

SCHOOL OF GRADUATE STUDIES

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Seed Money Grants for External Funding Support

This grant provides one award in the fall and one in the spring of up to \$3,000 to enable fulltime tenured track or tenure track faculty or librarians to prepare for the submission of a grant to external agencies for a project that will ultimately result in publication, presentation, or exhibition.

Award amounts: Up to \$3,000.

Eligibility: All full-time tenured or tenure-track faculty and librarians at Salem State University.

Deadline for applications: January 17, 2012

Eligibility

- All full-time tenured or tenure-track faculty or librarians are eligible to apply for a Seed Money Grant.
- Seed Money Grants are awarded on the basis of the quality and merit of the applications. When all other factors are equal, preference will be given to applicants who have not previously received a Seed Money Grant in the last academic year.
- Recipients of previous grants must have completed all requirements such as submission of final report and budget before being eligible for a new grant.

Submission Materials

- Cover sheet
- Application form and 3-5 page Project Narrative
- Timeline for accomplishing proposed work, which must include completion and submission of proposed external grant application (not to exceed 12 months)
- List of targeted funding agencies with contact information and description of specific funding opportunities for which the applicant may reasonably apply
- Budget and budget narrative
- Brief resume (no more than 2 pages) for each participant
- IRB Approval form (if proposed activity requires IRB approval)

Review Criteria

- Basic Criteria
 - Application is complete and conforms to all submission requirements (Incomplete applications will not be considered.)
 - If previous funding was received for this or a related project, is new proposal significantly advanced from last award?

- If previous funding was received, did applicant wait at least a year and complete all requirements such as submission of final report and budget?
- Quality of Proposal
 - Proposal fits grant type.
 - Project description, goals, purpose, and expected outcomes are clearly delineated and identified.
 - Sufficient detail has been provided to understand project and its significance.
 - Project contributes to field/discipline through theory or practice.
 - Adequate description of design, subjects, data analysis, and procedures—as applicable—has been provided.
 - Proposed methods or activities address project goals.
 - Facilities/equipment/resources are available or can be obtained.
 - Timeline is appropriate and reasonable.
 - Budget abides by grant requirements and provides strong justification for project or travel expenses.
 - Writing is clear.
 - The likelihood that the project will generate a federal, state, or privately-funded grant proposal is evident.
- Visibility for University and Applicant
 - Opportunity for expanding professional scholarship of applicant is evident.
 - Project enhances university's visibility for research or creative activities.
 - Dissemination plan is appropriate.

Seed Money Grant: Guidelines

Fall 2011 Guidelines

Deadline: Due January 17th, 2012 before 6 pm [DEADLINE HAS BEEN EXTENDED]

Applications must be submitted as an email attachment to ssu-research@salemstate.edu with "YOUR_NAME Seed Money Grant Application for Fall 2012" in the Subject line. Receipt of applications will be acknowledged by email.

Only complete applications will be reviewed.

Overview

The University Research Committee awards one Seed Money Grant of up to \$3,000 in the fall and one in the spring on a competitive basis.

The Seed Money Grants stimulate grantsmanship and publication among full-time tenured or tenure track faculty and librarians.

These grants aid in the preparation of grant proposals for submission to outside funding sources for projects that will ultimately result in publication, performance, exhibition, or government contract.

Funding for these grants currently comes from the School of Graduate Studies budget, but grants are not restricted to graduate faculty.

The University Research Committee, composed of faculty and librarians appointed by the MSCA union and administrators from the School of Graduate Studies and the Office of Sponsored Research, reviews all applications.

Since applications are read by faculty from various disciplines across the campus, applicants should avoid highly-specialized terms and address their proposal to a well-educated general audience.

Questions about preparing a grant may be addressed to either the 2011-2012 Chair, Dr. Marcos Luna (mluna@salemstate.edu), or the 2011-2012 Recorder, Dr. Elizabeth T. Kenney (ekenney@salemstate.edu).

Allowable Costs: Up to \$3,000

Seed Money Grants cannot be used to compensate the applicant or other grant member for his or her time. Allowable expenses may include, but are not limited to, the following: transportation to research site, hotel costs and meal costs while conducting research, scholarly or creative activity, student assistants, interpreters or translators, data analysis, clerical assistance, materials, software or other supplies necessary to conduct the research or creative activity.

Applicants who receive funding are expected to produce a report at the end of their project, and are encouraged to present their work at an appropriate forum on campus.

Seed Money Grant: Fall 2011
Coversheet

Date:

Name(s) of Applicant(s):

Department(s):

Project title:

One paragraph abstract (75-100 words):

Please note: Seed Money Grant applications will not be reviewed if any of the materials on the checklist below are missing.

1. Cover sheet
 2. Application form and 3-5 page Project Narrative
 3. Timeline for accomplishing proposed work (not to exceed 12 months)
 4. List of targeted funding agencies with contact information and description of specific funding opportunities for which the applicant may reasonably apply
 5. A budget and budget narrative
 6. A brief resume (2 pages) for each participant
 7. IRB Approval form (if proposed activity requires IRB approval)
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For office use:

Date Received: _____

Project number: _____

Distributed to committee for review: _____

Decision: ___ Awarded
 ___ Declined

Amount requested: _____

Amount awarded: _____

Final report received: _____

Grants applied for: _____

Grants received: _____

Publication: _____

Seed Money Grant Fall 2011
Application Form

Name:

Department:

Title of Project:

Amount Requested:

Have you applied for or been awarded any other funding to support this activity? Yes No
If yes, please list the title of the project, the source of the funding, the date of the award, and the amount of the award.

If yes, please also indicate the relationship of the applications or awards listed above to this proposed project.

Does your project involve animal or human subjects? Yes No
If yes, have you procured IRB approval? Yes No

Proposal Narrative: 3-5 pages, double-spaced, 12 point font

Please address the following:

1. Project title
2. Detailed description of project goals, significance, and contribution to the field. Please describe your methodological approach in a manner that is accessible to non-specialists, yet appropriate to your field. Explain the work necessary to complete a proposal for this project to an external funding agency or program.
3. What is the relationship of this project to your previous experience? How does this project fit into your ongoing professional activities and goals?
4. If you succeed in attaining outside funding, how will the results of your project be publicized?

Timeline

Please outline the steps involved in accomplishing the proposed work (not to exceed 12 months), which must include submission of the grant proposal(s) for external funding.

Description of Potential Funding agencies and Funding Programs

Please describe specific grants and agencies that would be appropriate for this project with addresses and contact information. The Office of Sponsored Research will be a useful resource as you compile this list.

Budget and Budget Narrative

Outline project costs and their explicit relationship to accomplishing the project. Seed money grants may not be used to compensate a faculty member for his or her time. Allowable expenses include such items as: travel to libraries and field sites; clerical support; statistical analysis; fees, and supplies. Please attach a detailed breakdown of expenses with a rationale. The committee will be considering many applications for a very limited amount of funding, so try to demonstrate that you have chosen the least expensive way of achieving your goal and that you have pursued additional avenues of funding. For example, please indicate whether you have considered your professional development money. If the request involves travel, have you approached your chair and dean, and identified the least expensive travel options? Clarify why you need to travel, for example, explain that a certain archival collection has not been digitized. Include a detailed breakdown of costs for materials, supplies, books, equipment, registration or membership fees, and so forth.

Brief Resume (2 pages) for each participant

Should your application be successful, would you be willing to have your application posted on the Research Advisory Committee website as an example for other applicants? Yes No
Your answer will not affect the evaluation of your application.