Proposal Instructions

Please follow these instructions when completing the online application for the Office for Research & Discovery’s funding opportunity, Germinating Research Program Success: Faculty Seed Grants (“FSG”). Contact Connie Gardner if you have any questions or require assistance.

Applicant Information: Include First Name, Last Name, Email Address, Position Title, Phone Number, Department Name, Department Number, Business Manager/Accountant Name and Email Address and UA Mailing Address.

Proposal Title: The proposal title should be a brief description of the project and should not exceed 10 words.

Requested Amount: The maximum requested amount is $10,000.

Mentoring Plan: The mentoring plan should describe who the applicant’s mentor will be and how that person will assist the applicant in achieving his/her career goals.

Proposal Abstract: This section should be a summary of what you intend to do, how you intend to do it, and why it is important. The abstract length should not exceed 100 words. Write for a peer audience of those in your general, but not specific, field.

Proposal Narrative: The full proposal narrative should be no more than 2 pages, formatted with 1” margins and 11 point Arial font. The narrative must include the following:

- Background information:
  Why is the work important? What will it contribute to your field? Relate your project to the current state of knowledge in your discipline and, if applicable, to your work in progress.
- Work description:
  What do you intend to do? State clearly what work you plan to undertake, including the objectives, their expected significance, and their relation to longer term goals.
- Methods:
  How are you going to do the work? Outline your design and the methods to be used for data collection, analysis, and interpretation. For projects focused on creative activity, please explain the specifics of how the project will be carried out.
- Potential impact:
  What benefits would be gained by your scientific and/or creative activities? If funded, how would this project help you obtain external support?
- References:
  References should be included in the two page limit

Brief Biosketch: The biosketch should have a maximum length of 4 pages.
Germinating Research Program Success:
Faculty Seed Grants

Budget: Typically funding will be available from July 1st of the application year through June 30th of the following year. Please ask for funds, up to a maximum of $10,000, necessary to complete the project within the one-year time period for the grant award. Budget items such as short-term hourly student wages, consultant fees, honoraria, participant stipends, general operations, food for an event, supplies, musical scores, art supplies, travel (if an integral part of the project objectives), marketing/printing expenses, and specialized equipment pertaining specifically to the project will be considered.

We strongly recommend that you seek the assistance of your unit business manager to develop the budget.

List the requested amounts in the fillable boxes provided in the PDF Budget Form. All boxes must be completed; if the subcategories provided do not apply to your project, please insert a "0". If there are budget items for which no category is listed, please enter the total amount in the box titled "Other."

- **Wages & ERE:**
  Enter the total amount of student wages plus ERE. Current ERE rates can be found [here](#). Faculty Seed Grant funds cannot be used for summer salary, graduate assistantships, or salary for postdocs. This category applies to short-term student wages and ERE only and needs to be itemized in the Budget Justification section. For example, your project requires 2 students to enter survey information online for 10 hrs/wk for 10 weeks @ $14.00/hr = $2800 + $58.80 (ERE) = $2858.80.

- **Travel:**
  Enter total amount of travel costs. The FSG Program only funds travel costs if travel is an integral part of the project. FSG Program funds cannot be used for presentation of papers, travel to conferences, etc. (see the George H. Davis Travel Fellowship for information on funding for meetings and conferences)

- **Capital Equipment:**
  Equipment specific to the project and in excess of $5,000. Any other important equipment costing less than $5,000 such as a camera should be listed under Operations.

- **Operations:**
  Other Equipment: Any equipment costing less than $5,000.

  **Materials:** Amount requested must be itemized in the Budget Justification below. General purpose equipment such as computers, printers, and other items normally provided to an applicant/investigator are not covered by the Faculty Seed Grants Program.

  **Duplication/Marketing:** Cost of copies, flyers, etc.

- **Postage:** If mailings are required, enter total amount to be paid.

- **Consultant Fees:**
If consultants are required, enter total amount to be paid to consultants. This category must be itemized in the Budget Justification area, giving name of consultant, purpose, fee amount, and number of consultations.

- Subjects Payments:
  If project requires the use of human subjects, enter total amount to be paid to subjects. Itemized breakdown must be entered in the Budget Justification area. e.g., \textit{20 subjects to complete survey @ $30/subject = $600}

- Other:
  Amount budgeted for all other purposes not listed in the budget categories provided. The total amount must be itemized in the Budget Justification area.

\textbf{Budget Justification:} To help reviewers understand your budget needs, please explain each part of the budget request and state why it's needed. You may wish to provide subcategories, especially if they represent a large part of your expenses. If your department or other sources will provide a match to the Faculty Seed Grant, please indicate that information in the "Budget Justification" text area. Budget Justification is limited to the space available on the budget form, so be concise.

\textbf{Applicant Certification:}

- Eligibility: You will be asked to certify that you are an eligible applicant. The FSG Program is designed to assist individuals that are early in their careers. Therefore, applications will only be accepted from individuals with 8 years or less experience since their initial appointments. Individuals holding faculty rank OR have an appointment in the research scientist series of titles OR who have a continuing or continuing-eligible status are eligible to apply. Postdoctoral scholars and graduate students are not eligible to apply.

- Compliance: If your proposal is selected for funding, appropriate approvals must be obtained by the investigator/applicant before funds will be made available. If your project includes research risk item(s), the faculty member and department are responsible for maintaining compliance in conjunction with institutional policies including, but not limited to Human Subjects Protection Program/Institutional Review Committee (IRB), Institutional Animal Care and Use Committee (IACUC), Office of Radiation, Chemical and Biological Safety (ORCBS) or the Institutional Biosafety Committee (IBC) policies. Approvals are not required at time of submission. If your proposal is selected for funding, appropriate approvals must be obtained by the investigator/applicant before funds will be made available.