

Office of Research Development and Administration FACULTY SEED GRANT APPLICATION <i>Follow instructions carefully.</i>	LEAVE BLANK - FOR ORDA USE ONLY.	
	Date Received:	Review Group:
	Action of Research Committee: ___ Approved/Funded ___ Approved/Not Funded	Date: _____ ___ Directed Revise & Resubmit ___ Not Recommended for Funding
1. TITLE OF PROPOSED PROJECT		
<input type="checkbox"/> This proposal contains proprietary or confidential information that may be subject to a University Invention Disclosure.		
2. INVESTIGATOR(S)/PROJECT DIRECTOR(S) <input type="checkbox"/> New Investigator <input type="checkbox"/> Response to Rejected External Proposal <input type="checkbox"/> Established Researcher: New Direction		
a. PI/PD #1 Name (First, M.I., Last)	d. PI/PD #2 Name (First, M.I., Last)	
b. POSITION TITLE/DEPARTMENT/MAILCODE	e. POSITION TITLE/DEPARTMENT/MAILCODE	
c. PHONE NUMBER and E-MAIL ADDRESS	f. PHONE NUMBER and E-MAIL ADDRESS	
4. INSTITUTIONAL APPROVAL If project involves any of these compliance areas you must apply to the appropriate Committee for approval prior to the proposal being reviewed by the Faculty Seed Grant Program.		
a. HUMAN SUBJECTS <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending _____ Date Submitted	b. VERTEBRATE ANIMALS <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending _____ Date Submitted	c. RADIOLOGICAL CONTROL <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending _____ Date Submitted
5. DATES OF PROPOSED PERIOD OF SUPPORT From _____ Through _____		6. FUNDS REQUESTED FOR PROPOSED PERIOD OF SUPPORT \$ _____
7. WILL YOU BE ON SABBATICAL LEAVE ANYTIME DURING THE PROPOSED FUNDING PERIOD? <input type="checkbox"/> Yes <input type="checkbox"/> No		
8. ARE YOU REQUESTING ONE MONTH OF SUMMER SALARY ? <input type="checkbox"/> Yes <input type="checkbox"/> No From _____ to _____		
9. HAS THIS PROPOSAL BEEN PROPOSED TO AN EXTERNAL FUNDING AGENCY? <input type="checkbox"/> Yes <input type="checkbox"/> No		
10. DATE AND AGENCY OF LAST EXTERNAL GRANT SUBMITTED/AWARDED (if applicable) <input type="checkbox"/> Submitted <input type="checkbox"/> Awarded <input type="checkbox"/> Rejected (If your ORDA proposal is related to a rejected external proposal, please attach copies of reviews for ORDA DIRECTOR USE ONLY)		
11. DATE AND TYPE OF LAST ORDA GRANT (if applicable)		
I understand that Committee approval of the project does not necessarily ensure funding of the proposed activity. Financial support of the project is contingent upon Committee evaluation and the availability of research funds. I also understand that fiscal support for the project will be allocated by the Office of Research Development and Administration (except for Summer salary).		
SIGNATURE OF PRINCIPAL INVESTIGATOR(S)/PROJECT DIRECTOR(S)		DATE
SIGNATURE OF CHAIR/OTHER SUPERVISOR		DATE
SIGNATURE OF DEAN/OTHER SUPERVISOR		DATE

II. INTRODUCTORY INFORMATION

A. Project Summary/Abstract - A clear, concise description of the goals, methods, and anticipated outcomes of the proposed project. Remember: an abstract is a *summary* of essential ideas *drawn from* a larger text (it is not an introduction to that text). **Maximum 200 words.**

B. Significance and Impact - Explain the significance and impact of the proposed project as it contributes to the advancement of learning, to the enrichment of our cultural and aesthetic heritage, and/or to the public welfare. Remember, your proposal is being read and evaluated by a **multi-disciplinary review committee**, not by specialists in your field. **Maximum 200 words.**

