

Internal Funding and Matching Support Policy

Physics Internal Funding and Matching Support Policy

Objective

To ensure equitable access to limited resources and to maintain alignment with School of Physical Sciences and campus-wide guidelines, all internal funding and matching support requests must first be submitted through the Physics Department. This includes support for research equipment, proposal matching/cost-share, teaching relief, instructional support, student programs, workshops, and other academic initiatives.

General Guidelines

- All funding or matching requests must be submitted to the Physics Department at least **30 days prior to the funding application deadline** (*if applicable*) or project start date.
- **Department review is required prior to submission to the School of Physical Sciences** or other campus entities. This ensures internal prioritization, budget planning, and appropriate endorsements. The Department will respond to requests within five business days.
- Funding is contingent upon departmental budget availability, alignment with department priorities, and the applicant's good standing within the department.
- Before committing departmental funds, the Physics Department will make every effort to exhaust other institutional avenues of support, including but not limited to the [EVC's Campus Matching Fund](#) program and [Graduate Education and Postdoctoral Affairs \(GEPA\)](#) for graduate-related initiatives. This ensures departmental resources are used strategically and equitably, and that all proposals are aligned with broader campus funding priorities.

Procedure

All requests must follow the procedure below to be considered for departmental, school, or campus-level support:

1. **Begin Early – At Least 30 Days in Advance**

Faculty must begin the process no fewer than 30 days before the proposal deadline or project start date to allow sufficient time for internal and external review.

2. **Evaluate Availability of PI Funds** *(If Applicable)*

PIs should first evaluate whether they have discretionary, startup, or other eligible funds to contribute. A general guideline for external matching requests is a **minimum combined contribution of \$25,000** from the PI and department before elevating to School or campus-level matching.

3. **Submit Funding Request Form**

Complete the Physics Internal Funding Request Form at the following link:

<https://forms.gle/hCeoHHjSzc8Uf6WX7>

4. **Department Review for EVC Matching Eligibility**

The CAO and assigned Research Administrator (RA) will review the submission to determine whether the request is eligible for campus-level matching through the EVC's Campus Matching Fund program.

- [Campus Matching Funds Guidelines](#)
- [Campus Research Fund Application Form \(Word\)](#)

5. **Internal Review of Departmental Standing and Strategic Value**

The CAO will consult with the Department Chair to evaluate whether the faculty member is in good standing and whether the request aligns with departmental strategic priorities and resource availability.

6. **Engagement with School of Physical Sciences for Additional Support**

If departmental resources are insufficient and the request meets eligibility, the Chair and CAO will collaborate with the School of Physical Sciences Dean's Office to request additional support.

- [SPS Matching/Funding Request Guidelines](#)

Other Considerations

- **Requests not related to sponsored research matching** (e.g., workshops, seminars, student support) must still follow the process above and be submitted via the [Internal Funding Request Form](#) for departmental consideration and potential School-level support.
- **Letters of support without a financial commitment** must still be routed via email through the Chair and CAO to ensure departmental awareness and alignment with other commitments.

Questions or submissions should be directed to [Jasmyn Wuerthwein](#).