

## SEED GRANT PROGRAM

“Support for Faculty Development of Proposals Seeking External Funding”

**Deadline: 15th of each month, September – April, by 5:00 pm**

*If the 15<sup>th</sup> of the month falls on a weekend, the due date extends to the next business day.*

### A. REQUEST FOR PROPOSALS (RFP)

#### **Purpose:**

The purpose of a Seed Grant is to provide institutional support enabling faculty to investigate noteworthy concepts, as well as piloting innovative and novel work, leading to transformational ideas worthy of submitting a competitive external proposal application.

#### **Eligibility of Applicant:**

All full-time faculty (i.e., teaching and research faculty, special purpose faculty, and administrative professional faculty) are eligible to submit a proposal. Faculty early in their career, faculty new to Radford University as well as faculty members new to grant-seeking are especially encouraged to submit. *Successful applicants can only have one active Seed at a time.*

#### **Eligibility of Project:**

Any quantitative or qualitative research project is welcome. Community-based participatory research project, needs assessment projects, replication of evidence-based projects with a different target population or population of interest are encouraged, as well as more traditional experimental and quasi-experimental research designs. *The goal of the research project is expected to lead towards an external proposal to an identified funding source.*

#### **Ineligible Activities**

Faculty development – activities such as learning a new technique, language, methodology or completing a thesis or dissertation.

Institutional research – studies related directly to the operation of the University that are not generalizable and have little application beyond Radford University.

Public service projects with no defined research question.

Faculty consulting or other work deemed outside of the guidelines for a Seed Grant.

Departmental curriculum development, such as the preparation of curriculum materials, curriculum modifications, retreats or workshops and student interest surveys. *(Curriculum/program development that includes an empirical study of the effectiveness of new program formats, techniques, content, and innovations that are generalizable and/or have application beyond Radford University may be considered research for this grant program.)*

## **Award and Duration of Grant**

Grants are awarded up to **\$10,000**, with a twelve-month period of performance beginning on the initial award date. For example, if the faculty member receives an award on April 1, the performance date ends on Mar 31<sup>st</sup> of the following year.

## **Allowable Costs:**

Course Release. Faculty members may request reassigned time from teaching one course during the fall or spring semester of the award period. The adjunct backfill rate + FICA (7.65%) should be listed in the budget.

Summer Stipend. Faculty also may request funding for summer research up to \$5,000 exclusive of Fringe Benefits

Other. Funds also may be used for 1) student assistants, 2) equipment, 3) materials, 4) supplies, 5) travel and 6) staff support but must be related to the research project. A detailed narrative / budget justification is expected.

*Please contact Sponsored Programs and Grants Administration for further clarification of allowable costs.*

## **B. APPLICATION**

*Before beginning the application, carefully read the requirements, developing a proposal development plan or checklist in order to meet the deadline for electronic submissions. Late applications will not be accepted.*

### **Format**

- Arial, Courier New, or Palatino Linotype at 10 points or larger, or Times New Roman and Computer Modern at 11 points or larger;
- Tables and Charts may be Times New Roman 10 pt font;
- 1" margins;
- Single spaced with appropriately marked headings;
- Your narrative pages must be numbered in the lower right corner 1 of ##.

Proposals not adhering to format instructions will be returned to the applicant without review.

## Content of Proposal

### 1. Project Narrative (Maximum of 6 single-spaced pages).

All proposals should clearly explain the merits of the research project relative to advancement of your discipline or field of work.

#### **At a minimum, the Project Narrative must address the following criteria:**

- **Statement of Need/Problem; Rationale for Your Study;** Include “What We Know” or a literature review citing findings pertinent to your research idea; Why your research project is important (scientific or scholarly merit and relevance) or gaps in the literature or field which serve as a rationale for your research.
- **Project Goal or Research Questions.** If you are assessing some type of intervention or program, you are expected to use SMART Objectives, along with your Goal.
- **Research Methodology.** Include the type of research, the research design, sampling procedure, how you plan to measure both process and outcome objectives, procedure for data collection and analysis, along with software to be used. An example of Goals, Smart Objectives, Implementation and Measurement Plan is available on the [Sponsored Programs](#) website. Note that a logic model is strongly recommended.
- **Outcomes Expected.** For program/curriculum innovations, describe the outcomes expected, along with how you will measure the outcomes. In other words, what would indicate to you that your study is successful? If you use a valid and reliable measuring instrument, you may insert the link. Otherwise, please place any instrumentation in **Attachment A**.
- **Timeline for proposed activities.** For the timeline, you may use a Gantt chart (Excel) or table (Word). Examples of Timelines are available in Sponsored Programs. (The timeline is limited to no more than two pages. Reference the timeline in your narrative. Place the Timeline in **Attachment B**.

