

2008 New Faculty Seed Grant Program **Guidelines and Application Form**

Purpose

The central purpose of the New Faculty Seed Grant Program is to encourage new junior level faculty to develop research, scholarly, or creative programs that provide the potential for sustained professional development and extramural support. This program will offer experience in identifying and submitting applications to potential funding sources, will provide preliminary data to support applications for external funding, and will enhance scholarly and creative activities in WSU colleges and departments. Proposals to this program are expected from a broad range of scholarly activities at WSU including (among others) health and life sciences; arts/performing arts, humanities, culture and design; environmental and natural resources; physical sciences and engineering; leadership, innovation, and entrepreneurship; security and safety; and society, communication and enterprise.

Eligibility

Researchers, scholars, and artists who have been appointed as ***assistant professors or equivalent no earlier than May 16, 2005*** are considered new faculty and are encouraged to apply. Applicants who have been awarded external funding (excluding start up funds) totaling more than \$100,000 since May 16, 2005 are not eligible. Applicants previously funded by this program will receive a lower priority, but will not be excluded from consideration.

Types of Support

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

- Supplies
- Equipment
- Personal computers for field data collection
- domestic and international travel and other related expenses for field work to collect data for training or for educational purposes
- Graduate assistantships
- Supplemental support for graduate student activities such as summer support, time-slip or supplies
- Consultant fee costs
- Salaries and benefits

All requested support must be accompanied with a strong justification of how it would contribute to achievement of the purpose(s) of the project. Funds **cannot be used** for the following: classified staff salaries, publication of manuscripts and journal subscriptions, supplemental awards to existing projects, commercial licenses or memberships, and/or travel to conferences or other conference support. If the PI renounces employment at Washington State University prior to the completion of the award period, funding will be terminated.

Terms and Conditions of Support

- Total funding allocated for the competition in 2008 is a minimum of \$150,000.
- Allocations of funds for the program are provided by the WSU Foundation (2/3) and the WSU Office of Research (1/3).
- Individual awards will be up to a maximum of \$20,000; proposals for smaller amounts are encouraged and will be equally competitive.
- Appropriateness of the budget will be a significant factor in the selection process. If the budget is reduced, a revised scope of work/budget will be required of the applicant.
- The awards will be funded for a 15-month period beginning May 16, 2008. Normally, no-cost time extensions will not be approved on these one-time only grants.
- Awardees will be required to:
 - (1) Prepare for submission to an external funding source a proposal that is related to their seed grant topic no more than 6 months after the award period ends.

- (2) Attend a training workshop on grants administration and the roles and responsibilities of a principal investigator prior to release of funds.
- (3) Present a summary of their work to an appropriate group (see below).
- (4) Submit a final report.

Review Process and Criteria

Complete applications will undergo preliminary review by the Office of Grants and Research Development, and then forwarded to an appropriate academic review panel for evaluation. Each panel will consist of at least three faculty in a general area of expertise (e.g. physical science, social sciences, etc.) plus one member from the Research and Arts Committee. The colleges represented on the committee are: College of Engineering and Architecture, College of Sciences, College of Liberal Arts (humanities/social sciences, fine and performing arts), College of Education, College of Agriculture, Human & Natural Resource Sciences, Intercollegiate College of Nursing, College of Veterinary Medicine, College of Pharmacy, College of Business and Economics. Panels are formed for the following disciplines: Arts and Humanities and Fine Arts; Social Sciences and Business; Biological and Health Sciences; and Engineering and Physical Sciences. There will be one primary reviewer with the other three panel members serving as secondary reviewers for each proposal. Each panel will meet after a thorough individual analysis and ranking of the proposals assigned, discuss each proposal with the primary reviewer leading the discussion, and then score and rank the proposals as a panel. Written comments will be provided to the panels' secretary on each proposal, and these comments will be forwarded to the Research and Arts Committee. Each panel will submit its recommendations to the Research and Arts Committee. The committee will then meet as a group with representatives of the WSU Foundation, hear a review of each proposal and the reasons for ranking from the Research and Arts members that serve as review panel chairs. The group identifies the list of applicants to be recommended to the WSU Foundation who approves the final determination of awards. The WSU Foundation will be the final arbiter of grant awardees, and may, at its discretion, invite members of the Foundation's Corporate and Foundation Relations Committee to participate in making its decision. That review board will have members of private sector present.