BUDGET
OFFICE OF RESEARCH DEVELOPMENT AND ADMINISTRATION
FACULTY SEED GRANT PROGRAM

PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR	ORDA AWARD Number (for office use only)	
ADDRESS	FUNDS REQUESTED	FUNDS APPROVED BY ORDA (If different) <i>For ORDA use only</i>
A. Salaries		
** 1. ___ P.I./P.D. (One Month Summer Salary Only) G Yes G No Dates of proposed month of support: From _____ to _____		
2. ___ Graduate Student (state percentage of time and number of months, not to exceed 12 months @ 50%)	\$	\$
B. Wages		
1. _ Student Worker(s)		
Total Salaries and Wages		
C. Nonexpendable Equipment		
D. Commodities (Materials and Supplies)		
E. Travel (to research location(s) only)		
F. Contractual Services		
G. Automotive (rental of University vehicle or transit tickets)		
TOTAL		

** DO NOT include salary figures on this page.

ORDA

FACULTY SEED GRANT PROGRAM

- **NOTE:** Purpose, Eligibility, Conditions, Priorities, and Guidelines
- **APPLICATION DEADLINE:** 4:30 pm, Monday, November 9, 2009
- **IMPORTANT:** Applications that do not meet **ALL** the criteria and requirements as set forth below, including formatting instructions, will be returned without review.
- **START DATES:** For grant: May 16, 2010, or thereafter
For summer salary: May 16, 2010, ending no later than August 15, 2010
For GA: July 1 or August 16, 2010
- **IMPORTANT:** Applications will not be reviewed until Spring Semester, 2010.

PURPOSE: The purpose of the FACULTY SEED GRANT PROGRAM is to encourage and support faculty in establishing programs of research, scholarly, and creative activity with the potential to attract external funding.

ELIGIBILITY: Proposals are accepted from full-time tenured or tenure-track faculty members on continuing appointment. Applicants must have full/published profiles in Community of Science (see www.cos.com). Only one proposal per review cycle may be submitted. Applicants cannot have received funding through the Seed Grant or Interdisciplinary Seed Grant programs within the last 24 months. **NOTE:** See “Prioritization.”

TYPES OF SUPPORT:

Grants provide up to 12 months of funding in any/all of the following categories of support:

- Other-Than-Salaries (equipment, commodities, travel, etc.)
- Graduate assistantship (not to exceed 12 months @ 50%) and/or student worker
- One month of faculty summer salary
- Maximum award limited to \$25,000 (excluding faculty salary)

NOTE: This program does not fund activities that primarily support the instructional function of the university or the PI/PD.

GRANT CONDITIONS:

- A final report is due to ORDA within 6 months after the termination of the grant period. See page 6 for Final Report Guidelines.
- Awardees will be required to submit through ORDA a proposal, related to their seed grant topic, to an extramural funding source no more than 18 months after the award period begins. Failure to submit a proposal within this period will jeopardize access to further internal funds administered by ORDA.
- Grants provide up to 12 months of funding. Under special conditions, and **for compelling reasons closely related to the probability of successfully obtaining external funding**, a 1-year funded extension may be requested.

REVIEW PROCESS: FACULTY SEED GRANT proposals are awarded by a competitive review process held during spring semester. Proposals are reviewed by Seed Grant Review Committees composed of faculty from several disciplines, and therefore **MUST** be written to be understood by members of these multi-disciplinary review committees, i.e., an educated lay audience, rather than by narrow specialists in your field.

PRIORITIZATION: Because the primary purpose of these grants is to act as seed funding for extramurally supported activities, awards will be given only to those proposals that are judged to represent the beginning of a sound, significant, and long-term research/creative program, **AND** to have solid potential for attracting external funding. Priorities are as follows:

- (1) Junior faculty in their first two years at SIUC, to assist them in establishing a new research program.
- (2) Faculty of any rank who request these funds to resolve deficiencies (or to act as a pilot study, etc.) in response to a recently rejected external proposal. In this case, the PI/PD must attach copies of all reviews of the proposal; these will be read by the ORDA Director only. The proposal must clearly identify those deficiencies and directly address how the proposed project will remedy them.
- (3) Established faculty making a major transition to a new area of research/scholarly/creative activity. Read carefully section IV.A below. Note that this is the lowest priority area.