### 2. Additional Attachments

- **Attachment C - References/Citations** Up to two pages for references. You may use APA, MLA, Chicago, or your discipline’s citation mechanism.
- **Attachment D - Detailed Budget and Justification** Budgets must be detailed, itemized, and descriptive up to \$10,000.
- **Attachment E - IRB or IACUC Letter of Approval.** If applicable, please upload your letter of approval from the Research Integrity and Compliance Office. *Approval is not required before a Seed Grant Proposal is submitted; however, funds will not be awarded until an approval letter is on file in Sponsored Programs.*
- **Attachment F - Biographical Sketch.** For proposals with the discipline in the sciences, as well as social science, please use NSF Biosketch format. For proposals relating to healthcare, please use the NIH Biosketch format. All other disciplines that are not related to either the sciences or healthcare, please upload a current curriculum vitae. A Biosketch is required for all key personnel working on the project.

- **Attachment G - Letters of Support** If reassigned time is requested, the submission of a support letter by the Department Chair/Director or Dean signifies a commitment to honor the reassigned time request, if funded, barring significant unforeseen circumstances.
- **Attachment H - Data Management Plan** Federal and private funding agencies are now requiring a formal Data Management and Sharing Plan (DMSP). Successful management and protection of information and data are critical to the administrative, clinical, educational, and research functions of Radford University. The sharing of research data at the preliminary phase of the proposed research project, as well as the sharing of collected research data after publication or with the sponsor, are situations that require effective data management planning. More information on DMSPs is located on our Sponsored Programs Data Management website, including a link to the CITI tutorial within the Recommended Training option.
- **Attachment I - Funding Status** Please address the following:
  - Potential for generating external funding Proposals related to fields for which outside funding is likely should contain clearly defined plans to obtain future funding for this project, including funding agencies to which proposal(s) will be submitted, amount(s) requested, research topic(s), and anticipated timeline for submission and results.
  - If applicable, other support requested or received for the proposed project. For applicants with existing or prior funding, the proposal must demonstrate that the funds will be used to initiate new research directions or new research projects separate from existing projects. Describe any collaboration with students, faculty; outside of Radford collaborators, including any Memorandums of Agreement or Commitment, and if applicable, whether Radford University will hold fiscal responsibility for the research study

*Note that Attachments do NOT count as a part of your six-page Narrative.*

## C. SUBMISSION

The proposal should be submitted through the [SEED Grant Proposal form \[Kuali\]](#) no later than 5 p.m. on the due date (15<sup>th</sup> of month; if the 15<sup>th</sup> falls on a weekend or holiday, the proposal is due the next business day).

## D. REVIEW OF PROPOSALS

1. **Technical Review:** External funders require that the applicant adhere to funder instructions. Consequently, a well-designed research study may be eliminated for further review because the applicant did not heed the format instructions. Therefore, your document will be checked before it is submitted to the Scholarly Activities Committee for review. If the formatting is incorrect, the application will be returned with notification that the proposal did not meet the technical requirements. After the applicant has met the formatting instructions, the same proposal may be submitted for a subsequent review.

2. **Proposal Review.** All proposals will be reviewed by members of the Scholarly Activities Committee (SAC) representing a variety of academic disciplines. You are encouraged to write to a general audience.
3. **Notification.** Applicants receive notification of the SAC's decision regarding the proposal within 30 days of the submission date.

## E. REPORTING REQUIREMENTS

- A final project report (no more than 5 pages) will be due 60 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 [spgm@radford.edu](mailto:spgm@radford.edu) is preferred.

## Contact Information

For questions concerning the requirements of the Seed Grant Programs or assistance with submitting the Kualii form, please contact:

Tom Cruise, [tcruise@radford.edu](mailto:tcruise@radford.edu), 831-5479

## CHECKLIST

**Your proposal should include the following:**

1. Project Narrative
2. Attachment A. Instrumentation or Measures
3. Attachment B. Timeline
4. Attachment C. References (Citations)
5. Attachment D. Detailed Budget and Justification
6. Attachment E. IRB Letter of Approval
7. Attachment F. Biographical sketch
8. Attachment G. Support Letter(s)
9. Attachment H. Data Management Plan
10. Attachment I. Funding Support