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 Seed Grant Program's purpose; potential commercial applications; and appropriateness of the budget. Reviewers will consider the clarity of the proposals (the narrative's language should be directed to an educated lay audience). For those applicants who have been at WSU 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 at WSU. 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 May 1, 2008. Reviewers' comments for both awarded and denied proposals will be provided to the principal investigator. Names of reviewers will not be released to applicants. Those awarded will be contacted separately to schedule the training workshop; and to prepare a revised budget and workscope.

Final Report and Presentation

By accepting this award the principal investigator agrees to submit a final report to the WSU Foundation and the WSU Office of Research. This report will allow the university to evaluate the effectiveness of the program. The final report deadline is February 18, 2010 and will be published on an Office of Research website. The report will document any publications, presentations, exhibitions, media coverage, sales or marketing, projects, papers, grants or other accomplishments that resulted from the New Faculty Seed Grant Program's original support. The principal investigator will be expected to give a presentation to the WSU Foundation Trustees and/or the Office of Research or other appropriate group as designated by the Research and Arts Committee.

Submission and Deadline

Please submit the following: original proposal and five copies plus any appendices are due at 5:00PM, Friday, February 15, 2008 at OGRD.

Original proposal and five copies plus any appendices are due at 5:00 p.m., Friday, February 15, 2008 at OGRD

Hand Delivery:
Intercampus Mail:

OGRD, Neill Hall, Room 423
Zip 3140

First Class Mail:

Nancy Shrope
2008 New Faculty Seed Grant
Competition
Washington State University
P. O. Box 643140
Pullman, WA 99164-3140

If you have any questions concerning the guidelines, application or the proposal process, please contact the following: Questions related to the New Faculty Seed Grant can be directed Nancy Shrope (nshrope@wsu.edu) or Karin Nuenschwander (karinn@wsu.edu)

New Faculty Seed Grant Program 2008 Competition

Application Instructions

The instructions and the attached forms for the New Faculty 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 may be rejected outright.

APPLICATION FORMS

1. REX Lite Form
2. Additional Information
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. Design and Procedure
 - d. Facilities and Resources
 - e. Timeline
 - f. Future Funding Strategy
5. Bibliography (use the page provided plus two additional pages as needed)
6. Biographical Sketch (use the page provided plus one additional page as needed)
7. Budget and Justification (use the page provided and one additional page as needed)
8. Checklist and Agreement

FORMAT AND PREPARATION

Only use 12-point font size. Use *plain language understandable to a scientist/scholar/artist outside of your field*; proposals have been rejected for failure to adhere to this guideline.

PART I: **Additional Information.** Indicate the appropriate review panel 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** (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 your project or the solution of the problem the project addresses? Discuss any relation with other WSU programs. Applicants in year two or three of their appointments should indicate what efforts they have initiated toward research, scholarly or artistic activities appropriate to their discipline. What is the relation of the study to additional research, creative, and/or scholarly activity you intend to pursue?
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. Design and Procedure. Give enough detail to indicate the appropriateness of the suggested approach to each question, objective or hypothesis. Show that your design and procedures are appropriate and adequate to make significant progress toward attaining objectives.

4. Facilities and Resources. Specify the facilities to be used. List existing major equipment and/or computers to be used noting the location and pertinent capabilities of each. 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 young faculty awards and scholarships; describe potential strategies you will use to position yourself to receive an honor such as one listed below:
 - American Council of Learned Societies (ACLS) Fellowships
 - Beckman Young Investigator awards
 - Burroughs Wellcome Fund Career Awards
 - Cottrell Scholars
 - Fulbright American Scholars
 - Howard Foundation, George A. & Eliza
 - MacArthur Foundation Fellowship
 - National Endowment for the Humanities (NEH) Fellowship
 - National Endowment for the Arts
 - National Humanities Center Fellowship
 - National Institutes of Health (NIH) MERIT (R37) and Outstanding Investigator (R35) Award
 - National Medal of Technology
 - NSF CAREER awards
 - Newberry Library Long-term Fellowship
 - Pew Scholars in Biomedicine
 - Presidential Early Career Awards for Scientists and Engineers (PECASE)
 - Searle Scholar
 - Sloan Research Fellowship
 - US Secretary of Agriculture Honor Award
 - Wolf Foundation
 - W. T. Grant Foundation
 - (c) For other potential funding sources please contact the Office of Grant and Research Development.

