not yet submitted) Project Summary
  3. (If submitted) Project Packet to include:
    1. Proposal Cover Page
    2. Project Narrative
    3. Budget Summary
4. Reviews (previous panel or ad-hoc)

**Submit an Application**

For questions, please contact the CAES Office of Research at [agresch@uga.edu](mailto:agresch@uga.edu) or 706-542-2151.

Click the red **Submit an Application** button to begin.

**CAES Bridge Funding Program**

Principle Investigator

sunshine

Sunshine Jordan  
[suni@uga.edu](mailto:suni@uga.edu)

Sunshine Xi Chen  
[Sunshine.Chen@uga.edu](mailto:Sunshine.Chen@uga.edu)

In the *Principal Investigator* box, begin typing the name or email address of the PI to search the directory. Click on the name to select it.

In the *Unit Head* box, begin typing the name or email address of the PI's dept head to search the directory.

Click on the name to select it.

CAES Bridge Funding Program

Principle Investigator  
Sunshine Jordan

Unit Head  
Harshav

Harsha Veena Tadavarthy  
HarshaVeena.Tadavarthy@uga.edu

Harshavardhan Thippareddi  
harsha.thippareddi@uga.edu

12/31/2022



CAES Bridge Funding Program

Principle Investigator  
Sunshine Jordan

Unit Head  
Harshavardhan Thippareddi

Bridge Grant Budget  
5000

Bridge Grant Start Date  
3/1/2023

Bridge Grant End Date  
12/31/2023

Brief Justification for Bridge Grant  
Retain a highly qualified research tech.



Fill out the remaining fields, then click the **save** button at the top of the screen.

### Attach Required Support Documents

Required Support Documents:

1. PI's Funding History for last three years
2. New Project Packet
3. Reviewer Feedback (for new projects that have been reviewed)



Select the type of support document you are uploading from the dropdown menu, then your device, or drag and drop it into the Attachments area. Repeat until all required documents are uploaded.


Once all attachments have been uploaded, click the Submit button.

#### Select support document type

Project Packet 

#### Attachments

 Project Packet-sample\_mapdata.csv 

 Attach file

**Submit Request**



First select the type of support document you are uploading:

Funding History

NEW Project Packet:

A. *(If not yet submitted)* Include:

- Summary [PDF or Word]

B. *(If submitted)* Include:

- Proposal Cover Page
- Project Narrative
- Budget Summary

Reviews (previous panel or ad-hoc)

Then click the **Submit Request** button

You will receive a confirmation that your application has been sent.



For questions or assistance, please contact **CAES Office of Research**  
Email: [agresch@uga.edu](mailto:agresch@uga.edu); Tel: 706-542-2151



Your Bridge Funding Request has been submitted.

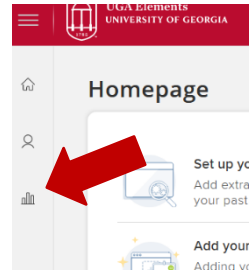
You will receive confirmation and update emails as your request is processed.

If you have any questions, please contact the CAES Office of Research at [agresch@uga.edu](mailto:agresch@uga.edu) or 706-542-2151.

# Run an EAS to get Three Year Funding History

Log in to UGA Elements at <https://elements.uga.edu/>

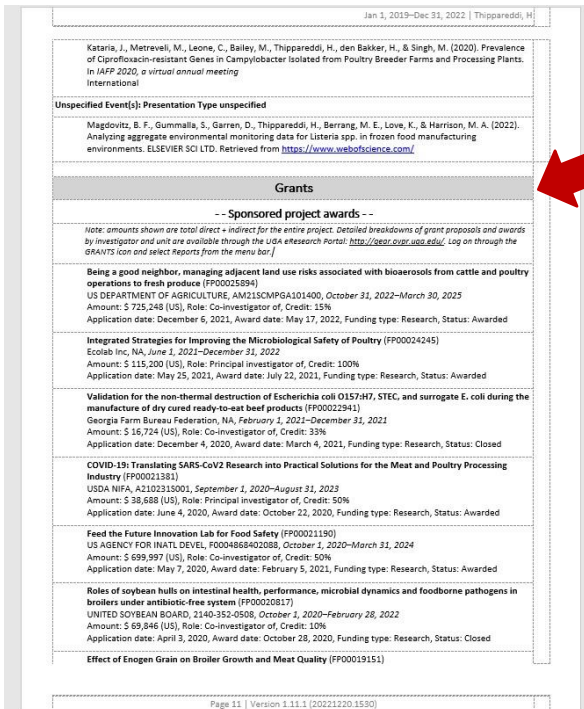
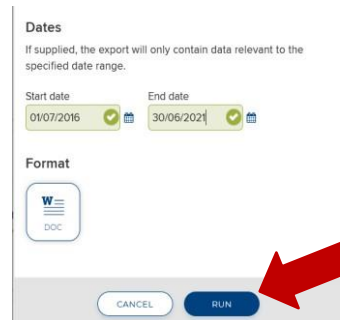
On the *Homepage*, Click the icon from the left navbar for the Reporting Hub



Enter "EAS" in the search bar.

In the *UGA Elements Activity Summary (EAS)* report section, click the **Run** button.

Enter dates for the last three years.  
The **Start Date** and **End Date** must be entered in **DD/MM/YYYY** format.  
Then click the blue Run button



Download and open the created Word document.

Copy the **GRANTS** section, which includes awards and proposals, into a new document and save.



UGA Elements  
UNIVERSITY OF GEORGIA

