

## 2008-2009 SEED MONEY FOR RESEARCH GRANT PREPARATION PROGRAM

### Seed Money for Research Grant Preparation Program

The seed money program is intended to stimulate grantsmanship among full-time faculty members at Salem State College. A seed money grant supports the preparation of a research proposal for outside funding. Awards may range from \$500 to a maximum of \$3000.

### Seed Money Program Requirements

- (1) Applicants must be full-time faculty members at Salem State College.
- (2) Seed money proposals must be submitted to the Graduate School Dean's Office, Sullivan Building Room 113, by Friday, February 15, 2008 (6 copies).
- (3) At the end of the seed money project, each recipient must submit to the Graduate School Dean's Office
  - (a) a research proposal as submitted to an external funding agency and (b) an expense report.
- (4) Each recipient must notify the Graduate School of the proposal's outcome.

### Guidelines for Seed Money Proposals

- (1) Seed money proposals must be word-processed, double-spaced, and follow the conventions of the style of the applicant's discipline.
- (2) A seed money proposal must include:
  - (a) A **cover sheet** with the project title, the name(s) and department(s) of the applicant(s), and a brief summary of the seed money project (75 words maximum);
  - (b) A **project statement** outlining the work necessary to complete a research proposal to a major funding agency (3 pages maximum);
  - (c) A **timeline** for accomplishing the proposed work (not to exceed 18 months);
  - (d) A list of **potential funding agencies** with addresses and contact information;
  - (e) A **budget** and a budget narrative that outlines seed money project costs and clear reasons for items (allowable costs include, e.g., travel to libraries and field sites, clerical support, dependent care, fees for participants, statistical analysis, purchase of supplies);
  - (f) A brief **resume** for each applicant (2 page limit each);
  - (g) A brief description of **the relationship of the research** to the applicant's previous research experience and an assessment of the significance of the project to the applicant's professional goals (1 page limit).

### Review of Seed Money Proposals

The Graduate School Research Committee will review all seed money proposals. In writing the proposal, keep in mind that the Committee is made up of faculty and administrators from various disciplines. The Committee will use these criteria in making award decisions: appropriateness of the proposal for the seed money program (as described in the initial paragraph above), significance of the research project to the applicant's discipline and career, and likelihood that the seed money project will generate a federal, state, or privately funded grant proposal.

### Seed Money Awards

Seed money awards will be announced in June 2008. The awards are made in two installments. Fifty percent is paid at the time of the award. The balance is paid after the Committee has reviewed the expense report and the proposal submitted to the outside funding agency.

### Examples of Recently Funded Seed Money Proposals (available for review at the Graduate School)

Faculty Member	Department	Title
Steve Young	Geography	The Earth Exposed
Lucinda Damon-Bach	English	<i>"All That Is Within Me": The Life and Letters of Catherine Maria Sedgwick</i>
Cheryl Springer	Social Work	Assessment of Massachusetts Department of Social Service Strengths-Based Service Planning for Adolescent Children in Need of Supervision
Larry Lewis	Biology	Development of the Form of Unbranching and Branching Algae