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

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

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

**Allowable Costs:**
- Grants will be awarded up to $10,000 with a twelve-month period of performance, beginning from the initial award date.
- Faculty members may request reassigned time from teaching one course through the Seed Grant, charged at the adjunct backfill rate + FICA (7.65%). Faculty may request summer research funding through the grant, if desired.
- Funds may also be used for such items as student assistance, equipment, materials, supplies, travel and staff support, as related to the project. Unless attendance at a conference is critical to the project and justified in the proposal, conference attendance will not be funded.

**Format and Review:**
Proposals shall be double-spaced and will not exceed 5 pages in length. Use Times New Roman, Arial, or Calibri font in 10 point or larger with one-inch minimum margins. Please use page numbering in the narrative. All proposals will be reviewed by members of the Scholarly Activity Committee representing a variety of academic disciplines. You are encouraged to write to a general audience.

**Proposal Narrative Components and General Selection Criteria:**
Proposal narrative must address the following criteria:
- Project goal, scientific or scholarly merit and relevance, proposed activity to develop further, and expected outcomes and impact
- Potential for generating external funding and funding source to be pursued
- Qualifications of project personnel
- Work done by RU investigator(s) on the project to-date
- Budget and budget justification
Proposal Components:
- Cover sheet
- Proposal narrative
- Biographical sketch / CV for all faculty involved in the project
- Support letter from Chair/Director/Dean(s) from unit/college(s). If reassigned time is requested, the submission of a support letter by the Chair/Director/Dean signifies a commitment to honor the reassigned time request, if funded, barring significant unforeseen circumstances.

Reporting Requirements:
- A final project report (no more than 5 pages) will be due 30 university business days from the end of the award.
- The project report must include:
  - Summary of the funded project's activities and status, outcomes, successes, and challenges. Also, explain how activities compared to the initial proposal plans.
  - Summary of research or scholarly dissemination associated with the project (e.g., peer-reviewed publications, international, national, or regional conference presentations)
  - Details regarding grant proposal submitted, funding agency to whom submitted, funding level ($) requested, and funding proposal abstract. If a proposal has not yet been submitted, provide a rationale for the delayed submission and details for any intended upcoming, related grant proposal submission.
  - Future plan or direction for the project.

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.

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 spgm@radford.edu. NOTE: To ensure 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 spgm@radford.edu.