OFFICE OF THE DEAN   A&M | LIBERAL ARTS
                                                            TEXAS A&M UNIVERSITY

FY17 COLLEGE OF LIBERAL ARTS SEED GRANT PROGRAM*
Guidelines and Application

Purpose

The central purpose of the Seed Grant Program is to encourage faculty to develop research, scholarly, or creative programs that provide the potential for sustained professional development and extramural support. This program offers experience in identifying and submitting applications to potential funding sources, provides preliminary data to support applications for external funding, and enhances scholarly and creative activities. Proposals to this program are expected from a broad range of scholarly activities including arts/performing arts, humanities, and social sciences. New for 2017, co-authored, multidisciplinary proposals are eligible for maximum award of $15,000. The maximum award for single-authored proposals is $8,000. For the purpose of this program, multidisciplinary is defined as research involving faculty from two or more departments.

Eligibility

Researchers, scholars, and artists who are eligible to apply for external funding are encouraged to apply. Faculty who have received over $100K in external funding over the previous three years or who have previously been funded by this program will receive a lower priority, but will not be excluded from consideration. Faculty are encouraged to submit either single or multi-authored, multidisciplinary proposals.

Types of Support

The Seed Grant Program funds will be considered for items such as (but not limited to):

- Supplies
- Equipment
- Workstations or handheld computers for field data collection
- Domestic and international travel and other related expenses for field work, data collection, training, educational purposes and/or presentations on research, creative or scholarly activities directly related to the proposed project
- Supplementary support of graduate assistantships
- Supplemental support for graduate student activities such as summer support or supplies
- Travel to conferences or other conference support if directly related to proposed work
- Consultant fee costs

All requested support must be accompanied with a strong justification of how it would contribute to achievement of the purpose(s) of the project.

Terms and Conditions of Support

- The maximum award amount is $8,000 for single-authored proposals and $15,000 for co-authored, multidisciplinary proposals. Proposals for smaller amounts are encouraged and will be equally competitive. Projects may be partially funded.
- Appropriateness of the budget will be a significant factor in the selection process.
- Protocols for human subjects, animals and/or biosafety activities do not need to be approved before the submission date, but must be reviewed and approved by the award start date.
- Awards are funded for a 12-month period beginning April 2017.

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- If the awardee leaves the university prior to the completion of the award, funding will be terminated and any remaining balance returned to the college.
- Any funds remaining in the researcher's departmental account must be returned to the college within five days of the end of the grant period (April 30, 2018).
- Awardees will be required to:
    1. Prepare and submit a proposal to an external funding source that is related to their Seed Grant topic no later than six (6) months after the award period ends.
    2. Submit a final report. The submitted proposal resulting from the Seed Grant may serve as a final report.

Review Process and Criteria

The review panels' recommendations will be based on the originality, creativity, scholarly and/or research significance of the proposed activities; its feasibility; availability of adequate facilities; appropriateness of the proposed project to the program's purpose; and appropriateness of the budget. Reviewers will consider the clarity of the proposals (the narrative's language needs to be directed to an educated lay audience). For those researcher's who have been at TAMU more than one year, a consideration in evaluating their proposals will be the extent to which they have demonstrated planning of a systematic research, scholarly or artistic program. Proposals that have been judged to represent the beginning of a sound, significant, and long-term project and that have solid potential for significant external funding or portfolio development will be given highest priority.

Notification

Awards will be announced by mid-April 2017. Reviewers' comments for both awarded and denied proposals will be provided.

Final Report

By accepting this award, the researcher agrees to submit a final report to the Office of the Dean at LiberalArts-Research@tamu.edu by September 1, 2018. The report will document any publications, presentations, exhibitions, media coverage, sales or marketing, projects, papers, proposals/awards or other accomplishments that resulted from the Seed Grant Program's original support.

Questions

If you have any questions concerning the application/guidelines, proposal or review process, contact LiberalArts-Research@tamu.edu.

Submission and Timeline

Submission

Submit applications as a single PDF file to LiberalArts-Research@tamu.edu by February 28, 2017. Applications that are incomplete or not submitted according to the guidelines will not be considered. Handwritten applications will not be accepted.