GENERAL GUIDELINES FOR PROPOSAL PREPARATION

1. **Proposals (all copies) must be received in ORDA by 4:30 pm, Monday, November 9, 2009.**
2. Submit one (1) original and ten (10) copies of all application materials, properly collated.
3. **RESUBMISSIONS:** If your proposal is a resubmission, please include a cover letter noting the changes made from the previous proposal and on what page the changes can be found. In the event that a proposal is not funded, this program will consider only one revision (i.e., a resubmission of the proposal the following year).
4. **REJECTED EXTERNAL PROPOSAL:** If your seed grant is in response to a rejected proposal to an external sponsor, indicate in **boldfaced** text the deficiencies identified by reviewers and the sections (e.g., methods, analyses, etc.) that are specifically intended to overcome the noted deficiencies.
5. The format below is required for the preparation of proposals:
6. All pages of the application must be consecutively numbered, beginning with the cover sheet. It is the PI/PD's responsibility to make sure that there are no missing pages in the copies.

7. All major sections of the proposal, identified by roman numerals, should begin on a new sheet of paper.
8. Sections IV and V must be double-spaced. Other sections may be single-spaced. Note that sections IV – VII cannot exceed sixteen (16) consecutively numbered pages. Items I, II, III, and VIII are not included in this page limitation.
9. The type must be clear, readily legible, and of standard size (12 pt. or larger) and font (e.g., Times Roman, Courier, etc.). Margins must be at least one inch on all sides.
10. If the proposal discloses information that is, or may be, subject to a University Invention Disclosure or otherwise contains proprietary or confidential information, it should be so noted on the front page of the proposal. Each subsequent page with proprietary and confidential information should be marked “confidential.”
11. For helpful guidelines on writing grant proposals, check the tips offered in “Other Resources” at www.orda.siuc.edu/general/assistance.html. For definitions of unfamiliar terms, click on the research “Glossary” on the same web page.

PROPOSAL FORMAT

- I. **COVER PAGE:** Use the cover page provided herein as page 1. All research must be conducted in compliance with all applicable federal and university policies and regulations. If your project will involve human subjects, vertebrate animals, or hazardous chemical or radiological materials, an approval letter from the relevant campus compliance committee must be submitted with the proposal. **Funds will not be released until notice of such approval is received in ORDA.** See www.orda.siuc.edu/compliances

Please do not submit support letters from your chair, dean, or other supervisor (unless for equipment maintenance, see page 9.) Only their signatures are required.

- II. **INTRODUCTORY INFORMATION** (use page 2 of this application packet)

- A. Project Description - Maximum 200 words

- B. Significance and Impact - Maximum 200 words

- III. **ITEMIZED BUDGET AND JUSTIFICATION:** Insert, as page 3, the budget form provided in this application. For justification, see instructions on page 8. The budget justification should be 2 pages maximum (single-spaced) and must follow the budget form as page 4 (and 5).

- IV. **PROJECT DESCRIPTION:** Beginning on a separate page, the main body of the proposal should be a clear statement of the work to be undertaken. Maximum 10 double-spaced pages. It should be organized into and labeled as the following seven sections:

- A. Objective(s) - State clearly the research problem/question or creative concept that will be addressed during the period of the proposed project. Remember, your proposal is being

read and evaluated by a multi-disciplinary review committee, not by specialists in your field. The project must be oriented toward the PI's professional development, and not have a student's thesis or dissertation project as its principal objective.

- **NOTE:** If this project is from an established faculty member who is pursuing new directions, this section must explain how this project is significantly different from previous work and convince the reviewers that it represents a substantial change in direction. One important way of accomplishing this is to explain how this project, if submitted to an external agency, would have to be reviewed by a different set of reviewers than those who are familiar with your previous work, because you have significantly changed, e.g., your methods (from qualitative to quantitative), subjects (adults to children; corn to apple trees), time period (prehistoric to historic), or geographical area. Because this is the lowest priority for these awards, this section must be especially clear and convincing.

