

**Office of Sponsored Programs & Research Seed Grant
Competition Guidelines
Academic Year 2019 – 2020**

DEADLINE

Proposals are due to the Office of Sponsored Programs & Research,
By 5:00pm Friday, Sept. 20, 2019 and Feb. 14, 2020

ABOUT SEED GRANTS

OSPR Seed Grants are envisioned to support generating data that can be used to initiate and support individual seeking funding from external organizations

NUMBER AND AMOUNT OF AWARDS

- Individual grants may not exceed \$1,000 per award.
- Every academic year, OSPR intends to fund a total of 12 proposals, six research grants (including biomedical research) and six programmatic grants.

GENERAL GUIDELINES

1. 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 approved. An application for a second year's funding must include an interim report on the first year to be considered for extension.
2. The activities to be supported by the seed grant, include any type of research and/or innovative educational or outreach program. The program is not limited to, laboratory experiments, behavioral investigations, writing, painting, performing, developing a mathematical proof, etc. Preference will be given to projects with significant involvement of UWA students or involvement of local schools and school systems.
3. 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.
4. 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.
5. The following types of expenses WILL NOT be supported by 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, expenses of attendance at professional meetings unless the research specifically benefits from such attendance (for example, for distribution of a survey), a supplement to a grantee's salary, any expenditures for which the use of state funds is prohibited.

6. A Research Grants Committee, chaired by the Director of Sponsored Programs & Research, will review and make award decisions to grantees within 15 days of deadline.
7. Each grantee is required, at the end of the grant period, to submit a final report on the funded project to the Grants Committee. If applying for an extension year, the grantee is required to submit an interim report at the end of the first year (see 1, above). Also, as soon as he/she submitted the report and still has money left you are not allowed to use it is concealed.

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. Faculty or professional staff who currently has a Seed Grant or has been awarded a Seed Grant in the past two years are not eligible to apply.
3. The applicant must provide a list of currently funded projects and explicitly justify that the proposed project is separate from currently funded work.
4. The applicant must state the anticipated start date and expected date of completion. An award letter will be sent to the Faculty/Professional Staff with their actual award dates.
5. If the applicant's research includes human or live animal subjects, he/she must obtain IRB approval before such research is conducted.

PROPOSAL INSTRUCTIONS

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 project, 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 enhance research, biomedical 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, etc.
- 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

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

5) Budget Conditions

The budget must be reasonable and necessary for proposal development 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, stipends for undergraduate or graduate students 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 four years.

PROPOSAL 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 & Research will make final funding decisions and may require modifications of the budget as a condition of funding.