**2017 New Faculty Seed Grant Competition**

## Guidelines

**Purpose**

The primary purpose of the New Faculty Seed Grant Program is to encourage *new junior level faculty* to develop *research, scholarly, or creative* programs that have the potential for sustained professional development and generation of extramural funding. This program supports identification and submission of proposals to potential external funding sources, helps generate preliminary data to support proposals for external funding, and enhances *research, scholarly and creative* activities. Proposals to this program are considered from a broad range of *scholarly activities including, but not limited to* (among others) agricultural sciences, architecture, arts/performing arts, business, communication, culture, design, education, engineering, entrepreneurship, environment, health, humanities, innovation, leadership, life sciences, multi-disciplinary endeavors, natural resources, physical sciences, security, safety, society, and social sciences.

# Eligibility

Researchers, scholars, and artists who were appointed as *new junior level faculty* ***no earlier than May 16, 2013*** are eligible. Eligible Applicants include tenure track assistant professors. Clinical Assistant Professors and Assistant Research Professors are also welcome to apply provided that they are not 100% soft funded and their appointment includes a research/ scholarly assignment equal to or greater than that of tenure track faculty in their home department/ college. Anyone who has received external funding (excluding start-up funds) totaling $100,000 or more as a principal investigator (PI) and/or a Co-PI while working at WSU is not eligible. Those who have been a Co-PI on externally funded projects need to determine their award allocation amount(s) to confirm that the funding they have received, since becoming employed at WSU, does not exceed the $100,000 threshold.

PIs and Co-PIs previously funded by this program may receive a lower priority, but are not excluded from consideration. If a proposal from a previously funded PI is considered for funding equal to a competing a first-time submission, the review panels are instructed to recommend the later.

**Program Funds**

* $200,000 has been allocated for the 2017 New Faculty Seed Grant Program.
* Program funds are provided by the Office of Research, President, Provost, and Deans
* Individual grants may not exceed $30,000.
* *Proposals for smaller amounts are encouraged and considered equally competitive.*

# Program Objective

This program supports projects that will significantly contribute to the PI’s long range goals by kick-starting a more complex project or idea. Projects with a strong potential to lead to significant external funding and/or PI portfolio development are encouraged. Details regarding the specific items this program supports can be found in the budget section of the Proposal Instructions.

**Important Dates and Deadlines**

May 16, 2013 WSU appointment cut-off date

November 1, 2016 Competition Announcement Released

**December 7, 2016** **Notice of intent to ORAP**

**February 15, 2017** **Seed grant proposal due to ORAP** **by 5pm**

May 1, 2017 Award Notifications

May 10, 2017 Revised budget and work scope to ORAP

**May 16, 2017 Award begin date**

August 15, 2018 Award termination date

**February 16, 2019 Final Report due to ORAP**

**March, 2019 Poster Presentation at Faculty Showcase**

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**Notice of Intent**

*A Notice of Intent* ***must*** *be submitted by* December 7, 2016 *to the Office of Research Advancement and Partnerships (ORAP) via e-mail to* [*res.dev@wsu.edu*](mailto:res.dev@wsu.edu)*.* *This document is essential for the selection of the review panels.*

*The notice of intent must include:*

* *The PI’s name, department, position title, and employment start date.*
* *The proposal title.*
* *A brief description (one page limit) of the proposed work*
* *Suggested* ***emphasis area (see Review Process).*** *Please choose one:* **Agriculture Sciences, Arts/Fine Arts, Business, Education, Engineering, Environment, Health/Life Sciences, Humanities, Math/Computer Sciences, Multidisciplinary, Physical Sciences, or Social Sciences**.

