Idaho State University - Office for Research
**Faculty Seed Grant Program Guidelines - Spring 2025**

The Faculty Seed Grant Program (FSGP) is provided by the ISU Office for Research to support research, scholarly, or creative activities that offer the potential for extramural funding . Full-time ISU Faculty may request as much as $20,000 for research-related expenses. The submission deadline is **March 19, 2025 at 11:59pm (MDT).** Awards will be announced as soon as possible following this submission deadline and all funds must be expended by June 30, 2026. At all times, research activities must be in compliance with university and government health and safety guidelines.

**Submission Method**

All proposal materials must be submitted electronically in a single PDF document through Cayuse SP. Please name your file using the following format: FSGP your last name_full-proposal.PDF. The FSGP webpage has detailed Cayuse SP submission instructions.

Please call the Office of Sponsored Programs and Support (OSPS) at (208) 282-2592 if you have any questions. Late submissions will not be considered during the current review cycle.

**I. Purpose**

The Faculty Seed Grant Program is intended to encourage new faculty, as well as existing faculty who are refocusing their research programs, to request seed funding for research, scholarly, or creative activities that offer the potential for extramural funding. Proposals will be accepted from all eligible faculty across all colleges and departments.

**II. Eligibility**

All full-time faculty who have at least the rank of Assistant Professor (includes Research and Clinical faculty) are eligible to apply as the Primary Investigator (PI). Preference will be given to those who apply within five years of their date of hire. Secondary preference will be granted to applicants who are refocusing/redirecting their existing research programs in an entirely new direction. Instructors, postdocs, adjunct faculty, and affiliate faculty are not eligible to apply, nor are those who were a PI on an internal Seed grant that was awarded within the past three years. For example, if you received an award in Spring 2023, then you are not eligible to submit a proposal until Spring 2027. In addition, final reports from previous awards are required to be eligible for future awards.  In short, applicants must meet the following criteria to be considered:

- Full time faculty appointments at ISU;
- Tenured or tenure-track faculty, Research faculty, or Clinical faculty; and
- Expected employment for three years after the award

## III. Program Funding

● Total program funds of up to $100,000 are provided by the Office for Research
● Individual grants are awarded up to a maximum of $20,000 per proposal–not per individual
● Proposals requesting smaller amounts are encouraged and considered equally competitive
● Proposals are expected to clearly articulate a plan and timeline for subsequent external funding

The program supports the following:
● Supplies
● Equipment
● Domestic and international travel and other related expenses for field work, data collection, and training
● Public dissemination (e.g., performance travel, publication costs, conference travel)
    ○ All travel budget items should be tied clearly to how it will promote  the research/creative activity
    ○ Applications that have travel budgets that are disproportionate to the necessary components of the research/creative activity will be deprioritized
● Support for graduate and/or undergraduate student wages or expenses related to the project
● Consultant fee costs directly related to data collection/project goals
● Up to two months faculty summer salary
    ○ Note: this is a lower priority (see page 6, Proposal Instructions, Budget Categories, Personnel for further details)
● Release time (from teaching, administration, or other assignments) to conduct/direct the proposed activities
    ○ Maximum release time per award will be for one course per academic year

The program **does not support** the following:
● ISU Staff salaries
● Journal subscriptions
● Supplemental awards to existing projects
● Membership dues

## IV. Review Process and Criteria

All proposals will be read, rated, and ranked by the ISU Research Council (RC) which will make recommendations for funding and provide brief feedback for those proposals that are not recommended for funding. This information will be provided to the Office for Research and the Vice President for Research, and decision letters will be sent by the Office for Research.

Any incomplete proposals or those that do not follow the length and/or content requirements will be returned to the PI immediately without further consideration.

