

SEED GRANT PROGRAM:  
“Support for Faculty Development of Proposals Seeking External Funding”

**Deadline: 15th of each month, September – April, by 5:00 pm**

Electronic Submissions [spgm@radford.edu](mailto:spgm@radford.edu)

*If the 15<sup>th</sup> of the month falls on a weekend, the due date extends to the next business day.*

## A. REQUEST FOR PROPOSALS (RFP)

### **Purpose:**

The purpose of a Seed Grant is to provide institutional support in order to enable faculty to investigate noteworthy concepts and principles, or pilot innovations, leading to transformational ideas worthy of external funding.

### **Eligibility of Applicant:**

All full-time faculty (i.e., teaching and research faculty, special purpose faculty, and administrative professional faculty) are eligible to submit a proposal. *Faculty early in their career, faculty new to Radford University as well as faculty members new to grant-seeking are especially encouraged to submit.*

### **Eligibility of Project:**

Any quantitative or qualitative research study is welcome. Community-based participatory research, needs assessments, replication of evidence-based studies with a different target population or population of interest are encouraged, as well as more traditional experimental and quasi-experimental research designs. *The research is expected to lead to a proposal to an identified, external funding source.*

### **Ineligible Activities**

Faculty development – activities such as learning a new technique, language, methodology or completing a thesis or dissertation.

Institutional research – studies related directly to the operation of the University that are not generalizable and have little application beyond Radford University

Public service and consulting.

Departmental curriculum development, such as the preparation of curriculum materials, curriculum modifications, retreats or workshops and student interest surveys. *(Curriculum/program development that includes an empirical study of the effectiveness of new program formats, techniques, content, and innovations that are generalizable and/or have application beyond Radford University may be considered research for this grant program.)*

### **Award and Duration of Grant**

Grants are awarded up to **\$10,000**, with a twelve-month period of performance beginning on the initial

award date. For example, if the faculty member receives an award on April 1, the performance date ends on Mar 31<sup>st</sup> of the following year.

**Allowable Costs:**

Course Release. Faculty members may request reassigned time from teaching one course during the fall or spring semester of the award period. The adjunct backfill rate + FICA (7.65%) should be listed in the budget.

Summer Stipend. Faculty also may request funding for summer research. Note that a summer stipend may be calculated at a different rate than the adjunct backfill rate used during the academic year. Please contact Sponsored Programs and Grants Administration for further clarification of allowable costs.

Other. Funds also may be used for 1) student assistants, 2) equipment, 3) materials, 4) supplies, 5) travel and 6) staff support, but must be related to the research project. A detailed narrative / budget justification is expected.

**B. APPLICATION**

*Before beginning the application, carefully read the requirements, developing a proposal development plan or checklist in order to meet the deadline for electronic submissions. Late applications are not accepted.*

**Format**

- Use Times New Roman, 12 pt font;
- Tables and Charts may be Times New Roman 10 pt font
- 1” margins
- Single spaced
- Flush with Left Margin
- Your narrative pages must be numbered in the lower right corner 1 of ##.
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Proposals not adhering to format instructions will be returned to the applicant without review.

**COVER PAGE FOR THE SEED GRANT PROGRAM:**

Principal Investigator(s):

Principal Investigator(s):

Title of Project:

Amount Requested from the SEED GRANT PROGRAM:

**Abstract: 250-word maximum**

Signature of PI/PD(s): \_\_\_\_\_

**APPROVALS: Proposals without approval of the Department Chair and the Dean will not be accepted. The proposal will be returned to the applicant.**

Chairperson/Supervisor: I approve the submission of this Seed Grant Proposal and I acknowledge that the applicant may require/request reassigned time during the academic year.

:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date:

Dean/Director: I approve the submission of this Seed Grant Proposal for funding consideration.

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date:

**NOTE: To ensure the Dean/Director has sufficient time to review your proposal, submit to the dean's office, no later than one week before the deadline.**

## Content of Proposal

1. **Cover Page**, Include a Project Abstract Brief (250-word maximum). The Abstract will be used for promotion and announcement purposes. Please write for the non-specialist. (Hint: The Abstract is usually written after the narrative has been developed and just before submission)
2. **Project Narrative** (Maximum of 6 single-spaced pages).  
All proposals should clearly explain the merits of the research project relative to advancement of your discipline or field of work.

### At a minimum, the Proposal Narrative must address the following criteria:

1. **Statement of Need/Problem; Rationale for Your Study**; Include “What We Know” or a literature review citing findings pertinent to your research idea; Why your research project is important (scientific or scholarly merit and relevance) or gaps in the literature or field which serve as a rationale for your research
2. **Project Goal or Research Questions**. If you are assessing some type of intervention or program, you are expected to use SMART Objectives, along with your Goal.
3. **Research Methods**. Include the type of research, the research design, sampling procedure, how you plan to measure both process and outcome objectives, procedure for data collection and analysis, along with software to be used. An example of [Goals, Smart Objectives, Implementation and Measurement Plan](#) is available in Sponsored Programs. Note that a [logic model](#) is strongly recommended.
4. **Outcomes Expected**. For program/curriculum innovations, describe the outcomes expected, along with how you will measure the outcomes. In other words, what would indicate to you that your study is successful? If you use a valid and reliable measuring instrument, you may insert the link. Otherwise, please place any instrumentation in **Attachment A**.
5. **Timeline for proposed activities**. For the timeline, you may use a Gantt chart (Excel) or table (Word). Examples of Timelines are available in Sponsored Programs. (The timeline is limited to no more than two pages. Reference the timeline in your narrative Place the Timeline in **Attachment B**.)
6. **References**. Up to two pages for references. You may use APA, MLA, Chicago, or your discipline’s citation mechanism. Place References in **Attachment C**.
7. **Detailed Budget and Justification**. Budgets must be itemized and listed items must total no more than \$10,000. Use the [Budget Template](#) and [Budget Justification](#) examples. **Place Budget and Justification in Attachment D. The budget may not exceed \$10,000.**