*After the above date, notices of intent may still be accepted but will need pre-approval. Please contact the program coordinators for further details or any questions.*

**Submission of Full Proposal**

1. An **eREX\*\*** mustbe **submitted by** the proposal **due date**.
2. Make sure to include these items on page 1 of the eREX:
   1. *Proposal Type:* NEW
   2. *Funding Source:* Internal
   3. *If Internal/ In-House:* New Faculty Seed Grant
   4. *Award Period:* Use dates from Important Date section.
   5. *Sponsor Name:* OFF OF RESEARCH—WSU
   6. *Agency Contact:* Maureen Bonnefin

**\*\*** The EREX form is processed through <https://myresearch.wsu.edu>, an online routing system used to  
 manage all proposal submissions. To complete the form, fill out the required information, define your  
 chair/director and dean/VP level approvers, attach your proposal, budget and all other relevant  
 documents and submit the eREX form to ORAP electronically. If you have questions, contact your  
 department administrator who manages proposal submissions.

**Review Process**

The Office of Research Advancement and Partnerships is responsible for overseeing the review process in collaboration with Faculty Senate’s Research and Arts Committee. Proposals undergo preliminary review by the program coordinators. Incomplete proposals will be returned to the PI without further consideration. Completed proposals are assigned to the appropriate review panel for evaluation. Proposals then undergo a three step review process which includes each review panel making preliminary funding recommendations to the Research and Arts Committee who then reviews and gives their funding recommendations to the Vice President for Research who determines the final awards.

Each proposal is assigned to one of the following emphasis areas based on both the emphasis area indicated in the proposal and the panel which best reflects the proposed work, and not the particular discipline or college: Agriculture Sciences, Arts/Fine Arts, Business, Education, Engineering, Environment, Health/Life Sciences, Humanities, Math/Computer Sciences, Physical Sciences, or Social Sciences; and *Multidisciplinary (defined as two or more equal emphasis areas).*

**Review Criteria**

The review panels' recommendations are based on originality, creativity, scholarly and/or research significance of the proposed activities; its feasibility; availability of adequate facilities; appropriateness of the proposed project to the competition’s purpose; appropriateness of the budget; and a theme of future funding strategy throughout the proposal. Overall, reviewers are seeking proposals that have been judged to represent the beginning of a sound, significant, and long-term project, and have solid potential for generating external funding or portfolio development. ***Reviewers also seriously consider the clarity of the proposal (the narrative's language needs to be directed to an educated lay audience).***

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Resubmitted proposals are considered equally competitive as first submissions. They should address the previous year’s reviewers’ comments and revisions should be noted in the proposal narrative.

For PIs that have been at WSU for more than one year, reviewers will evaluate to what extent their proposals demonstrate that they have been planning a systematic research, scholarly or artistic program since their hire date.

**Notification**

# *Awards will be announced by May 1, 2017.* Reviewers’ comments for both awarded and denied proposals will be sent to applicants along with the notifications.

# Award Terms and Conditions

* If an award is less than the requested amount, a revised budget and scope of work is required before funds are released.
* Protocols for human subjects (IRB), animals (IACUC) and/or biosafety activities (IBC) do not need to be approved before the submission date, but must be reviewed, approved and sent to ORAP before the grant funds are released. Funds are not released until all appropriate protocols have been approved.
* Prior to the grant start date, PI’s are required to attend a mandatory briefing on grants administration, roles and responsibilities of a principal investigator, and post-award program information.
* Awardees are required to present at the Faculty Showcase following the project’s termination date.
* The awards are for a 15-month period beginning May 16, 2017 through August 15, 2018.   
  If needed, a one-time only, no-cost time extension request is considered with a strong justification provided.
* If the PI leaves the university prior to the completion of the grant, the remaining funds are to be returned to the Office of Research.
* Any remaining funds after the grant’s termination date are to be returned to the Office of Research.
* Acknowledgement of the New Faculty Seed Grant support must be included in any published work or presentations directly resulting from this award.

