Request for Proposals
Office of Research and Economic Development FY2014 Seed Grant Program

Seed Grant Program Purpose

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, or exhibitions/performances appropriate to the PI's discipline. The primary purpose of the program is to support early career faculty establishing 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 three years 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. The PI must provide a list of currently funded projects and must clearly and explicitly 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 one year, generally from July 1 to August 31 to coincide with the fiscal year. However, in some cases the vice president may consider an exception to the standard timeline if the request is well justified. The Principal Investigator should 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 by 5:00 p.m. Friday, February 1, 2013. Please submit proposals through the UI's Electronic Internal Proposal Routing System (EIPRS) at www.sites.uidaho.edu/osp. EIPRS allows your proposal file(s) to be uploaded as a PDF, and enables electronic routing and signatures. Please note that, since 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. Sarah Koerber (skoerber@uidaho.edu), Proposal Development Specialist, Office of Research and Economic Development, is the contact for all questions about proposal development and submission.

Guidelines

Use single spacing, one-inch margins, and a font size of 12 pt. Do not include extra materials; these will be removed from your proposal before it is reviewed. 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. 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*.

2) **Abstract (1 Page)**: Provide a brief (limited to 200 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.
   - Describe 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 one-year funding period.
   - Describe the expected outcomes and the deliverables that will result from the scholarly activity, e.g., publication, exhibition/performance, patent, proposal to an external funding agency.
   - If the PI has other grants > $25,000, include a list of currently funded projects and describe the special circumstances that may justify an award.

4) **Bibliography**, if applicable. This will not be counted towards the 2 page limit.

5) **Budget Form**: The budget must be reasonable and well justified. 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. 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, but are not sufficient to be used as a research assistantship. 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 will be assessed on these awards.

6) **Biographical Information: (up to 3 Pages):** Do not include a full CV or resume. 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.

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 address 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.

Evaluation

Each proposal will be evaluated by reviewers selected from various colleges within the UI. Because the review panel is diverse, ***proposers are strongly encouraged to write for a non-expert audience***. Proposers should read the Seed Grant Evaluation Sheet (below) to make sure that their proposal addresses all of the criteria.

Reviewers will assign proposals a rank of Excellent, Very Good, Good, Fair, or Poor. The reviewers will evaluate each proposal on the following:

- The degree to which the proposed work will initiate or contribute to a new or early scholarly project that will support the PI's career development.
- Overall quality and clarity of the proposal
- Degree to which the budget is reasonable and well-justified

The reviewers will convene as a panel 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 early April, 2013.

Seed Grant Application Cover Page

PRINCIPAL INVESTIGATOR:

Name:		Title:	
Department:		Email:	

ADDITIONAL INVESTIGATORS:

Name:		Title:	
Department:		Email:	
Name:		Title:	
Department:		Email:	

Amount Requested:	$

Proposal Title:	

Proposal Checklist:

- **Cover sheet (1 page)**
- **Abstract (1 page; 200 words max)**
- **Narrative (2 page max)**
- **Bibliography**
- **Budget Form**
- **Biographical Information (3 pages max)**

Seed Grant Application Budget Form

Salaries (PI salary is limited to one summer month; partial support for undergraduate and/or graduate students is allowed) (Describe)	$
Fringe Benefits (if applicable) (Describe)	$
Travel* (travel to field sites or other locations to perform research is permitted; travel to professional conferences is limited to $500) (Describe)	$
Other Expenses (e.g., field or lab supplies, software, etc) (Describe)	$
Capital Outlay (e.g., field equipment, computers, etc) (Describe)	$
Trustee Benefits (Describe)	$
Total Requested	$

Note: Seed Grants are internally funded. No Facilities and Administrative (F&A) expense are calculated on the budget.

FY2013 Seed Grant Evaluation Form

Proposal Number: _____ PI:_____

Proposal Title: _____

Please give the proposal an overall rating:

- **Excellent:** outstanding proposal; high priority for support
- **Very good:** high quality proposal in nearly all respects; support if possible
- **Good:** good quality proposal; has strong points but some minor weaknesses
- **Fair:** proposal is lacking in one or more critical aspects; key issues need to be addressed
- **Poor:** proposal has significant deficiencies

Evaluation Summary: Please briefly summarize your impression of the proposal, including perceived strengths and weaknesses, and rationale for overall rating.

Review Criteria

1. Explanation and justification of how the proposed work will initiate or contribute to a new or early scholarly project that 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 and contribute to the PI's area of scholarship.
- The described methods/objectives are adequate to achieve the project goal within the one year 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.

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

3. Budget The budget must be reasonable and well justified. 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.

Allowable expenses include, for example, expendable supplies, capital outlay (e.g., software, computer, equipment, etc), travel to conduct research. Up to one month of summer salary may be requested for the PI. Funds may be used for partial undergraduate or graduate student support, but are not sufficient to be used as a research assistantship. Travel to professional meetings is limited to $500 and must be clearly justified. The maximum award is $12,000. Budgets that exceed the maximum amount will be returned without review.