*Note that Attachments do NOT count as a part of your six-page Narrative.*

3. **Funding Status**:
  1. **Potential for generating external funding** Proposals related to fields for which outside funding is likely should contain clearly defined plans to obtain future funding for this project, including funding agencies to which proposal(s) will be submitted, amount(s) requested, research topic(s), and anticipated timeline for submission and results.
  2. **Other support requested or received for the proposed project**. For applicants with existing external funding, the proposal must demonstrate that the funds will be used to initiate new research directions or new research projects separate from existing projects.

4. **Project Status:**

1. **Work done by RU investigator(s)** Describe any progress on the project to-date
2. **Collaborators** Describe collaboration with students, faculty; outside Collaborators or Co-investigators), including any Memorandums of Agreement or Commitment and whether Radford University will hold fiscal responsibility for the research study

5. **Previous Seed Grant support:** Briefly describe any previous Seed Grant support, the year of the award and study outcomes.

6. **Human Subjects Review:**

*Approval is not necessary before a Seed Grant Proposal is submitted. However, funds will not be awarded until an approval letter is on file in Sponsored Programs.*

**Status of the Research Compliance Approval: (Check one)**

Not Submitted

Approved IRB/IACUC/IBC Approved; (**Attachment E: Letter of Approval**)

Pending IRB/IACUC/IBC

Not Applicable IRB/IACUC/ IBC

7. **Biosketch** (two pages or less) Use NIH or NSF template, with information pertinent to this research project. Place the Biosketch in **Attachment F**.
8. **Support Letter from Chair/Director/Dean(s)** from unit/college(s). If reassigned time is requested, the submission of a support letter by the Chair/Director/Dean signifies a commitment to honor the reassigned time request, if funded, barring significant unforeseen circumstances. **Support Letters may be placed in Attachment G.**

**NOTE:** To ensure that the Dean has sufficient time to review your proposal, submit your proposal to the Dean's office, no later than one week before the deadline. **Proposals without approval of the Department Chair and the Dean will not be accepted. The proposal will be returned to the applicant.**

C. **SUBMISSION:**

One signed electronic copy of the proposal is due in the Office of Sponsored Programs & Grants Management no later than 5 p.m. on the due date (15<sup>th</sup> of month; if the 15<sup>th</sup> falls on a weekend or holiday, the proposal is due the next business day). Proposals should be submitted to [spgm@radford.edu](mailto:spgm@radford.edu).

#### D. REVIEW OF PROPOSALS:

1. **Technical Review:** External funders require that the applicant adhere to funder instructions. Consequently, a well-designed research study may be eliminated for further review because the applicant did not heed the format instructions. Therefore, your document will be checked before it is submitted to the Scholarly Activities Committee for review. If the formatting is incorrect, the application will be returned with notification that the proposal did not meet the technical requirements. After the applicant has met the formatting instructions, the same proposal may be submitted for a subsequent review.
2. **Proposal Review.** All proposals will be reviewed by members of the Scholarly Activities Committee (SAC) representing a variety of academic disciplines. You are encouraged to write to a general audience.
3. **Notification.** Applicants normally receive notification of the SAC's decision regarding the proposal within 30 days of the submission date.

#### E. REPORTING REQUIREMENTS:

- A final project report (no more than 5 pages) will be due 60 university business days from the end of the award.
- The project report must include:
  - Summary of the funded project's activities and status, outcomes, successes, and challenges. Also, explain how activities compared to the initial proposal plans.
  - Summary of research or scholarly dissemination associated with the project (e.g., peer-reviewed publications, international, national, or regional conference presentations)
  - Details regarding grant proposal submitted, funding agency to whom submitted, funding level (\$) requested, and funding proposal abstract. If a proposal has not yet been submitted, provide a rationale for the delayed submission and details for any intended upcoming, related grant proposal submission.
  - Future plan or direction for the project.

All reports should be submitted to the Office of Sponsored Programs and Grants Management. Electronic copy of the report to [spgm@radford.edu](mailto:spgm@radford.edu) is preferred.

## Checklist

### Your proposal should include the following:

	Cover Page with Abstract
	Your Project Narrative
	Attachment A. Instrumentation or Measures
	Attachment B. Timeline
	Attachment C. References (Citations)
	Attachment D. Detailed Budget and Justification
	Attachment E. IRB Letter of Approval
	Attachment F. Biosketch
	Attachment G. Support Letter