**2024 New Faculty Seed Grant Competition**

***Information and Proposal Instructions***

### 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, 2020** are eligible. Eligible Applicants include tenure track assistant professors. Career, Clinical, and Scholarly Track Assistant Professors and Assistant Research Professors are also welcome to apply provided they are not 100% soft funded and their appointment includes a research/ scholarly assignment in their home department. Anyone who has received external funding, as a principal investigator (PI) and/or a Co-PI while working at WSU, totaling $100,000 or more at the due date of this proposal is not eligible (excludes start-up funds). Those who have been Co-PIs 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.

Researchers previously funded by this program as PIs or Co-PIs are not eligible to apply. However, faculty who have held the role of a Collaborator in this program are eligible to become a PI or Co-PI provided they meet all of the qualifications listed in the above paragraph.

Career, Clinical, and Scholarly Track Assistant Professors and Assistant Research Professors will need to provide an email or letter from the department chair acknowledging the PIs appointment includes a research/scholarly assignment and approving the PI to apply.

### PROGRAM FUNDS

$200,000 has been allocated for the 2024 New Faculty Seed Grant Program.

Program funds are provided by the Office of Research, President, Provost, and Deans.

Individual grants may not exceed $25,000. *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, 2020 | WSU appointment cut-off date |
| November 1, 2023 | Competition Announcement Released |
| **December 1, 2023** | **Notice of intent to ORAP by 5pm** **(Required)** |
| **February 9, 2024** | **Seed grant proposals due to ORAP by 5pm** |
| May 1, 2024 | Award Notifications |
| May 10, 2024 | Revised budget and work of scop to ORAP |
| **May 15, 2024** | **Award begin date** |
| August 15, 2025 | Award termination date |
| **February 16, 2025** | **Final Report due to ORAP** |
| **March of 2025** | **Poster presentation at Faculty Showcase** |

### NOTICE OF INTENT (REQUIRED)

A Notice of Intent (NOI) **is required** and must be submitted by 5pm December 1, 2023, to be considered for this grant program. Full proposals will not be accepted if an NOI is not submitted.

**Only one NOI per PI is allowed.**

This form is essential for the selection of the review panels. You will be asked the following:

* PI Name
* Email
* Department & College
* Research Administrator’s name
* Title/Rank
* Employment Start Date
* Type of Proposal *(Choose One)*: *Basic Research, Applied Research, Arts, or Scholarship*
* Emphasis Area *(Choose One)*: Agriculture Sciences, Arts/Fine Arts, Business, Education, Engineering, Environment, Health/Life Sciences, Humanities, Math/Computer Sciences, Multidisciplinary, Physical Sciences, Social Sciences,
* Title of Proposal (80-character limit)
* Brief description (one page limit) of the proposed work

### APPLICATION

Applications must be submitted via the online website (https://orap.wsu.edu/nfsg-application/)

### REVIEW PROCESS

The Office of Research Advancement and Partnerships oversees the review process 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 review 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, Social Sciences or Multidisciplinary (defined as two or more equal emphasis areas). Depending upon the number of applicants, similar emphasis areas may be combined to provide an equal distribution of applicants across review panels. Every effort will be made to ensure that each proposal is placed in an appropriate panel. Reviewers are comprised of a diverse group that may not be experts in your discipline.

As such, using clear non-discipline specific language is essential to ensuring your proposal is competitive.

### 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.

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, scholarly or artistic programs since their hire date.

### NOTIFICATION

Awards will be announced by May 1, 2024. 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.
* Before the grant start date, PIs must attend a mandatory briefing on grants administration, roles and responsibilities of a principal investigator, and post-award program information.
* The awards are for a 15-month period beginning May 15th through August 15th, the following year.   
  If needed, a one-time only, no-cost time extension request is considered with a strong justification.
* If the PI leaves the university before the grant is completed, the remaining funds are returned to the Office of Research.
* Any remaining funds after the grant’s termination date are to be returned to the Office of Research.
* Awardees are required to present at the Faculty Showcase following the project’s termination date.
* Acknowledgement of the New Faculty Seed Grant support must be included in any published work or presentations directly resulting from this award, including Showcase posters.

### 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 cannot 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, 2026, six (6) months after the award period ends. 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: Emily Brashear at [emily.brashear@wsu.edu](mailto:emily.brashear@wsu.edu).

### DEFINITIONS

***PI*** – The Principal Investigator (PI) is the primary individual responsible for the development and execution of the grant.

***Co-PI*** – A Co-Principal Investigator (Co-PI) is not the lead but has responsibilities similar to that of the PI, he/ she may lead components of the grant and could be responsible for project outcomes.