**External Proposal Submission**:

A proposal directly related to the seed grant project must be submitted to an external funding source no more than six (6) months after the award period ends. If the proposal can’t be submitted by this time, the PI needs to contact the program coordinator(s) to discuss alternative timelines for meeting this award condition. Information pertaining to the submitted proposal will be disclosed in the final report.

**Final Report**

By accepting this award, the PI agrees to submit a final report to the Office of Research. This report will allow the university to evaluate the effectiveness of the program. The final report deadline is February 16, 2019, six (6) months after the end of the grant. The report will document any publications, presentations, exhibitions, media coverage, sales or marketing, projects, papers, proposals/awards or other accomplishments that resulted from the New Faculty Seed Grant Program's original support.

**Questions**

If you have any questions concerning the guidelines, proposal or review process, please contact the program coordinators: Maureen Bonnefin or Emily Brashear at [res.dev@wsu.edu](mailto:res.dev@wsu.edu).

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**2017 New Faculty Seed Grant Competition**

***Proposal Instructions***

The instructions and attached forms for the New Faculty Seed Grant proposal are intended to assist in preparing your proposal. In general, be succinct and explicit. Proposals that are not complete or have not followed the provided instructions will be returned without further consideration.

### PROPOSAL PACKET

1. EREX Form (see submission instructions)

2. Information Sheet (Title 80 character limit)

3. Non-Technical Abstract (use the page provided)

4. Proposal Narrative (no more than five single-spaced pages)

a. Background

b. Objectives and Significance

c. Methodology and Assessment

d. Facilities and Resources

e. Timeline

f. Future Funding Strategy

5. Current, Pending and Past Support (use the page provided plus one additional page if needed)

6. Bibliography (use the page provided plus two additional pages if needed)

7. Biographical Sketch (use the page provided plus one additional page if needed)

8. Budget and Justification (use the page provided and one additional page if needed)

9. Letters of Support from collaborators if identified in the proposal narrative

10. Checklist and Agreement

### FORMAT AND PREPARATION

12-point font size and 1” margins *only* unless otherwise indicated. Use *plain language understandable to a scientist/scholar/artist outside of your field*. Proposals that do not adhere to these specifications will be returned without review.

PART I: **Information Sheet**. Indicate the appropriate emphasis area for your proposal.

Note the definition of multidisciplinary (***see page 2, Guidelines, Review Process***).

PART II: **Non-Technical Summary**. Use the page provided. The summary should be succinct, using *plain language understandable to a scientist/scholar/artist outside of your field*.) describing what you want to do, why it is important, and how you will achieve your objectives.

**12-Line Publication Abstract**. Non-technical language at the layperson’s level. This is a camera-ready copy for publishing the award announcements to the general public.

PART III: **Proposal Narrative** (not to exceed five single-spaced pages). Direct the narrative to an educated lay audience. Use *plain language understandable to a scientist/scholar/artist outside of your field*.) Title each section as follows:

1. *Background*. Explain the problem or project to be pursued and the expected outcome. What special talents, training or ability do you bring to the resolution/execution of the proposal? Discuss any relation with other WSU programs. PIs in year two, three or four of their appointments please indicate what efforts you have initiated toward research, scholarly or artistic activities appropriate to your discipline. What is the relation of this proposed work to the larger research, creative, and/or scholarly activities you are working toward? Is this a resubmittal? If so, include and note your responses to the reviewers’ comments from last year’s competition.

2. *Objectives and Significance*. This section should be an explicit statement of the hypotheses to be tested and/or the objectives to be achieved. Define the significance of the proposed project to a lay audience**.** Cite and evaluate related work where appropriate.

3. *Methodology and Assessment*. Indicate the appropriateness of the suggested approach to each question, objective and/or hypothesis. Discuss how your design and procedures are appropriate and adequate to make significant progress toward attaining objectives. Explain your assessment plan for determining if your objectives have been met.

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4. *Facilities and Resources*. Specify the facilities to be used. List existing major equipment and/or computers that will be used noting each location and pertinent capabilities. Provide any information describing other resources available for the project including available support services and any key personnel.