Timeline

January 20, 2017	2016-2017 Competition Announcement Released
February 28, 2017	Proposal Deadline (LiberalArts-Research@tamu.edu)
April 14, 2017	Award Notifications
April 21, 2017	Award Start Date
April 30, 2018	Award Termination Date
October 1, 2018	Final Report Deadline (LiberalArts-Research@tamu.edu)

The College of Liberal Arts Seed Grant Program is adapted from a similar research program at Washington State University with permission.

The instructions and attached forms for the Seed Grant application are intended to assist you in preparing your proposal. In general, be brief, but explicit. Applications that are not complete or have not followed the provided instructions will be rejected without further review.

APPLICATION FORMS
1. Proposal Information
2. Non-Technical Abstract (use the page provided)
3. Proposal Narrative (up to five single-spaced pages)
   a. Background
   b. Objectives and Significance
   c. Methodology and Assessment
   d. Facilities and Resources
   e. Timeline
   f. Future Funding Strategy
4. Bibliography (use the page provided plus two additional pages as needed)
5. Budget and Justification (use the page provided and one additional page as needed)
6. Checklist and Agreement

FORMAT AND PREPARATION
Only use 12-point font size and 1" margins. Use *plain language understandable to a scientist/scholar/artist outside of your field*; proposals may be rejected for failure to adhere to this guideline.

PART I: **Proposal Information**. Indicate the appropriate emphasis area(s) for your proposal.

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* explaining what you want to do and how you will achieve your objectives.

PART III: **Proposal Narrative** (up to four and a half 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 is the relation of the study to additional research, creative, and/or scholarly activity you intend to pursue? For multidisciplinary proposals, address how the research integrates knowledge and addresses questions or problems that cannot be addressed by individual disciplines.

   2. Objectives and Significance. This section should be an explicit statement of the hypothesis 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. Give enough detail to indicate the appropriateness of the suggested approach to each question, objective or hypothesis. Show that your procedures are appropriate and adequate to make significant progress toward attaining the objectives. Explain your assessment plan to determine outcome.

   4. Facilities and Resources. Specify the facilities to be used. 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" planned for the project and specify the amount of time that you (and others) will spend on it.

6. Future Funding Strategy.
   (a) 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. Examples of non-federal sources may include, but not be limited to, state and local governments, the private sector, private foundations, and foreign sponsors.
   (b) Following is a list of faculty level awards and scholarship opportunities. Describe potential strategies you will use to position yourself to receive an honor from those listed below:
       • American Academy in Rome – Rome Prize
       • American Antiquarian Society Fellowships
       • American Council of Learned Societies (ACLS) Fellowships
       • American School of Classical Studies at Athens Fellowships
       • Beckman Young Investigator awards
       • Burroughs Wellcome Fund Career Awards
       • Center for Advanced Studies in the Visual Arts Residency
       • Fulbright Program
       • Getty Foundation
       • Guggenheim Memorial Foundation Fellowship
       • Howard Foundation, George A. & Eliza
       • Institute for Advance Study Residency
       • MacArthur Foundation Fellowship
       • Mellon Foundation Distinguished Achievement Awards
       • National Endowment for the Humanities (NEH) Fellowships
       • National Endowment for the Arts
       • National Humanities Center Fellowship
       • National Institutes of Health (NIH) R37 MERIT awards; R01
       • NSF, including CAREER awards
       • Newberry Library Long-term Fellowship
       • Searle Scholar
       • Sloan Research Fellowship
       • Wolf Foundation

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 as needed.

PART VI: **Budget**. Contact your unit's financial/budget manager in preparing the budget.

Budget Categories:

Wages. Wages are permitted. Clearly state wage. Supplementary support of graduate student and postdoctoral appointments are allowable.

Goods and Services. Contact the responsible personnel for cost estimates of services. Itemize by major items. The review panel looks with disapproval at requests for funding "miscellaneous" goods and services.

Travel. Domestic and/or international field work, data collection, training, educational purposes, related presentations or conferences. Check with a university approved travel agent or website for the most cost-effective travel to the researcher's destination.

Equipment. The researcher's head 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 supported. Computers may be purchased for field data collection or other special applications other than general office use.

Other. Provide a detailed description of any other budget categories that will be requested.

Justification. Attach an additional page for budget justification. All requested budget items must be accompanied with a strong justification of how they will contribute to successful completion of the project. Be aware that the committee will consider your budget justification very carefully in an effort to maximize the number of beneficiaries to this program. Any items that appear non-critical will be at risk for reduced funding during the review process.