B. Background and context – Describe the relation of the proposed project to the present state of knowledge in the field. Include, as appropriate, a review of pertinent literature or ideas on the subject. For applicants in the arts: please include an "artistic statement." Explain how this particular project relates to this statement. This section should make it clear what is innovative and original in the proposed project.

C. Methods/procedures/materials – Describe in clear and understandable terms the general plan of work, as it will be undertaken to achieve the stated objectives. This statement should include (as appropriate):

- hypotheses to be tested or concepts to be explored; for faculty in the arts, identify the conceptual, aesthetic, and/or interpretive context; if the project is to prepare a book manuscript, include as an Appendix a prospectus or table of contents (2 pages maximum), plus copies of letters to and from publishers about a venue for its publication;
- procedures for data-gathering or project development, including sample design and size, and/or questionnaire instruments;
- descriptions of the type and suitability of statistical analyses;
- clear statements of the activities of all personnel (PI and students, if funding is requested for student support);
- descriptions/identifications of essential equipment, commodities, software, etc., and its availability; if such items need to be purchased, provide pertinent data in Budget Justification (section III);
- necessary visual materials, such as charts, maps, photographs, slides.

- **NOTE:** One of the most common reasons proposals are rejected is because the PI/PP did not explain exactly what s/he is going to do.

D. Timeline – An outline, month by month, of the activities to be carried out during the 12 months of funding for the proposed project. If you are requesting GA or student worker support, include their activities in the timeline.

E. Outcome – Describe the anticipated final "product" of the proposed project (i.e., a published work, policy recommendation, body of work for a show or performance, etc.). Do you have a "plan B" if things do not work out?

F. Personnel – List all personnel involved in the project. If this project is being carried out in cooperation with agencies or educational institutions outside SIUC, please state the nature and extent of the cooperation.

G. PI/PD's Funding Support – List by title, date, PI/PD(s), and amount:

- Prior Internal – List all internal grants received since coming to SIUC. Include now discontinued Special Research, Summer Fellowship, Sabbatical Extension, and University Priorities and Interdisciplinary Initiatives Program, and any other internal support (i.e. travel funds, matching funds, start-up funds).
- Prior External – List all externally funded grants received from federal, state, industry, foundation, or other sources since coming to SIUC.

V. **FUTURE FUNDING:** The purpose of the FACULTY SEED GRANT PROGRAM is to assist the PI/PD in establishing a long-term program of externally funded research, creative, and scholarly activity. Beginning on a separate page, discuss your plans for obtaining external funding. Include information on all of the following: 1) Where is this research heading; how is it the start of a research program that will contribute to a favorable tenure decision? 2) Identify external sources and their specific funding competitions and due dates that fund this type of project. 3) Describe in detail your plans to submit a proposal(s) to these agencies, and how ORDA funding will increase your chances of success. 4) What data will this seed grant project generate to put in your external proposal? Remember that a proposal must be submitted for external funding within 18 months of the project starting date. 2 pages maximum (double-spaced).

VI. **REFERENCES CITED:** Beginning on a separate page, give complete citations for all sources of information, published or unpublished (e.g., manuscripts, websites, personal communications) cited in the text. Check carefully to see that citations agree and that none are missing. 2 pages maximum (single-spaced).

VII. **CURRICULUM VITAE:** Beginning on a separate page, include your education and degree dates, current department and rank, date of employment at SIUC, research area/interests, and related professional experience including dates. List publications, presentations, exhibits, performances, etc., that relate to the proposed activities and to the internal and external support listed above. Please include a vitae for each PI listed on the cover page. 2 pages maximum (single-spaced).

VIII. **APPENDIX:** The only appendices accepted are: (1) letters from SIUC compliance committees; (2) any non-standardized instruments/surveys, or those that are not readily available; (3) slides, tapes, or illustrations of reference materials pertaining to the visual/performing arts; (4) letters from collaborators who will be making substantial commitments of time or facilities (e.g., lab space) to your project; (5) tear sheets or information about specifications of requested equipment; or (6) if the proposed project is a book manuscript, a 2-page prospectus or table of contents, plus copies of letters to and from potential publishers.

