

**Faculty/Staff OSPR Seed Grant  
FUNDING OPPORTUNITY INSTRUCTIONS  
Academic Year 2025-2026**

**APPLICATION DEADLINE**

Proposals are due to the Office of Sponsored Programs & Research by email to Ms. Hoda Hassan at [hhassan@uwa.edu](mailto:hhassan@uwa.edu).

**PROGRAM OVERVIEW**

The **OSPR Seed Grant Program** provides internal funding to support UWA faculty and staff researchers in developing early-stage, innovative research. The program aims to help investigators generate preliminary data to strengthen future proposals for **external funding**.

- Support novice grant writers and early-career researchers.
- Provide preliminary data or validate hypotheses for future external proposals.
- Promote interdisciplinary collaborations within UWA and with external partners.
- Increase UWA's external funding competitiveness through targeted internal support.

**ELIGIBILITY**

- Open to all full-time UWA faculty and professional staff on campus.
- Individuals awarded an OSPR Seed Grant in the past two years are not eligible.
- Only one proposal per year may be submitted per eligible individual (as PI or Co-PI).
- Resubmissions are allowed within the same academic year if a previous proposal was not funded.
- Applicants must provide anticipated start and end dates for the project.
- Projects involving human or animal subjects require IRB/IACUC approval before funds are released
- Applicants with access to more than \$15,000 in institutional or external research funds must:
  - Clearly explain why existing funds cannot be used for the proposed work.
  - Demonstrate that the project represents a distinct or new research direction.
  - Include a summary of current, pending, and past grants (including agency, title, period, and amount).

**GENERAL GUIDELINES**

- Supported activities include research and creative inquiry (excluding curriculum or professional development).

- Project duration: One year or less, with requests for continuation beyond one year requiring: An interim report or a justification for extension (sent to [hassan@uwa.edu](mailto:hassan@uwa.edu)). Renewal is not automatic but must be applied for approval
- A final report is required at the end of the grant period.
- Funds must be used within two years. Failure to do so will make the applicant ineligible for the next two years.

## REVIEW PROCESS

- Proposals are reviewed by the Seed Grant Review Panel, chaired by the OSPR Director.
- Funding decisions are communicated within 20 days of the submission deadline.
- The Review Panel's members represent diverse disciplines. Therefore, proposers are strongly encouraged to write for a non-expert and general academic audience.
- Evaluation criteria include:
  - Scientific merit and potential for future funding.
  - Impact on student involvement, especially UWA or K-12 participation.
  - Final funding amounts may be adjusted at the discretion of the review panel.

## PROPOSAL STRUCTURE & FORMAT

- Total proposal content is limited to **three** pages (excluding cover sheet, abstract, budget, references, and biographical sketches). Use single spacing and a 12-point font size.
- In addition, the PI and each investigator require not more than **2 pages** of a biographical sketch.  
Please see the proposal format:

### I. Cover Sheet (Required)

Include:

- a) Title of the Project
- b) Principal and Co-Principal Investigators
- c) Department
- d) College
- e) Date Submitted

### II. Abstract (1 Page / 250 words)

Include a non-technical summary covering:

- a) Project Goal(s)
- b) Significance
- c) Expected Outcomes
- d) Justification of Internal Funding

### III. Narrative (2 Pages Limit)

- a) Methods and Procedures
- b) Evaluation and Deliverables
- c) Future Plans: Identify potential external funding opportunities and URLs. Indicate plans for proposal submission within six months of the seed grant's end date.
- d) Justification of Internal Funding: Describe what other funds are available and why additional internal funding is needed (departmental or partnership funds).

#### **IV. Budget and Budget Justification (maximum two pages)**

- a) Funding Limit: \$1,500 maximum. Requests exceeding this amount will be excluded without review.
- b) All expenses must comply with UWA Business Office policies.

##### **Allowable Expenses:**

- a) Materials and supplies
- b) Small equipment
- c) Student stipends (must go through payroll)
- d) Modest travel directly related to the research
- e) Modest publication costs
- f) Clerical assistance

##### **Non-Allowable Expenses**

- a) Program or curriculum development
- b) Professional development, advanced credentials, or degree-related costs
- c) Faculty/staff stipends
- d) Membership dues, class tuition, thesis/dissertation expenses
- e) Ownership: Any purchased software, books, or library materials become UWA property.

Budget Changes: Contact Ms. Hoda Hassan before making any budgetary changes post-approval.

#### **V. References**

Two-page limit following any format used in the applicant's discipline.

#### **VI. Appendix**

- a) PI Biographical Sketch (NSF/NIH or Federal Agency Format; maximum two pages per investigator)
- b) Other Grant Support (maximum 1 page per investigator; summarize specific project goal(s) for each grant and any overlap with this proposal)