PART VII: **Checklist**. The researcher's signature confirms the application information is complete, accurate and true; and agrees to the terms and conditions of the program when receiving an award.

PART VIII: **Attachments**. Appendixes, documents or other materials helping support the proposal.

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FY17 Competition Application

PART I **Proposal Information**

Attach a document with the following information if there are additional collaborators.

Lead Researcher Name:	Collaborator Name (if applicable):
Lead Researcher Position Title:	Collaborator Position Title:
Lead Researcher Date of Initial TAMU Appointment:	Collaborator Data of Initial TAMU Appointment:
Lead Researcher Tenured or Tenure Track:	Collaborator Tenured or Tenure Track:

Proposal Title:

Select the emphasis area(s) that closes reflects the project, not necessarily your discipline:

Arts/Fine Art   Health/Life Sciences   Humanities   Multidisciplinary   Social Sciences

PART II **Non-Technical Summary**

Non-Technical Summary. Use the space provided, up to 300 words. The summary should be succinct, using *plain language understandable to a scientist/scholar/artist outside your field (this will be used to confirm, the appropriate review panel for your proposal)*, explaining what you want to do and how you will do it.

PART II **Non-Technical Summary (continued)**

12-Line Publication Abstract: (i.e., abstract suitable for publication on the college website)

PART III **Proposal Narrative**

Proposal Narrative (four and a half single-spaced pages). Direct 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 application instructions.

PART III **Proposal Narrative** (continued)

PART III **Proposal Narrative** (continued)

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

1. List intramural funding (include start-up dollars) received at TAMU up to the last three years: dates, project numbers, amounts awarded and identify what purpose these funds were dedicated for. Explain how the Seed Grant award would be used differently from this support. For multidisciplinary proposals, provide this information for each collaborator.

2. List extramural funding received up to the last three years while at TAMU. For multidisciplinary proposals, list the information for each collaborator.

3. **a**. Over the past three years, have you or your collaborator(s) received more than $100,000 total in extramural funding?   Yes   No

   b. Do you or your collaborator(s) have indirect funds available?   Yes   No

   If yes, please indicate the amount (per collaborator).

Lead Research or Collaborator Name	Available Amount of Indirect Funds

4. List extramural applications pending: date submitted, agency, title, amount, and time period.

5. **a.** Has external support been solicited by you or your collaborators for this project?

   Yes   No

   If yes, where?

   b. What is the status of this request(s)? _____

   c. If a request has not been submitted, will it? Yes   No
   If yes, where?

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

PART V **Bibliography**

Use the page provided plus two additional pages as needed.

PART V **Bibliography** (continued)

PART V **Bibliography** (continued)

PART VII **Budget**

Contact your department financial/budget manager if you need assistance in preparing the budget. Refer to the application instructions to complete this section.

	Budget Object	Amount	Description of Budget Item
Wages			
TOTAL			

Supplies			
TOTAL			

Travel			
TOTAL			

Other			
TOTAL			

REQUESTED TOTAL			

BUDGET JUSTIFICATION: Attach an additional page for budget justification. All requested budget items must be accompanied with a <u>strong</u> justification of how they will contribute to successful completion of the project.

PART VIII **Checklist and Agreement**

Application Checklist

Proposal Information Completed
  a. Lead Research and Collaborator(s) if applicable
  b. Emphasis Area(s) Indicated

Non-Technical Summary Completed in Plain Language

12-Line Publication Abstract Completed in Plain Language

Proposal Narrative Completed in Plain Language

Current, Pending and Past Support Completed

Bibliography Completed up to Three Pages

Budget Completed

Budget Justification Completed

Appendices, Documents and/or Materials Supporting this Proposal

Agreement Signed and Dated

Agreement

By signing below, you confirm that the information provided in this application is accurate. If funded, the investigator agrees: to conduct the project in accordance with the terms and conditions of the award; to submit a proposal to an external funding source within 21 months after the funding period begins; and to submit a final report 6 months after the termination of the grant to the Office of the Dean.

_____   _____
Lead Researcher's Signature   Date

_____   _____
Department Head's Signature   Date

For Multidisciplinary Proposals:

_____   _____
Collaborator's Signature   Date

_____   _____
Signature of Collaborator's Department Head   Date

For additional collaborators, attach a document with signatures of the collaborator(s) and Department Head(s).