Seed Grant Program Purpose
The Seed Grant program is sponsored by the UI Office of Research and Economic Development. The program’s objectives are to promote research, outreach, and creative activities in all branches of learning that will improve competitiveness for external funding, and/or which will result in publications, patents, recognition, awards, or exhibitions/performances appropriate to the PI’s discipline. The primary purpose of the program is to support early career faculty establishing a scholarly program; early career faculty are those who have been at the UI 5 years or less and/or are still Assistant Professors. Proposals that support a change in direction for established investigators will also be considered, but must be well-justified.

Eligibility and Restrictions
- All faculty members with 25% or greater of their time allocated to Scholarship and Creative Activities on their position descriptions are eligible to apply. This includes Extension faculty, faculty whose terminal degree is not a PhD (e.g., Law), Research, Library, and Clinical faculty. A faculty member may participate in or submit only one seed grant proposal per year.
- Those who have current Seed Grants or have received seed grants in the past are not eligible to apply.
- Faculty who have current grant funding over $25,000 from any source are not eligible to apply unless the Seed Grant project will be distinct from the currently funded work. Faculty with current funding $250,000 or greater, including start-up funding, are not eligible. The PI must provide a list of currently funded projects and must clearly justify that the proposed project is distinct from currently funded work. Proposals that do not specifically address this distinction will be returned without review.
- Seed Grants are made for a period of 16 months, from May 1, 2018 to August 31, 2019. In limited cases the Vice President for Research may allow an exception to the standard timeline if the request is well justified. The Principal Investigator must state the anticipated start date and expected date of completion. An award letter will be sent to the PI with their actual award dates.

Proposal Submission
Proposals are due to the Office of Research and Economic Development by 5:00 p.m. Wednesday, February 14, 2018. The Research and Faculty Development Team (RFD Team; ored-rfdteam@uidaho.edu), is the contact for the program. Proposals must be submitted through the UI’s Electronic Internal Proposal Routing System (EIPRS) at http://www.uidaho.edu/osp, which enables electronic routing and signatures of your proposal. The entire application package should be loaded into EIPRS as a single PDF file. Please add your college or departmental grant administrator and Larissa LaBolle, Fiscal Operations Manager, Office of Research and Economic Development, as editors on your proposal. Because this is an internal grant program, the proposal will not need to be reviewed by your Sponsored Program Administrator in the Office of Sponsored Programs.
Guidelines

Use single spacing, one-inch margins, and a font size of 12 pt. Do not include extra materials. Proposals that do not follow these guidelines will be returned without review.

1) **Cover Sheet (1 Page):** Complete the cover sheet included in this application packet. In EIPRS, please begin the title with “Seed Grant:” This will assist with tracking the proposal through EIPRS. For Sponsor, please select “UI Office of Research and Economic Development.” Signatures of PI(s), departmental administrator(s), and college dean(s) will be processed electronically via EIPRS. **All signatures must be obtained through EIPRS by the 5:00pm deadline in order for the proposal to be considered complete and on time.** Please note that your College may have an internal deadline for proposal submission and routing, to ensure that there is adequate time for Departmental and College level review and approval.

2) **Abstract (1 Page):** Provide a brief (limited to 250 words), **non-technical** description of the problem, work to be performed, and expected outcome.

3) **Narrative (2 Pages):** PIs are encouraged to follow the structure below.
   - Provide an introduction to the proposed scholarly or creative activity, including brief context or background.
   - Explain how the project will contribute to the PI’s field and professional development.
   - Present specific objectives and methods and how they will be completed during the funding period.
   - Describe the expected outcomes and the deliverables that will result from the scholarly activity. This may include publications, exhibition/performance, patents, awards, etc.
   - Identify the external funding agency(ies) to which you will submit a proposal for follow up funding, if applicable.
   - If the PI has other funding, including start-up funds, > $25,000, include a list of currently funded projects in the Biographical Information and describe the special circumstances that may justify a Seed Grant award.

4) **Bibliography/References Cited.** This will not be counted towards the 2 page limit.

5) **Budget Form:** The budget must be reasonable and justified with detailed itemization. The resources needed to complete the project should be described. This may include resources already available (e.g., laboratory equipment, computational resources, performance space, etc) and resources to be funded by the Seed Grant.

   PI’s should work with their departmental grant administrator when developing the budget.

   Faculty who have been at the University less than 5 years must describe how their start-up funds contributed (or will contribute) to the proposed project. If the PI did not receive start-up funds, they should state that.
Allowable expenses include, for example, expendable supplies, capital outlay (e.g., software, computer, equipment, etc.), and travel to conduct research. Funds may be used for partial support of undergraduate or graduate students. Up to one month of PI summer salary is allowed. Travel to professional meetings is limited to $500 and must be justified as related to the project’s outcomes. The maximum award is $12,000. Budgets that exceed the maximum amount will be returned without review. Because these are internal funds, no Facilities and Administration fees (F&A) will be assessed on these awards.

6) Biographical Information: (up to 3 Pages): Please include:
   - Field and date of investigator’s highest degree.
   - Date of initial appointment as a faculty member at UI.
   - Present academic rank.
   - Publications, exhibitions/performances, and patents during past five years.
   - Proposals submitted and funding received during the past five years.

Evaluation
Seed Grant awardees are selected through a competitive, peer-review process. Each proposal will be evaluated by reviewers from various colleges within the UI. Because the review panel is diverse, proposers are strongly encouraged to write for a non-expert audience. Proposers are encouraged to read the Primary and Secondary Criteria (below).

The reviewers will convene to discuss proposals and make funding recommendations. The Research Council makes final funding decisions and may require modifications in the budget as a condition of funding. Award notifications are expected to be made in late April 2018. Project start dates may be no earlier than May 1, 2018.

Primary Review Criteria.

   Explanation and justification of how the proposed work will support the PI’s career development. When evaluating the proposal, consider the degree to which:
   - The project goal(s) and outcome(s) are clearly expressed
   - The work will contribute to the PI’s area of scholarship.
   - The described methods/objectives are adequate to achieve the project goal within the period of the Seed Grant.
   - The scholarly activity will result in clearly identified deliverables, for example, publication, exhibition/performance, patent, and/or proposal to an external funding agency.

Secondary Review Criteria

   Overall Quality and Clarity of the Proposal The proposal is clearly written and is understandable to the non-expert reader.

   Budget The budget must be reasonable and well justified and detailed. The resources needed to complete the project should be described. This may include resources already available (e.g., laboratory equipment, computational resources, software, etc) and
resources to be funded by the Seed Grant.

Early career faculty (<5 years) should describe how their start-up funds contributed (or will contribute) to the proposed project. If they did not receive start-up funds, that should be noted as well.

Award Conditions

The Office of Research and Economic Development will convene a Seed Grant Orientation Meeting before the award period begins for funded PIs and their grant administrators to discuss award conditions, including budget management and project reporting.

Ownership of any and all intellectual property created through the use of these funds shall be determined as defined in UI Faculty Staff Handbook 5300.

If the proposed project will involve regulated activities (e.g., Human Subjects, Animals, biohazards), the PI will need to obtain the appropriate assurances before a grant is awarded. The PI must specifically acknowledge their plans to obtain the appropriate assurances. All IRB or IACUC approvals must be received before the funds can be awarded to those engaged in regulated activities.

A final project report will be required; the due date and format of the report will be posted at a later date and/or provided to PIs at the time award decisions are made.

Funded proposals are featured on the Seed Grant website.