

Office of Sponsored Programs and Research Seed Grant Competition

The Seed Grant Competition is funded by the University of West Alabama (UWA) Office of Sponsored Programs and Research (OSPR). The objectives of the Seed Grant Competition are to promote scholarly research and innovative educational programs, campus wide that will improve competitiveness for external funding. Preference will be given to research and educational program initiatives with a strong potential to generate preliminary data that can then be used in other external grant applications, publications, patents, or presentations appropriate to the faculty or professional staff discipline. The seed grant competition is designed to support early career faculty or professional staff in establishing or enhancing research and/or scholarly programs in accordance with the UWA mission.

General Guidelines

1. Individual grants may not exceed \$1,000 per award. OSPR intends to fund two types of grants: Research grants and Programmatic grants. For the 2017-18 academic year we will award a total of 12 grants, six each semester (3 Research and 3 Programmatic grants awarded at both the fall and spring semester deadlines). Should there be an insufficient number of applications for either category, the remaining funds may be reallocated to the other category pending agreement of the Grants Committee.
2. Each grant must have a project period of one year or less, with the possibility of a continuation if the grantee presents an adequate justification for an extension. Renewal is not automatic, but must be applied for, and an application for the extension must include an interim report on the first year.
3. If the applicant currently has a grant and/or previously had one in the past two years and hasn't submitted a report, or didn't spend awarded funds he/she will not be eligible to apply.

The activities to be supported by this program include any type of research and/or innovative educational or outreach program, including, but not limited to, laboratory experiments, behavioral investigations, writing, painting, performing, developing a mathematical proof, conference and workshop travelling etc. Preference will be given to projects with significant involvement of UWA students or involvement of local schools and school systems.

4. The Seed Grant is not intended to support activities specifically designed for program/curriculum development, professional development, advance credentials, degrees, or to improve faculty or staff performance as teachers or administrators. Any expenses for these activities is unallowable.

5. The following types of expenses may be supported by the grant: supplies, clerical assistance, travel (when necessary, to the project), publication expenses (when modest and appropriate), and student wages. Any software purchased becomes the property of the University and at the end of the project will be assigned to the grantee's department. Any books or library materials purchased also become the property of the University and at the end of the project will be placed in the Julia Tutwiler Learning Resources Center.
6. The following types of expenses WILL NOT be supported from the Seed Grants: tuition charges, expenses connected with a thesis or dissertation which is part of the requirement for a degree, dues in professional organizations(except for students), expenses of attendance at professional meetings unless the research specifically benefits from such attendance (as, for example, for distribution of a survey or mentoring a student who is presenting), a supplement to a grantee's salary, any expenditures for which the use of State funds is prohibited.
7. A Research Grants Committee, chaired by the Director of Sponsored Programs and Research, will include faculty and staff where there is no conflict of interest within the proposals received and no Deans or supervisors of faculty or staff which proposals are received from.
8. Each grantee is required, at the end of the grant period, to submit a final report on the funded project to the Grants Committee in office of sponsored programs. If applying for an extension year, the grantee is required to submit an interim report at the end of the first year (see 2, above).
9. Any unspent funds will be retained within OSPR seed grant account at the end of the grant period. If applicant didn't use his/her fund, they are not allowed to apply for seed grants for five years.

Eligibility and Restrictions

1. All full-time faculty and full time professional staff are eligible to apply. Early career full-time faculty, those full-time with UWA five years or less and/or still Assistant Professor, will be considered with preference.
2. A faculty member or full time professional staff may participate in or submit only one seed grant proposal per academic year.
3. Those who have current Seed Grant(s) or have received seed grants in the past two years are not eligible to apply. (Example: Dr. Smith was awarded a seed grant in fall of 2016, Dr. Smith will not be eligible to apply until fall of 2018).
4. The applicant 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.

5. The applicant must state the anticipated start date and expected date of completion. An award letter will be sent to the PI with their actual award dates.
6. If the applicant's research includes human or live animal subjects, he/she must get IRB approval is before such research is conducted.

Proposal Guidelines

Submit your seed grant proposal to Hoda Hassan at hhassan@uwa.edu

Use single spacing, one-inch margins, and a font size of 12 pt. Do not include extra materials. Proposals that do not follow these guidelines will be returned without review.

1) Cover Sheet (1 Page limit): A cover sheet must include:

- Title: a descriptive title of the proposed work
- Name of the PI(s)
- Position of the PI(s)
- Department affiliation of the PI(s)
- College affiliation

2) Abstract (1 Page limit): Provide up to 250 words of non-technical description of the problem, the work to be performed, and expected outcome(s).

3) Narrative (2 Pages limit): Applicants are encouraged to follow the structure below:

- a) Describe the proposed scholarly or creative activity, including brief context or background.
- b) Explain how the project will contribute to the applicant's field of study/discipline, and describe how the project will establish or enhancing research and/or scholarly programs in accordance with the UWA mission. For established investigators, the proposal must clearly explain how the project is a change in direction from currently funded research.
- c) Present specific objectives and methods and how they will be completed during the one-year funding period.
- d) 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.
- e) If the applicant has grant funds > \$25,000, include a list of currently funded projects in the Biographical Information and describe the special circumstances that may justify a Seed Grant award. Applicant should include if they are PI/Co-PI/Key Personnel on each funded grant.

4) Bibliography/References Cited. This will not be counted towards the 2-page limit.

5) Budget: The budget must be reasonable and well-justified. The resources needed to complete the project should be described, whether already available (e.g., laboratory equipment, computational resources, performance space, etc.) or to be funded through the Seed Grant. Allowable expenses include, for example, expendable supplies, and travel to conduct research. The maximum award is \$1,000. Budgets that exceed the maximum amount will be returned without review.

6) Biographical Information: (up to 3 Pages): Please include:

- Academic Field of Study and date of investigator's highest degree.
- Date of initial appointment as a faculty member at UWA.
- Current academic rank.
- Publications, exhibitions/performances, and patents during past five years.
- Current and pending grant support during the past five years

Evaluation

The Seed Grant awardees will be selected through a competitive peer-review process. Each proposal will be evaluated by reviewers from various colleges within the University. Because the review panel is diverse, proposers are strongly encouraged to write for a non-expert audience. The reviewers will convene to discuss proposals and make funding recommendations. The Office of Sponsored Programs will make final funding decisions and may require modifications of the budget as a condition of funding.

Deadline:

Proposals are due to the Office of Sponsored Programs and Research by 5:00 p.m., Monday September 8, 2017 by 5:00 p.m. central standard time. Complete proposals packages must be sent by email to hhassan@uwa.edu