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: Biographical Sketch. Use the page provided plus one additional page as needed.

PART VII: Budget. Use the page provided. Contact OGRD or your unit's financial/budget manager in preparing the budget and acquiring pre-submission approval.

Budget Categories.

Object 00 (Salaries). Salaries are permitted. Clearly state base salary and the benefit.

Object 01 (Wages). Wages are permitted. Clearly state wage and the benefit.

Object 03 (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.

Object 04 (Travel). Domestic and/or international field work to collect data, receive training or for educational purposes. Check with a university approved travel agent or website for the most cost-effective travel to applicants' destination.

Object 06 (Equipment). The applicant'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 supported. Personal computers may be purchased for field data collection or other special applications other than general office use.

Object 07 (Benefits). Benefits are an allowable cost. It is encouraged that if **salaried** employees are budgeted on the project then utilization of the Office of Research funds as the initial source of budgeting is highly recommended. Funds from the Office of Research (Fund/Subfund 148-02) make use of the University's Benefit Cost Pool therefore "saving" benefit dollars that can be utilized elsewhere on your budget. Please see your Departmental Administrator to explain this advantage.

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. Please 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.

Revised Budget. If a proposal is awarded at less than the amount original requested, a revised budget and, if requested, a revised workscope needs to be submitted to the Research and Arts Committee no later than April 16. At this time, also reflect 2/3 and 1/3 allocation of fund. Funds will not be released until these documents have been received.

PART VIII: Checklist to verify completeness of the proposal. The principal investigator's signature confirming the application information is accurate and true; and agreeing to the terms and conditions of the program when receiving an award.

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

**New Faculty Seed Grant Program
2008 Competition**

Additional Information

Principal Investigator: _____ Position Title: _____

Date of Initial WSU Appointment: _____

Circle the review panel that reflects the nature of your project, not necessarily your discipline area:

Biological/Health Sciences Engineering/Physical Sciences Arts/Humanities/Fine Arts Social Sciences/Business

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.

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

PART III Proposal Narrative

Proposal Narrative (five 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.

Principal Investigator: _____ Date: _____

PART IV Current, Pending, and Past Support

1. List intramural funding received at WSU up to the last three years: dates, project numbers and amounts (include & identify start-up funds)

2. List extramural funding and start-up funds you have received up to the last three years while at WSU. **If you currently have external funding, please explain what percentage of effort is being contributed to the project.**

3. As a Pi, Co-PI, or collaborator have you received more than \$100,000 total in extramural funding? Yes . . . No

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

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

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

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

If yes, what external program/agency do you plan to submit to? _____

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?

Principal Investigator: _____ Date: _____

PART V Bibliography

Use the page provided plus two additional pages as needed.

PART VI Biographical Sketch

Use the page provided plus one additional page as 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 application.

Principal Investigator: _____ Date: _____

PART VII Budget

Contact OGRD (335-9661) or your department financial/budget manager if you need assistance in preparing the budget. Refer to the Application Instructions to complete this section.

Budget Object	Office of Research (1/3)	WSU Foundation (2/3)	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			
Object 06 Total			
07 Benefits			
Object 07 Total			
Other			
Other Total			
REQUESTED TOTAL			

Principal Investigator: _____ Date: _____

BUDGET 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.

Principal Investigator: _____ Date: _____

PART VIII Checklist and Agreement

Application Checklist

- _____ REX Lite Form Completed and Signed by all Required Officials
- Assurances and University Commitments Answered
- _____ Additional Information Completed
 - a. Date of Initial WSU Appointment
 - b. Review Panel 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 Completed
- _____ Budget Justification Completed
- _____ Copy of the Approved Initialed Budget
- _____ 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 attend the mandatory training workshop on grants administration, and the roles and responsibilities of a principal investigator; and to submit a proposal to an external funding source within 21 months after the funding period begins. In addition, the investigator agrees to submit a final report and give a presentation to the WSU Foundation, the Office of Research and/or the Research and Arts Committee.

Principal Investigator's Signature

Date