Idaho State University
Office for Research
Faculty Seed Grant Competition
Guidelines

Purpose

The ISU Office for Research (OR) Faculty Seed Grant Program is intended to encourage new junior level faculty, as well as existing faculty who are refocusing their research programs, to develop research, scholarly, or creative programs that provide the potential extramural funding and long term professional development. Successful proposals will provide data to support proposals for external funding. Proposals will be accepted from all eligible faculty across all colleges and departments.

Eligibility

All full-time faculty who have at least the rank of Assistant Professor (includes Research and Clinical faculty), are eligible to apply. Preference will be given to those who apply within five years of their date of hire. Secondary preference will be granted to applicants who are refocusing/redirecting their existing research programs in an entirely new direction. Instructors, postdocs, adjunct faculty and affiliate faculty are not eligible to apply, nor are those who have been PI on an internal (Seed or Collaborative) grant within the last three years. In short, funding applicants must meet the following criteria in order to be considered:

- Full time faculty appointments at ISU.
- Tenured or on tenure track academic faculty.
- Research faculty.
- Clinical faculty.
- Employed at ISU of at least one year.
- Committed employment for up to three years after the award (if funded).

Program Funding

- Available program funds of up to $100,000 are provided by the Office for Research (OR).
- Individual grants are awarded up to a maximum of $20,000.
- Proposals for smaller amounts are encouraged and considered equally competitive.
- Proposals are expected to clearly articulate a plan and timeline for external funding.

Types of Support

The program supports the following:
- Supplies
- Equipment
- Domestic and international travel and other related expenses for field work, data collection, and training
- Support for graduate and/or undergraduate student wages or expenses related to the project
- Consultant fee costs directly related to data collection/project goals
- Up to two months faculty summer salary, *Note: not typically granted (see page 7, Proposal Instructions, Budget Categories, Personnel for further details)
- Release time grants (from teaching, administration, or other assignments): to conduct/direct research or write an external grant. Release time will be for one course per academic year.

The program **does not support** the following:
- Staff salaries
- Publication of manuscripts
- Journal subscriptions
- Supplemental awards to existing projects
- Conference travel
- Membership dues

**Submission**

Submit the proposal at the Office of Sponsored Programs Internal Grant Competitions webpage.

**Review Process**

All proposals will be reviewed by the ISU Research Council which will compile the strengths and weaknesses of each proposal and make recommendations for funding. This information will be provided to the Vice President for Research.

Any incomplete proposals will be returned to the principal investigator (PI) immediately without further consideration.

**Review Criteria**

Successful proposals will demonstrate high potential from extramural funding. The review panel's recommendations are based on the originality, creativity, scholarly and/or research significance of the proposed activities; its feasibility; availability of adequate facilities; appropriateness of the proposed project to the competition's purpose, including future funding strategy; and appropriateness of the budget. Overall, reviewers are seeking proposals that have been judged to represent the beginning of a sound, significant, and long-term project, and have solid potential for significant external funding. Reviewers also seriously consider the clarity of the proposal (the narrative's language needs to be directed to an educated lay audience).

Resubmitted proposals are considered equally competitive as first submissions. They should reflect the previous year's reviewers' comments and be noted in the proposal narrative.
Notification

Awards will be announced by approximately May 1\textsuperscript{st}. Reviewers’ comments for both awarded and denied proposals are included with the notifications.

Important Dates and Deadlines

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>March 25th **</td>
<td>Seed grant proposal due to OR Sponsored Programs</td>
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<tr>
<td>May 1st (approx.)</td>
<td>Award Notifications</td>
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<tr>
<td>May 10th (approx.)</td>
<td>Revised budget and SOW (if required) to Sponsored Programs Award begin date.</td>
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<tr>
<td>May 15th (approx.)</td>
<td>Award begin date.</td>
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**Proposals must be submitted through the Internal Grant Submission Portal by 5pm. The portal can be found on the Office of Sponsored Programs Internal Grant Competition webpage.

Questions

If you have any questions concerning the guidelines, proposal or review process, please contact the Office of Sponsored Programs & Support, within the Office for Research: Dave Harris (harrdave@isu.edu) and/or Steve Wright (wrigstep@isu.edu).

