Program Academic year 2022 - 2023

DEADLINE: October 7, 2022
            March 3, 2023

PROGRAM DESCRIPTION

OSPR Seed Grant program supports faculty researchers and programs that advance UWA research initiative, scholarly output, and creative endeavor through a competitive funding process. As the name implies, the program intends to fund pilot research and other works to generate preliminary data to leverage extramural grant opportunities, contribute to sustainable programs. The Seed Grant program mission is to encourage faculty and staff who have limited experience with grant proposal development and grant management.

ELIGIBILITY
- All full-time faculty and professional staff are eligible unless they have received an OSPR Seed Grant in the past two years.
- Submission is limited to one proposal per eligible individual per year as a PI or Co-PI. Resubmitting is allowed at the same academic year for example if you were not funded in the fall you can resubmit in the following spring.
- Applicants with access to more than $15,000 in institutional or external research funding are not eligible unless the applicant clearly explains why that funding cannot be used for the proposed work and how the proposed project represents a distinct or new direction. The applicant must provide a list of current, pending, and previously funded projects.
- The applicant must state the anticipated start and end dates of the proposed project.
- If the applicant's research includes human or live animal subjects, they must obtain IRB approval before such research is conducted.

GENERAL GUIDELINES
- The activities to be supported by the seed grant include any type of research and innovative educational or outreach programs.
- Each grant must have a project period of one year or less, with the possibility of continuing 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 continuation of funding must include an interim report on the first year to be considered for extension.
- At the end of the grant period, each grantee is required to submit a final report to the OSPR.

REVIEW PROCESS

- A Research Grants Committee, chaired by the Director of Sponsored Programs & Research, will review and make award decisions to grantees within 15 days of the deadline.
- The review panel's members have diverse backgrounds. Therefore, the proposers are strongly encouraged to write for a non-expert audience.
- The scientific merit and potential to lead to a sustained research program will be the primary evaluation criteria by which reviewers rank applications and make funding recommendations.

- Preference will be given to projects with significant involvement of UWA students or participation of primary and or secondary schools.
- Preference may be given to funding proposals from an early career full-time faculty or staff (five years or less at UWA).
- The Office of Sponsored Programs & Research will make final funding decisions and may require modifications of the budget as a condition of funding.

PROPOSAL COMPONENTS

Use single spacing, one-inch margins, and font size of 12 pt. Do not include extra materials. Proposals that do not follow these guidelines will not be reviewed.

1) **Cover Sheet (1 Page Limit):** A cover sheet must include:
   - A descriptive project title
   - 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 the 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 or educational programs under the UWA mission.
   c) Present the specific objectives of the project and the methods used to achieve these objectives with one year. A timetable with approximate dates, tasks, and accomplishments is recommended.
   d) Describe the expected outcomes and the deliverables that will result from the scholarly activity, e.g., publication, exhibition/performance, patent, a proposal to an external funding agency, etc.
   e) If the applicant is PI, Co-PI or key personnel on an externally funded grant that exceeds $15,000. In that case, the applicant must clearly explain how the project is a change in direction from currently funded research for established investigators.

4) **Literature Cited:** Two-page limit following any format used in the applicant's discipline.

5) **Budget and Justification (2 Pages Limit):** The maximum award is $1,500. Budgets that exceed $1,500 will be returned without review.

   The budget items must be reasonable and necessary for proposal development and well-justified. The resources needed to complete the project should be described, whether already available or to be funded through the seed grant. The following are guidelines of the allowable and none allowable expenditures:
   - All expenditures must be made following University of West Alabama policies.
   - The grant may support the following types of expenses: materials, supplies, small equipment, clerical assistance, travel (when necessary to the project), publication expenses (when modest and appropriate), and student stipend.

- 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 administration. Such expenses are not allowed.
- The seed grant will not support expenses including class tuition, thesis or dissertation related expenses, dues in professional organizations, professional meeting expenses (unless the research specifically benefits from such attendance), a faculty (PI or Co-PI) stipend, and any expenditures for which the use of state funds is prohibited.
- Funds should be spent as indicated in the original approved proposal. If you are considering a change in this plan, contact Ms. Hoda Hassan hhassasn@uwa.edu.
- At the end of the project, any software, books, or library materials purchased through the seed grant are UWA property.

6) **Biographical Information:** (up to 3 Pages):
- Educational background, degrees obtained, and dates.
- Date of initial appointment as a faculty or staff member at UWA.
- Current academic rank.
- List of publications, exhibitions/performances, and patents during past five years.
- List of current and pending grant support during the past four years.

Contact for questions: Ms. Hoda Hassan hhassan@uwa.edu