BUDGET JUSTIFICATION

SUMMER SALARY: One month of summer salary for the PI may be requested if the PI/PD describes a specific, well-defined project (or portion of a longer project) that can be accomplished within a 4-week period. DO NOT include PI salary figures in the Budget itself! Summer salary funds, which do not come out of ORDA's budget, are very limited and therefore requests are highly competitive.

GA SALARY: Graduate student assistants should be requested and justified for 3 (summer only), 4.5 (one semester), 9, or 12 months, and may be appointed at 25% or 50% time. Under exceptional circumstances, you may request more than one assistantship as long as the combination of support does not exceed 12 mos. at 50 % time. Assistantship stipends vary by college; see www.orda.siuc.edu/rates/graduate.html. Note that 12-month, 50% time GAs represent substantial expenditures of available funds, and they are awarded only where there is careful justification of their monthly duties and intensity of activity.

STUDENT WORKER WAGES: Justify the number of hours per week (maximum of 20 hours) and the number of weeks needed. Student worker wages are currently ca. \$8.00/hour.

EQUIPMENT: Equipment for this application is defined as one piece of equipment (or a number of pieces of equipment that function as a unified system) having a life expectancy of at least two years. Clearly justify need in terms of project objectives and methods/materials (sections IVA and IVC, above). Provide specific information on technical requirements and capabilities, vendor, model number, and unit cost. No installation, maintenance, warranty, or insurance expenses may be paid from this award.

Equipment requests must be accompanied by a letter from the PI/PD's chair/director/dean indicating a commitment to support the operation and maintenance of the requested equipment; extra consideration may be given to requests in which the equipment purchase is cost-shared by the college/department/center. Computer purchases will be allowable only if their specific research/creative applications are clearly explained and justified, and cannot be performed on existing equipment.

Purchase of computers strictly for word-processing, instructional, or administrative purposes is disallowed.

COMMODITIES/SUPPLIES: List major items/categories, quantities, and their cost separately, and explain why they are necessary for the project. Note that computer software is considered contractual services rather than commodities/supplies.

TRAVEL: Travel in this grant program is for travel to research sites/collections by university employees only. Do not request money to attend professional conferences or to present papers, exhibits, or performances. Clearly explain the need for the travel. University vehicle rental may be requested, provided the trips are essential to the research project and not for travel to meetings.

CONTRACTUAL SERVICES: Include services such as postage, photocopying, campus research facilities use, etc. Note that computer software is considered contractual services by the

university. Payment for study participants may be included (with careful justification), but funds for consultants, telephone/fax charges, and publication costs (e.g., page charges, offprint purchase) will not normally be provided.

FINAL REPORT GUIDELINES

FACULTY SEED GRANT PROGRAM

Recipients of FACULTY SEED GRANTS are required to submit to ORDA a final report within six (6) months of completion of the funding period. Reports should be prepared using standard font and size (12 point or larger), with one-inch margins.

Final reports consist of the following:

- A final-report cover sheet (may be downloaded at www.orda.siuc.edu/internal/seed_finalcover.pdf) with all required signatures and the text of the abstract of your original proposal.
- A two-page, single-spaced text using the following headings:
 - Summary: summarize the results, findings, or conclusions of your project.
 - Publications list: list all publications, posters, published abstracts, exhibits, or presentations—past, present, or pending—that developed from the award (including those prepared by students or others involved in the project).
 - External funding: list all external funding sought (funded, not funded, or pending) as a result of your ORDA award; give proposal title, sponsor, and amount requested.

NOTE: Remember that a proposal **MUST** be submitted to an external funding source no later than 18 months from the project start date. Failure to meet this requirement will jeopardize access to further internal funds administered by ORDA.

Please submit your final report to Wendy Preece, Office of Research Development and Administration, Woody Hall C206, MC 4709.