Award Terms and Conditions

- If an award is less than the amount originally requested, a revised budget and scope of work is required before funds are released.
- Protocols for human subjects, animals and/or biosafety activities do not need to be approved before the submission date, but must be reviewed, approved and sent to the program coordinator before the grant starts. Funds are not released until all appropriate protocols have been approved.
- The awards will be made on or about May 15th and will run for 15 months. If needed, a one-time only, no-cost time extension request is considered with a strong justification provided. Awarded funds will not be available after the end date of the grant without this extension.
- If the PI leaves the university prior to the completion of the grant, funds may not be transferred to another university or faculty/staff member at ISU.
- Acknowledgement of the OR Faculty Seed Grant support will be included in any published work or presentations directly resulting from this award.
Final Report

By accepting this award, the PI agrees to submit a final report to the Office for Research. This report will allow the university to evaluate the effectiveness of the program. The final report deadline is six (6) months after the end date of the grant. Copies of publications or manuscripts submitted for publication, which resulted from the research are the preferred report format. If no publication is available, a final report must be submitted according to the outline below. In other words, all final reports will have Section 1 (either as outlined below or the publication resulting from the research), Section 2, and Section 3.

Final Report Outline

1. Identify the research by grantee’s name, title, funding category, and fiscal year of funding award.
   a. Include an abstract (150 words maximum, single-spaced, on a separate page).
   b. Indicate the hypotheses tested or the objectives of the project.
   c. Describe the methods used in the research and the procedures used in the project.
   d. Compare the actual results or conclusions to the predicted results or conclusions.
   e. Briefly describe the dissemination of the research (meetings, publications, shows, etc.) to date. Include copies of any written materials or photographs of artistic creations. If no material is written or no public dissemination is planned, please explain.
   f. Note whether the project has generated any external funding.

2. Describe the study in lay terms for the general public. This portion should be on a separate sheet so that a copy can be sent to ISU’s University Relations. If this information has already been sent to that office, provide a copy as this section of your report.

3. Explain any significant differences between the proposed budget and the final budget expenditures. If there were none, state so.

4. Explain the next steps or progress made towards securing external funding to support the project.
Faculty Seed Grant Competition

Proposal Instructions

The instructions below for the OR Faculty Seed Grant proposal are intended to assist in preparing your proposal. In general, be succinct and explicit. Proposals that are not complete or have not followed the provided instructions will be returned without further consideration. Please complete the Please complete the Internal Grant Proposal Approval and Routing Form. This form should be the first page of the proposal (the form will not be included in your page count).

PROPOSAL INFORMATION

1. Non-Technical Summary (limited to one single-spaced page)
2. Proposal Narrative (no more than five single-spaced pages)
   a. Background
   b. Objectives and Significance
   c. Methodology and Assessment
   d. Facilities and Resources
   e. Timeline
   f. Future Funding Strategy
3. Budget and Justification
4. Biographical Sketch (limited to 2 pages)
5. Current, Pending and Past Support
6. Letters of Support from collaborators if identified in the proposal narrative
7. Other Attachments: Any appendices, documents or other materials helping support the proposal
8. References Cited (limited to 3 pages)

FORMAT AND PREPARATION

- 12-point font size
- 1" margins only unless otherwise indicated.
- Use plain language understandable to a scientist/scholar/artist outside of your field.

Proposals have been rejected for failure to adhere to these specifications.
PART I:

Proposal

Non-Technical Summary (limited to 1 page)
The summary should be succinct, using plain language understandable to a scientist/scholar/artist outside of your field, explaining what you want to do and how you will achieve your objectives.

Proposal Narrative (five single-spaced pages)
Direct the narrative to an educated lay audience. Use plain language understandable to a scientist/scholar/artist outside of your field.) Title each section as follows:

1. **Background.** Explain the problem or project to be pursued and the expected outcome. What special talents, training or ability do you bring to the resolution/execution of the proposal? Discuss any relation with other ISU programs. **Pls in year two, three or four of their appointments please indicate what efforts have been initiated toward research, scholarly or artistic activities** appropriate to your discipline. What is the relation of this proposed work to additional research, creative, and/or scholarly activities you intend to pursue? Is this a resubmittal? If so, include and note your responses to the reviewers’ comments from last year’s competition. PI’s who are applying for funds to refocus and redirect their research in a new direction should explain the new direction and how it differs from their previous research focus.

2. **Objectives and Significance.** This section should be an explicit statement of the hypotheses to be tested and/or the objectives to be achieved. Define the significance of the proposed project to a lay audience. Cite and evaluate related work where appropriate.

