

Overview

The Office of Sponsored Programs & Research (OSPR) is pleased to offer the Seed Funding for Grantseekers program. The program supports activities necessary to advance competitive research/program proposals, such as performing preliminary work, gathering pilot data, and facilitating collaboration.

It is expected that a competitive proposal for a sizable project (appropriate to the discipline) will be submitted to an external funding organization within a year of the completion of the Seed Funding period. In the event the proposal is unsuccessful, applicants are encouraged to resubmit a revised proposal that responds to reviewer comments.

Proposals to the Seed Funding program should identify the program and agency to which a future proposal will be submitted, describe the research/project in language understandable to faculty reviewers from various disciplines, delineate how the funding will result in a more competitive proposal, and include a budget for the use of the seed funding as well as a timeline for submission to an external funding organization. **The project period will begin July 1 following the application deadline. Projects must be one year in duration or less.**

Proposals may request an amount up to \$10,000, and a minimum of \$50,000 will be awarded this year. The program will be reviewed internally for success at meeting the objective of advancing competitive proposals.

Eligibility

- Full-time faculty members are eligible to serve as the Principal Investigator for the Seed Funding program, and all TU personnel are eligible to serve as team members.
- Funding is dependent upon a continuing full-time employment contract with TU for the next academic year.
- For purposes of collaborative grants, eligibility is tied to the Principal Investigator only.

It is essential that faculty members who are not tenured or tenure-track contact their chair and dean before beginning to prepare an application for this program to be sure that their plans to apply for external funding will be supported.

Criteria for Selection

Proposals will be reviewed based upon the following criteria:

- Intrinsic merit of the work and potential impact of the research/project on the field
- Potential for the award to provide a basis for further support from external sponsors.
- Suitability of funding source; and
- Likelihood that the proposed work will be completed during the award period so as to enable a proposal to be submitted during the following year.

Budget Conditions

- OSPR will award up to \$10,000 for approved projects.
- The grant period will be July 1- May 31. Funds must be spent within the grant period.
- An applicant may serve as the Principal Investigator on no more than one project. While an applicant who is a PI on one proposal may serve as a team member on a second proposal, OSPR may consider the extent of commitment that is possible across multiple projects funded through these awards.
- Award funds may be used to support reasonable and necessary costs for the collection of pilot research data or for proposal development. Funds must be expended in accordance with university policies and procedures. Some, but not all, allowable expenses include support for research travel and supplies, student stipends, materials and supplies, and human subject incentives.
- Funds cannot be used to reimburse faculty time spent on grant writing.

- Up to \$4,000 in summer stipend is allowable unless the researcher(s) is/are already receiving this amount through the Faculty Development & Research Committee grant program.
- Project expenses must be explained in the budget justification. Special care should be taken to justify items such as computers, laptops, and iPads. The budget justification should explain why the equipment is needed and what will happen to the equipment when the project is complete.
- Funds may not be used to support conference attendance in any way. Travel requests should be justified in terms of the benefit of the trip to the project.
- Compliance approvals (e.g., IRB, IACUC, IBC) are not required at the time of application. However, applicable approvals must be obtained prior to initiating any research with human participants, animal subjects, or biohazardous materials. Grant awards are contingent upon such approval, where required.
- OSPR has the authority to determine whether award monies are spent in accordance with the budget submitted, and consistent with State of Maryland and TU guidelines.

Reporting Requirements

Within **60 days of the end of the approved award period**, the recipient must provide a one-page final report to the Assistant Vice President of OSPR. The report should outline the work that was accomplished and describe progress toward the proposal(s) to be submitted to the external sponsor(s) as a result of this award. The report should also describe any significant deviations from or extensions to the project described in the original proposal and information on any presentations or publications that were developed from the grant.

Application Deadline and Review

The online application must be submitted **by 1:00 p.m. on the posted deadline**. OSPR will convene a committee to select award recipients. Awards will be announced no later than mid-June.

Award Conditions

Funds will become available upon award and must be used within one year of the project start date. Investigators selected for a Seed award will be required to:

- Obtain [IRB](#), [IACUC](#), and/or [IBC](#) approval as applicable, before funding can be expended;
- Complete a one-page final report within 60 days of funding end;
- Submit a proposal to an external agency within a year of the end date of the award;
- Be willing to serve as a reviewer of future applications to this program.

Application Instructions

The Seed Funding for Grantseekers Application is an online form with space to upload additional files.

Section 1: Online Form

- Eligibility Question
- Principal Investigator (PI) & Team Member Information
- Project Title
- Project Abstract (**100-word maximum**)
- Have you applied for funding for this topic before? If so, to which sponsor/funder? Did you receive funding?
- Does your research require IRB/IACUC/IBC approval? If so, please provide the protocol number, if available.
- External Funding Source Targeted, including:
 - Name of the sponsor(s)/program(s) to which the proposal will be submitted
 - Intended date(s) of submission
 - Amount(s) that will be requested
 - Explain why this particular program is well-suited to the proposed research project.
- Budget and Budget Justification
 - Project budget for Seed Grant
 - Detailed description of planned expenditures

Section 2: File Uploads—Please upload PDF files

- **Proposal**—The proposal should summarize the relevant background literature and research that puts the proposed project into the appropriate context and explains how it will significantly extend or contribute to the field. The applicant should describe the proposed research/project in terms that do not require reviewers to be experts in the sub-area of the research. The applicant should clearly describe the goals of the research/project, the activities to be carried out to achieve those goals, a timetable for completing these activities, and an assessment of the potential for subsequent external funding.
 - Proposal narratives should be:
 - No more than **3-pages**, single spaced
 - Times New Roman, at a size of 11 or larger
 - Margins, in all directions, must be 1"
- **Biographical Sketch(es)**—The Biosketch or CV must not exceed **three (3) pages** for each collaborator.
- **Program Announcement**—Attach a copy of the request for proposal/program announcement.
- **Optional Documents**
 - **References/Bibliography**—A short (2-page maximum) list of references/bibliography may be uploaded
 - **Other**—*IRB/IACUC/IBC Approval, images, letters of commitment, etc.*

Questions? Please contact: ospr@towson.edu