Successful proposals will demonstrate high potential for extramural funding. The review panel's recommendations are based on the originality, creativity, scholarly and/or research significance of the proposed activities, along with their feasibility and the appropriateness of the proposed project to the competition's purpose (e.g., the specificity and probability of future funding plans, the rank and

experience of the PI, the appropriateness of the budget items requested). 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 external funding. Reviewers also consider the clarity of the proposal (the narrative's language needs to be directed to an educated lay audience, as RC members from all Colleges will be reviewing). The RC is committed to distributing funds proportionally to the Colleges (based on the number of proposals submitted by each College, as long as proposal quality is equivalent), and thus scholars from all disciplines and divisions are encouraged to apply.

Resubmitted proposals are considered equally competitive as first submissions, though proposal writers are encouraged to include a brief description of how the proposal has been revised since their prior submission.

## V. Award Terms and Conditions

- If an award is less than the amount originally requested, a revised budget and scope of work will be required before funds are released.
- Protocols for human subjects, animals and/or biosafety activities do not need to be approved before the submission date, but must be reviewed, approved and sent to the program coordinator before funding is disbursed. Funds are not released until all appropriate protocols have been approved.
- The awards will be made on or about May 1st and need to be fully spent within ~14 months of that date. If needed, a one-time only, no-cost time extension request will be considered if a strong justification is provided. Awarded funds will not be available after the end date of the grant without this extension.
- If the PI leaves the university prior to the completion of the grant, funds may not be transferred to another university or faculty/staff member at ISU.
- Acknowledgement of Faculty Seed Grant support will be included in any published work or presentations directly resulting from this award.

## VI. Proposal Guidelines

All information requested must be supplied in the format specified. Failure to do so will result in disqualification of an application. Technical assistance in preparing an application for FSGP funding is available through the OSPS and from the RC chair. Applicants may schedule an appointment with the OSPS to review examples of funded proposals or view example proposals on the OSPS FSGP webpage.

In preparing a proposal, applicants should realize the committee is interdisciplinary and not all members will have expertise in the applicant's field. **Jargon should be avoided, and technical terms and procedures should be explained in a way that is accessible to an educated lay audience**.

**Full proposals should be single-spaced with one-inch margins, 12-point font size** (Times New Roman recommended). Page limits are indicated for each section and have been established to make the task of reviewing proposals a manageable one. Applicants must adhere to length limits so no one is unfairly advantaged or disadvantaged in the presentation of their ideas. Please also include page numbers in the bottom center of each page. Applicants are reminded to spell check, proofread, and carefully review the proposal for correct grammar. Consider asking a peer to review your proposal prior to submission.

The following describes the <u>required</u> sections of the proposal and explains the types of information to include in each:

## A. Non-Technical Summary (1 page limit)

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.

## B. Proposal Narrative (5 page limit)

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 ISU programs or projects. PIs in the first five years of their appointments, please indicate what efforts have been initiated toward research, scholarly or artistic activities appropriate to your discipline. What is the relation of this proposed work to the additional research, creative, and/or scholarly activities you intend to pursue? Is this a resubmittal? If so, state how this proposal is different from the previous submission. PIs who are applying for funds to refocus and redirect their research in a new direction should clearly explain the new direction and how it differs from their previous research focus.
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**. Give detail to 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 your objectives. Explain your assessment plan to determine outcomes.
   **PLEASE NOTE:** All research projects utilizing human participants must conform to the policies and procedures of the ISU Institutional Review Board (IRB) for the Protection of Human Subjects. All research projects utilizing animal subjects must conform to the policies and procedures of the ISU Institutional Animal Care and Use Committee (IACUC). All research utilizing biohazards must conform to the policies and procedures of the ISU Institutional Biosafety Committee. If you're not sure if this pertains to your project, contact the Office for Research – Research Outreach & Compliance for more information. Funds will not be released until the appropriate approvals are obtained. All personnel engaged in human subjects research must undergo training in the protection of human subjects. The IRB will not approve an application until all key personnel are trained and certified, including for both non-exempt and exempt human subjects research. Information about the Collaborative IRB Training Initiative (CITI), a web-based training course available through the IRB is available from the ISU Research Integrity and Compliance (RIC) webpage.

