SEED GRANT PROGRAM:
“Support for the Development of Proposals Seeking External Funding of Research”

Deadline: 15th of each month, September - April
(Proposals are due to SPGM by 5 p.m. of the deadline for consideration)

Purpose:
- Grants are used to fund pilot or preliminary work leading to a proposal for external funding for research projects.

Eligibility of Applicant:
- All full-time instructional faculty members (teaching and research faculty, special purpose faculty, and administrative professional faculty regularly teaching at least six hours per semester) are eligible to submit.
- Those new to grants and contracts are especially encouraged to submit, but must meet the above criteria for consideration.

Eligibility of Project:
- The work must lead to a proposal for a project of potential interest to an identified, external funding source.
- Projects that focus on outreach or service must have a research component as part of the externally funded grant.
- The external project must be allowed to recover facilities and administration (indirect) costs, or at least have other benefits for Radford University.

Allowable Costs:
- Grants will be up awarded up to $20,000 with a twelve month period of performance.
- Funds may be used for such items as student assistance, equipment, materials, supplies, travel and staff support, as related to the research project. Unless attendance at a conference is critical to the project and justified in the proposal, conference attendance will not be funded.
- If the pilot project or preliminary work requires a large amount of time, faculty members may request summer funds of no more than $5,000/+ FICA or reassigned time from teaching one course.

Endorsement:
- All proposals should be accompanied by a letter of endorsement from the chairperson or director of the applicant's academic unit. The Department Chair or Director should indicate in the letter whether providing reassigned time for the faculty member, or providing a summer stipend, is preferable. If reassigned time is preferable, the Chair must indicate whether the provision of the budgeted amount will make possible the hiring of a replacement. Letters of endorsement from others who can address the value of the project are also welcomed.
Reporting Requirements:
- Reports will be a brief summary of the project status and proposal(s) submitted.
- The reports will be due thirty days from the end of the award.
- All reports should be submitted to the Office of Sponsored Programs and Grants Management. Electronic copy of the report to mhall5@radford.edu is preferred.

Format and Review:

All proposals will be reviewed by members of the Scholarly Activity Committee representing a variety of academic disciplines. Please write to a general audience.

Appendices, other than a curriculum vita, are discouraged. If appendices are critical, refer the reviewers to them at appropriate times. If you have already applied for, or received approval from the IRB (human subjects committee) or the IACUC (animal care and use committee), indicate that in the proposal but do not include documentation.

Proposals shall be double-spaced and will not exceed 15 pages in length. The proposal should follow this outline.

Your major project (for which you plan to seek external funds):

1. Cover page with abstract (See attached format).
2. Proposed objectives of your major project.
3. Description of the research/research component.
4. Significance of the project.
5. Literature review or other appropriate review.
6. Work done by RU investigator(s) on the project to-date.
7. Information about how your research project will be accomplished.
8. Individual and team qualifications. Attach curriculum vita(s).
9. Funding source(s) to be pursued. Describe the process used to determine that this source is appropriate for this project, and summarize contacts with the sponsor(s). A direct conversation or e-mail with a Program Officer is highly encouraged.
10. Justification of the need for the Seed Grant.
11. Seed Grant objectives, with timeline or schedule.
12. Seed Grant budget with justification. Note that if you are requesting $5,000 + FICA(7.65%) in summer wages, you must include a statement agreeing to dedicate at least one summer session to this project, without taking on any other
employment. We encourage all budgets to be reviewed by Sponsored Programs within two weeks of the deadline.

Submission:

One signed electronic copy of each proposal must be received by the Office of Sponsored Programs & Grants Management no later than 5 p.m. on the due date. Proposals should be emailed to SPGM at mhall5@radford.edu.

NOTE: To insure that the Dean has sufficient time to review your proposal, submit your proposal to the dean’s office, no later than one week before the deadline.

Requests for clarification are welcomed. If you have any questions, contact Martha Hall at (540)831-5035 or via e-mail at mhall5@radford.edu
COVER PAGE FOR THE SEED GRANT PROGRAM:

Principal Investigator(s):

Title of Project:

Amount Requested from the SEED GRANT PROGRAM:

Abstract:

Signature of PI/PD(s): ____________________________________________

SIGNATURE APPROVALS:

Chairperson/Supervisor: I approve the submission of this proposal and I agree that the major project described is in keeping with the goals of the Department.

______________________________________________
Name:     Date:

Funds required by Chair for reassigned time:   $_________ + FICA(7.65%)

Dean/Director: I approve the submission of this Seed Grant proposal and agree that the major project described is in keeping with the goals of the college/division.

______________________________________________
Name:     Date:

NOTE: To insure that the Dean/Director has sufficient time to review your proposal, submit to the dean’s office, no later than one week before the deadline.

Checklist - Your proposal should include the following:

_____ Cover page with abstract
_____ Description of your proposal
_____ Vita
_____ Letter from chairperson/supervisor