Guidelines for Internal Seed Grants

The Office of the Vice Provost for Research is pleased to announce this year’s Internal Seed Funding Program. The goal of this program is to support faculty: (a) in developing multi-disciplinary and interdisciplinary collaborative efforts leading to sustainable research and scholarship; (b) in generating preliminary results and supporting innovative ideas leading to external funding and long term success; and (c) in generating high quality scholarship and creative work leading to external recognition and long term success. Proposals that involve collaborations across multiple colleges/schools are particularly encouraged to apply.

Anticipated Funding
Up to $10,000 may be requested (for proposals that involve collaborations across multiple colleges/schools, $15,000 may be requested). Awards may be offered for partial funding to maximize the number of projects supported. If awarded, the project period begins June 1, 2016 and ends June 30, 2018.

Proposal Submission Deadline
Completed proposals (including signed cover sheet located on the last page of this announcement) must be submitted electronically to Amber_Squires@uml.edu by Monday, February 22, 2016 5pm.

Eligibility
All UML tenured and tenure-track faculty are eligible to submit a proposal. A faculty member may only submit one proposal unless he/she is a Co-PI on the second submission.

Proposal Format
I. Cover Sheet (located on the last page of this announcement)
II. Abstract
III. Narrative: Not to exceed five (5) type-written single-spaced pages, using Arial 10pt or TimesNewRoman 11pt font (or larger) with 1-inch margins and should include the following:
   a. Problem Statement
   b. Project Goals and Objectives
   c. Project Design and Methodology
   d. Innovativeness and Potential Impact
   e. Research Team: Describe how the project will bring together investigators from multiple colleges, departments, and/or centers, additional resources (internal and external) and if this is a new group of collaborators or if members have worked together before.
   f. Future funding sources and/or significant external recognition opportunity
   g. Research timeline
   h. Budget (not counted towards 5-page limit): Include a detailed budget indicating the expected costs of specific materials and activities. Justify all expenses and clearly outline each individual’s role in the project (if group submission).
      i. Salaries for students should be identified as graduate or undergraduate. An estimate of the number of hours and pay rate should also be included as well as a description of the work to be performed by the student(s). Students can only be hired as hourly and not as a TA/RA (due to true costs of hiring a TA/RA).
      ii. Travel – Travel to conferences/workshops are generally not supported unless there is a strong justification that clearly shows the importance to the project.
iii. Additional Compensation – PI summer salary, additional compensation, post doc salary, etc. are not allowable.

iv. Grants: Include a list of current and pending grants including the agency, amount requested, and the project period. If you have no current or pending grant applications, please clearly state.

i. Curriculum Vitae: (Maximum of two pages, does not count toward page limit). Include a two page CV for the PI and each Co-PI. CVs should highlight previous work and publications relevant to this application.

j. Human or Animal Subjects: The proposal should indicate if animal or human subjects will be utilized. An IRB or IACUC application must be submitted on or before the proposal due date. Approval must be received from the appropriate OIC committee and provided to ORA prior to release of funds and establishment of a project account (if awarded). If any biological materials are to be used, please submit a registration to the IBC before the materials will be brought to or used on campus.

Reporting
A final project report should be submitted to the Office of the Vice Provost for Research by September 30, 2018 to Amber_Squires@uml.edu.

Review Criteria
A. Project Goals and Objectives
   a. Does the proposal clearly describe what the PIs intend to do?
   b. Does the proposal clearly describe the anticipated direct outcomes of the activities to be funded by this seed grant program and their benefits/significance?
   c. Does the proposal build multi-disciplinary relationships that are innovative and does it involve faculty researchers from multiple backgrounds, colleges, or institutions?

B. Budget and Backgrounds
   a. Does it seem feasible that the promised outcome(s) can be achieved with the support requested? Are the budget request and personnel effort appropriate for the proposed scope of work?
   b. Are the backgrounds of the team members appropriate for the proposed effort?
   c. Likely impact of this amount of seed funding on the faculty member’s success – e.g., does the proposed effort initiate new collaborative research or differ from other funded projects recently conducted by the applicant(s); does the faculty work in a field with less access to unrestricted and external funds; does the faculty currently need access to funds because s/he is early-career or working on a mid-career restart? (note: faculty with significant startup funds should not apply to this internal seed fund unless they are proposing a project resulting in a new collaboration)

C. Dissemination & Next Steps
   a. Does the proposal make a strong case that the outcomes of the proposed seed effort will significantly increase the likelihood of external follow-on success (e.g., funding or recognition)?
   b. Does the proposal clearly identify next steps, such as specific external funding sources or visibility opportunities?
   c. Does the proposal clearly identify what would be obtained from this seed grant to support those next steps (e.g., preliminary results, draft chapter, etc.)

D. Overall Quality of the Proposal
I. Investigator Information (A faculty member may only submit one proposal unless second submission is a group initiative):

Name of Principal Investigator/Proposal Contact:

Position

Department

Email

Phone

Others Involved in Project (Please include department, email, and phone extension)

II. Project Information

Project Title:

Total Funds Requested: $
(Be sure to include itemized budget in proposal)

________________________________________________________________________
Signature of Principal Investigator                      Date

________________________________________________________________________
Signature of Department Chair                        Date
(You must obtain your Department Chair’s signature before submitting your proposal)