   Titles of approved FSGP applications must match the IRB or IACUC protocol title. On the routing form, the applicant should indicate whether human or animal subjects or

biohazards are involved in the proposed research and should note the approval status of the project. FSGP proposals may be submitted prior to IRB, IACUC or Institutional Biosafety Committee (IBC) approval, but award funds will not be released until the Office for Research receives a copy of the project's approval letter including the applicant's name and with the protocol title that matches the FSGP application project title.

4. **Facilities and Resources**. Specify the facilities to be used. List existing major equipment and/or computers to be used noting each location and pertinent capabilities. Provide a description of other resources to be used 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 each one.

6. **Future Funding Strategy**. Describe your strategy for soliciting future external funding(federal and/or non-federal) for this project, related projects, or your ongoing portfolio development. Indicate what sources of funding you will seek, and in what areas. Provide information about conversations with cognizant program officers. 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 a Grants/Sponsored Programs Specialist in the OSPS.

## C. Budget

The applicant should include a detailed budget and justification for the requested funding for the project. Use the Budget Template on the OSPS FSGP web page to indicate the full costs for the project and other sources of funding if applicable. An explanation of each item should be included in the justification. **The inclusion of indirect costs is not required nor allowed.**

### Budget Categories

1. **Personnel**. Two months faculty summer salaries, course or time buy-out, or funding for a postdoctoral researcher are allowable. **Though less competitive as expenses,** they are permitted if a strong justification is presented for why summer salaries or time buy-outs are required. If salaries are requested, the appropriate fringe benefits must also be requested.

2. **Travel**. Domestic and/or international field work, data collection, training, or attendance at workshops or conferences directly related to the promotion of the research/creative activity, or capacity-building workshops directly related to the proposed work are allowed. University travel policies must be followed.

3. **Materials & Supplies**. M&S purchased through these awards must be directly related to the proposed project. By inclusion of such M&S in the budget, you are verifying these items are not already available for use on this project. **Major equipment items ($5,000 or more) are supported**. Personal computers may be purchased for field data collection or other special applications other than general office use.

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

**Budget Justification (2 page limit)**

Appropriateness of the budget is a significant factor in the selection process during the proposal review. 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 proposal reviewers will consider your budget justification very carefully in an effort to maximize the number of beneficiaries to this program. Any items that appear noncritical will be at risk for reduced funding during the review process.

**D. Other Supporting Information**

1. **Biosketch** (3 page limit). An NSF-National Institutes of Health partnership requires all proposal submissions to use SciENcv: Science Experts Network Curriculum Vitae. PIs can use the SciENcv webform to produce their biosketch PDF which can be included in this proposal. Alternatively, PIs can use the NIH biographical sketch form or other funding agency formats such as those from NASA. Please limit your biosketch to 3 pages. Recommended guidelines are linked through the FSGP webpage.
2. **Current, Pending and Past Support**. The NSF format for this form has recently changed and is now accessible through SciENcv. PIs can use SciENcv to produce their Current and Pending Support PDF(s) which can be included here. Alternatively, PIs can use the NIH "other support" form template. Refer to recommended guidelines linked through the FSGP webpage.
3. **Letters of Collaboration in the following format: "If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding, it is my intent to collaborate and/or commit resources as detailed in the proposal text."**
4. **Other Attachments:** Any appendices, documents or other materials that support the proposal.
5. **References Cited** (3-page limit)

**VII. Final Report**

By accepting this award, the PI agrees to submit a final report to the Office for Research. This report will allow the University to evaluate the effectiveness of the program. The final report deadline is six (6) months after the end date of the grant. Copies of publications or manuscripts submitted for publication resulting from the research are one portion of the preferred report format. If no publications have been submitted, a final report must be written according to the outline below.

**Final Report Outline**

1. Identify the research by grantee's name, title, funding category, fiscal year of funding award and provide an abstract.
2. Briefly describe the dissemination of the research to date (meetings, publications, shows, etc.). If no dissemination is planned, please explain.
3. Explain the next steps or progress made towards securing external funding to support the project. What is the timeline for submitting an external proposal?