3. **Methodology and Assessment.** Give detail to indicate the appropriateness of the suggested approach to each question, objective and/or hypothesis. Discuss how your design and procedures are appropriate and adequate to make significant progress toward attaining objectives. Explain your assessment plan to determine outcomes.

4. **Facilities and Resources.** Specify the facilities to be used. List existing major equipment and/or computers to be used noting each location and pertinent capabilities. Provide any information describing other resources available for the project including available support services and any key personnel.

5. **Timeline.** Identify the “schedule of events” planned for the project and specify the amount of time that you (and others) will spend on it.

6. **Future Funding Strategy.** Describe the strategy you will pursue to solicit future external funding (federal and/or non-federal) for this project, related projects, or ongoing portfolio development. Indicate what sources of funding you will seek, and in what areas. Provide information about conversations with cognizant program officers. Examples of non-federal sources may include, but not be limited to, state, county or local governments, the private sector, foundations, group organizations, industry/corporations, associations, societies and foreign sponsors. If you need assistance in identifying potential funding sources please contact a Grants/Sponsored Programs Specialist in the OR Office of Sponsored Programs & Support.
PART II:

Budget

Detailed Budget (Contact Sponsored Programs for the internal grants budget template)

Budget Categories

1. Personnel. Two months faculty summer salaries, buy-out, graduate student and postdoctoral appointments are allowable. Though not typically granted a very strongly presented justification on why faculty summer salaries are required under extraordinary circumstances so the proposed work can be accomplished must be included. Clearly state all base salaries. If salaries are requested, the appropriate fringe benefits must also be requested.

2. Travel. Domestic and/or international field work, data collection, training, educational purposes, presentations or conferences directly related to the proposed work. University travel policies must be followed.

3. Materials & Supplies. M&S purchased through these awards must be directly related to the proposed project. By inclusion of such M&S in the budget, you are verifying these items are not already available for use on this project. Major equipment items ($5,000 or more) are not supported. Personal computers may be purchased for field data collection or other special applications other than general office use.

4. Other. Provide a detailed description of any other budget categories that will be requested. It is highly recommended that you contact the program coordinator to confirm cost allowability.

The inclusion of indirect costs is not required nor allowed.

Budget Justification (limited to 2 pages)

Appropriateness of the budget is a significant factor in the selection process during the proposal review. All requested budget items must be accompanied with a strong justification of how they will contribute to successful completion of the project. Please be aware that proposal reviewers will consider your budget justification very carefully in an effort to maximize the number of beneficiaries to this program. (A strong justification pertains very specifically to summer salary requests). Any items that appear non-critical will be at risk for reduced funding during the review process. An additional page may be attached for the budget justification.

Please note, if a proposal is awarded at less than the amount originally requested, a revised budget and scope of work is required to be submitted to the program coordinator. Funds will not be released until these documents have been received.
PART III:

Other Supporting Information

1. **Biographical Sketch.** A biographical sketch (limited to two pages) is required for each individual identified as senior personnel.

   (a) **Professional Preparation**
   A list of the individual’s undergraduate and graduate education and postdoctoral training (including location) as indicated below:

<table>
<thead>
<tr>
<th>Undergraduate Institution(s)</th>
<th>Location</th>
<th>Major</th>
<th>Degree &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Institution(s)</td>
<td>Location</td>
<td>Major</td>
<td>Degree &amp; Year</td>
</tr>
<tr>
<td>Postdoctoral Institution(s)</td>
<td>Location</td>
<td>Area</td>
<td>Inclusive Dates (Years)</td>
</tr>
</tbody>
</table>

(b) **Appointments**
A list, in reverse chronological order, of all the individual’s academic/professional appointments beginning with the current appointment.

(c) **Products**
A list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project. Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Only the list of ten will be used in the review of the proposal.

Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and URL, or other Persistent Identifier.

If only publications are included, the heading “Publications” may be used for this section of the Biographical Sketch.
(d) Synergistic Activities
A list of up to five distinct examples that demonstrate the broader impact of the individual’s professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples should be specific and could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in STEM; and service to the scientific and engineering community outside of the individual’s immediate organization. Examples with multiple components are not permitted.

3. Current, Pending and Past Support
4. Letters of Support from collaborators if identified in the proposal narrative.
5. Other Attachments: Any appendices, documents or other materials helping support the proposal.
6. References Cited (limited to 3 pages).