5. *Timeline*. Identify the "schedule of events" for the project and specify the amount of time that you (and others) will spend on each task.

6. *Future Funding Strategy*. Describe the strategy you will pursue to solicit future external funding (federal and/or non-federal) for this project, related projects, or ongoing portfolio development.  Indicate what sources of funding you will seek, and in what areas.  Explain how your funding strategy fits with the proposed work. Describe any other optional funding opportunities.   
  
Examples of non-federal sources may include, but not be limited to, state, county or local governments, the private sector, foundations, group organizations, industry/corporations, associations, societies and foreign sponsors.  If you need assistance in identifying potential funding sources please contact the Faculty Research Development Specialist (Emily Brashear) in the Office of Research Advancement and Partnerships at [res.dev@wsu.edu](mailto:res.dev@wsu.edu).

7. *Multidisciplinary*. If the proposed work is considered multidisciplinary please provide a justification on why and the benefits to the different disciplines involved.

PART IV: **Current, Pending and Past Support**. Use the page provided. If needed, an additional page

may be included.

PART V: **Bibliography**. Use the page provided plus two additional pages if needed.

PART VI: **Biographical Sketch**. Use the page provided plus one additional page if needed.

PART VII: **Budget**. Contact your unit’s financial/budget manager to facilitate budget preparation. The budget form will need to be initialed by the certified proposal budget administrator in your area/unit. There is no F&A required for this competition.

This program will support expenditures that directly contribute to the successful completion of a project. All budget items must be reasonable, allowable and necessary for project completion.

Budget Categories.

*Object 00 (Salaries).* Faculty buyout with approved release time, partial graduate student support and postdoctoral appointments are allowable. Clearly state all base salaries, time committed to the project and amount of salary applied to the project.

Though not typically granted, under extraordinary circumstances a very **strongly** presented justification of why up to two months summer salary for the PI are required to complete the proposed project can be included. Additionally, a strong justification will be required for any graduate students that will be fully supported by this funding. Fully supported, 20 hour per week, graduate students must be integral to the project’s success and must work 100% on this project while being paid from these funds.

*Object 01 (Wages).* Wages are permitted. Clearly state wages broken down by positions, include hourly payment rate.

*Object 03 (Goods and Services)* Include all supplies and services required to complete the project,itemize by major items. Contact the responsible personnel for cost estimates of services, if included. The review panel looks with disapproval at requests for funding "miscellaneous" goods and services.

*Object 04 (Travel).* Domestic and/or international field work, data collection, training, educational purposes, presentations or conferences directly related to the proposed work. Be sure to follow WSU travel policies when calculating travel costs. Check with a university approved travel agent or website for the most cost-effective travel to the PI’s destination.

*Object 06 (Equipment)*. The PI's chair or director must certify that the equipment to be purchased is not already available for use on this project. Major equipment items ($5,000 or more) are not typically supported but can be included with a very strongly presented justification and the required certification. Personal computers may be purchased for field data collection or other special applications other than general office use.

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*Object 07 (Benefits)* **Please note**: For **regional campuses confer with the financial/budget manager** on how benefits are paid out dependent upon the WSU Central Finance or separately to the individual campus. For **all other proposals**, the usual **benefits** (i.e. tuition waivers, health insurance) are covered by Central Finance and **should not be included in the budget.**

*Other.* Provide a detailed description of any other budget categories that will be requested. It is highly recommended that you contact the program coordinator(s) to confirm cost allowability.