***Collaborato***r – A collaborator is involved in a project but has fewer responsibilities than that of a PI or Co-PI/Co-I. He/she may be involved in one specific component but does not contribute to all parts of the project. For example, if a WSU researcher is hired to provide statistical consultation, they could be listed as a Collaborator.

***Basic Research*** – Basic research, in this context, is scientific research aimed to advance fundamental understanding. It seeks to fill in knowledge that we do not already have. Basic research fuels applied research.

***Applied Research*** – Applied research develops technology or techniques for real world applications.

***Arts*** – Arts is defined, in this context, as the creation of visual, print, literary, auditory, or performing work of art. Works of art may or may not be subject to juried review or competition for exhibits or performance.

***Scholarship*** – Scholarship, as defined here, is the creation of a work that is peer reviewed and publicly disseminated. It may be, but is not limited to a monograph, an edited collection, a book chapter, a manuscript translation, or a journal article.

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***Proposal Instructions***

The instructions and attached forms for the New Faculty Seed Grant proposal are intended to help prepare 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

You will need the following items to complete your online application.

1. Information Sheet
2. 12-Line Publication Abstract
3. Proposal Narrative (no more than five single-spaced pages)
   1. Background
   2. Objectives and Significance
   3. Methodology and Assessment
   4. Facilities and Resources
   5. Timeline
   6. Future Funding Strategy
4. References Cited (two pages max)
5. Current, Pending and Past Support (two pages max)
6. CV or Biographical Sketch (two pages max)
7. Budget and Justification (use the page provided and one additional page if needed)
8. Signed Letters of Collaboration from Co-PIs and/ or collaborators - use template (if applicable)

### FORMAT AND PREPARATION

12-point font size and 1” margins *only*. 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: **12-Line Publication Abstract.** 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. This is a camera-ready copy for publishing the award announcements to the general public. (10-point font can be used for this portion only)

PART II: **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.

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 use 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 emily.brashear@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 III: **References Cited**. Two pages max.

PART IV: **Current, Pending and Past Support**. Two pages max. Answer the following questions:

* 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?
* 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.
* List extramural proposals pending (date submitted, agency, title, amount, and time period).
* Has external support been solicited by you or a colleague for this project? If yes, where? What is the status of the request(s)?
* If a request has not been submitted, will it? If yes, where?
* 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?

PART V: **CV or Biographical Sketch**. Two pages max. If needed, a template is provided below.

PART VI: **Budget**. Contact your unit’s financial/budget manager to facilitate budget preparation. The budget form will need to be initialed by the certified grant budget administrator in your area/unit. A full list of grant administrators is available here <https://myresearch.wsu.edu/Grants/DepartmentContacts.aspx>, click on department contacts. 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**.

*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 hours 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.

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

*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.

*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 destination.

*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.

*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 covered by Central Finance should not be included in the budget. For all proposals there are some benefits that are never covered by central (time-slip benefits, QTR) please work with your financial/budget manager to account for these.

*Other.* Provide a detailed description of 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
* Student led projects or senior thesis projects
* Commercial licenses
* Membership dues
* Facility renovations
* Purchase of vehicles or other modes of transportation

***Justification***. Two pages max. The 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 the 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. Any items that appear non-critical will be at risk for reduced funding during the review process.

***Revised Budget***. If a proposal is awarded at less than the amount originally 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 VII: **Attachments**: any appendixes, documents or other materials helping support the proposal.

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***Templates***

**BIOGRAPHICAL SKETCH** (two pages max)

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.

**BUDGET**

Contact your department research administrator or ORAP (335-7266) if you need assistance in preparing the budget. Refer to the Proposal Instructions to complete this section.

|  |  |  |
| --- | --- | --- |
| Budget Object | Amount | Description of Budget Item |
| Salaries  Total |  |  |
| Wages  Total |  |  |
| Supplies  Total |  |  |
| Travel  Total |  |  |
| Equipment  Total |  |  |
| Benefits  ***(Regional Campus Proposals Only***: See… |  |  |
| Other |  |  |
| **Subtotals:** |  | **Requested Total:** |

**Certified Budget Manager Initials** \_\_\_\_\_\_\_\_\_

**Date Certified** \_\_\_\_\_\_\_\_\_\_\_

**LETTER OF COLLABORATION TEMPLATE**

Use only if a CO-PI or collaborator is listed in the proposal.

***Place on letterhead and sign.***

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To: The New Faculty Seed Grant Review Panel

If the proposal submitted by Dr. Insert Lead PI Name entitled “Insert Project Title” is selected for funding, it is my intent to collaborate and/or commit resources as detailed in the proposal narrative.

Sincerely,

[Insert Signature of Co-PI/ Collaborator]

[Print Name]

[Insert Title, Department]