This program **does not support** the following:

* Civil service staff salaries
* Journal subscriptions
* Supplemental awards to existing projects
* Undergraduate student projects or senior thesis projects
* Commercial licenses
* Membership dues
* Facility renovations
* Purchase of vehicles or other modes of transportation

***Justification***. Appropriateness of the budget is a significant factor in the selection process. All requested budget items must be accompanied with a ***strong*** justification of how they will contribute to successful completion of the project. Please be aware that the review panel will consider your budget justification very carefully in an effort to maximize the number of beneficiaries to this program. A strong justification pertains very specifically to summer salary and full time graduate student requests (Object 00). Any items that appear non-critical will be at risk for reduced funding during the review process. An additional page may be attached for the budget justification for a total of two pages.

***Revised Budget***. If a proposal is awarded at less than the amount original requested, a revised budget and scope of work is required to be submitted to the program coordinator(s). Funds will not be released until these documents have been received.

PART VIII: **Checklist** to verify completeness of the proposal. The PI’s signature confirms the proposal information is accurate and true; and agrees to the terms and conditions of the award.

PART IX: **Attachments**: any appendixes, documents or other materials helping support the proposal.

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**2017 New Faculty Seed Grant Competition**

***Proposal***

PART I **Information Sheet**

PI(s) Name: Appointment Date: Amount Requested:

Position Title: Dual Appointments: Yes\_\_ No\_\_ Tenure Track: Yes\_\_ No\_\_

School/Department(s):­­­ Regional Campus/College(s):

Director/Chair(s): Chancellor/Dean(s):

PI email: Budget Contact(s) Name/Email:

Collaborators: Yes\_\_ No\_\_ Collaborator Name/ Role/ Dept:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal: New\_\_ Revised\_\_Previously funded from this program? Yes\_\_ No\_\_ If yes, what year?

Proposal Title:

(80 character limit)

Circle **only one** emphasis area that reflects the proposed work, not your particular discipline or college:

Agriculture Sciences Arts/Fine Arts Business Education Engineering Environment

Health/Life Sciences Humanities Math/Computer Sciences Physical Sciences Social Sciences

Multidisciplinary: Area #1\_\_\_\_ \_\_\_ Area #2\_\_\_ \_ \_\_ \_\_\_\_ Area #3\_\_ \_\_\_ \_\_ \_\_\_\_\_

**(read the definition on Guidelines page 2 before indicating multidisciplinary areas)**

Research Assurances: IRB: Yes\_\_ No\_\_ IACUC: Yes\_\_ No\_\_ IBC: Yes\_\_ No\_\_

**(see Page 3 Award Terms and Conditions**) **If Yes-**Status: Pending: Yes\_\_ No\_\_ Approved: Yes\_\_ No\_\_

PART II  **Non-Technical Summary (Use the space provided, up to 300 words.)**

Be succinct, use *plain language understandable to a scientist/scholar/artist outside your field (this will be used to confirm, the appropriate review panel)*, explaining what you want to do and how you will do it.

12-Line Publication Abstract (*Camera Ready,* *Non-Technical Language*-10 point font only):

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PART III **Proposal Narrative (Five single-spaced pages)**

Write the narrative using *plain language understandable to a scientist/scholar/artist outside of your field*. Title each section and address the criteria as indicated in Part III of the proposal instructions.

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Principal Investigator: Date:

PART IV **Current, Pending, and Past Support**

1. List WSU internal funding received in the last four years: dates, amounts awarded and what purpose these funds were dedicated for *(do not include start-up dollars).* Explain how the seed grant award would be used differently from this support and/or enhance your proposed work?

2. List extramural funding you received since your WSU appointment. **If you currently have external funding, explain what percentage of effort is being contributed to the project. If you are a Co-PI list the amount of your portion of the award. If similar grants are already funded, clearly articulate how the seed grant will provide a significant incremental contribution to your scholarly productivity.**

3. List extramural proposals pending (date submitted, agency, title, amount, and time period).

4. Has external support been solicited by you or a colleague for this project? Yes\_\_ No\_\_ If yes, where?

What is the status of the request(s)?

If a request has not been submitted, will it? Yes\_\_ No\_\_ If yes, where?

5. Describe how the results of this project will be made public? If publishing, what periodicals or venues do you intend to submit relevant project outcomes to?

3

Principal Investigator: Date:

PART V **Bibliography**

Use the page provided plus two additional pages if needed.

4

Principal Investigator: Date:

PART VI **Biographical Sketch**

Use the page provided plus one additional page if needed.

Principal Investigator: Position Title:

Department/School: WSU Appointment Date:

EDUCATION/TRAINING

(Begin with baccalaureate, other initial professional education and include postdoctoral training.)

INSTITUTION AND LOCATION DEGREE YEAR FIELD OF STUDY

RESEARCH, SCHOLARLY, CREATIVE AND PROFESSIONAL EXPERIENCE: Indicate, in chronological order, previous employment, experience, and honors. Include current professional memberships. List no more than five recent publications or other visible productivity pertinent to this proposal.

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Principal Investigator: Date:

PART VII **Budget**

Contact your department research administrator or ORAP (335-0904) if you need assistance in preparing the budget. Refer to the Proposal Instructions to complete this section.

|  |  |  |
| --- | --- | --- |
| Budget Object | Amount | Description of Budget Item |
| 00 Salaries  Object 00 Total |  |  |
| 01 Wages  Object 01 Total |  |  |
| 03 Supplies  Object 03 Total |  |  |
| 04 Travel  Object 04 Total |  |  |
| 06 Equipment |  |  |
| 07 Benefits  ***(Regional Campus Proposals Only***: See Page 5, Proposal Instructions PART VIII “Object 07”) |  |  |
| Other |  |  |
| **Subtotals:** |  | **Requested Total:** |

**Certified Budget Manager Initials**

**Date Certified**

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Principal Investigator: Date:

**BUDGET JUSTIFICATION:** All requested budget items must be accompanied with a strong justification of how they will contribute to successful completion of the project. Reviewers will require a very strongly presented justification on why summer salaries are required under extraordinary circumstances so the proposed work can be accomplished. An additional page may be attached for the budget justification.

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Principal Investigator: Date:

PART VIII **Checklist and Agreement**

**Proposal Checklist**

EREX Form Completed and ready to route for Approvals by all Required Officials.

- Assurances and University Commitments Answered

Information Sheet Completed

1. Date of Initial WSU Appointment
2. Emphasis Area Circled

Non-Technical Summary Completed in Plain Language

12-Line Publication Abstract Completed in Plain Language

Proposal Narrative Completed in Five Single-Spaced Pages in Plain Language

Current and Pending Support Completed

Bibliography Completed up to Three Pages

Biographical Sketch Completed up to Two Pages

Budget Page Completed, Initialed and Dated

Budget Justification Completed up to Two Pages

Appendices, Documents, Letters of Support and/or Materials Supporting this Proposal

Research Assurance Approval Notifications (if appropriate)

Agreement Signed and Dated

**Agreement**

By signing below, you confirm that the information provided in this proposal is accurate. If funded, the investigator agrees: to conduct the project in accordance with the terms and conditions of the award; to attend the mandatory briefing on grants administration, the roles and responsibilities of a principal investigator, and the post-award program information; to submit a proposal to an external funding source within six (6) months after the funding period ends; and to submit a final report six months after the termination of the grant to the Office of Research Advancement and Partnerships.

Principal Investigator's Signature Date

(original or electronic signature acceptable)

Co-Principal Investigator's Signature Date

(original or electronic signature acceptable)

**Certification for Non-Tenure Track Faculty**

*To be completed only if the applicant is on a non-tenure track appointment. Tenure track faculty are exempt from this certification.*

By signing below, you, the Department Chair, certify that the non-tenure track applicant is not a full time 100% soft funded employee. You also certify that their appointment includes a research/ scholarly assignment equal to or greater than that of tenure track faculty in their home department.

Department Chair’s Signature Date

(original or electronic signature acceptable) 8