

College of Human Sciences
Annual Intramural Collaborative Seed Grant Program
Fiscal Year 2008 competition completed
Instructions for Fiscal Year 2009¹ and beyond

Applications Due: 30 September

(Dates in this document refer to the first business day on or after the indicated date)

This document describes the College of Human Sciences Yearly Intramural Collaborative Seed Grant program. Applications are due by **30 September** at the beginning of the Academic Year for funding to be completed within that academic year.

The CHS strategic plan identifies four cross-cutting themes in the College:

- Health and well-being;
- Education and human development;
- Science and technology in the human environment; and
- Community enhancement and entrepreneurship.

One of the primary purposes for identifying such themes was to foster collaboration among faculty in the college across departmental lines and beyond.

The purpose of the program is to provide initial support for collaborative projects that can provide results that will engender significant external funding. Intramural research in this context refers to projects that are carried out within the College of Human Sciences, but across CHS departmental boundaries. It is important for faculty across the college to become better acquainted with the skills, interests, expertise, and experience that our colleagues offer. To that end, the College will award several seed grants, typically ranging in size from \$5,000 to a maximum \$10,000, to help foster collaborative research among faculty from different departments in our college. Preference will be given to *new* collaborations among faculty and staff in the college. Collaborations that involve departments not in the college are acceptable and encouraged where they enhance the quality of the work and external funding opportunities. However, funded proposals will need to have a collaboration involving at least two departments in the college and direct funding² to eligible participants from this program can only go to participants from the college.

Eligibility

Any full-time faculty member or staff member in the College of Human Sciences, who is eligible to serve as a PI on external funding proposals, may apply for a CHS Intramural Seed Grant Award. At least the PI and one Co-PI must be from different departments in CHS and both must meet the criteria above. Faculty or staff members on visiting or temporary appointments are not eligible to receive funding, but may serve as co-principal investigators on projects, particularly if their participation enhances the likelihood of securing future external funding. The roles of co-principal investigators and project participants must be clearly stated.

¹ University fiscal years run from July 1 to the subsequent June 30. There are designated by the later year. Fiscal year 2007-2008 is designated FY2008.

² e.g. salary, travel support, equipment used by one individual.

Use of Funds

The following categories are within the guidelines of the CHS Intramural Seed Grant Awards Program: salary support or buyout for the applicant; purchase of research equipment, hardware, software; reimbursement of research participants; graduate student support; lab technician or other assistant wage payroll support; and possibly funds to cover the time of experienced funded mentors who will provide assistance to the applicant (e.g., through RISE, ISBR, CIDFIN, CTLT, NWRC). Other research costs will be considered on an individual basis, but the intent is to provide for any legitimate research cost up to the allowable maximum. Requests for funding must relate to future expenditures; reimbursement of previous expenditures will not be considered.

Funding will become available between Nov. 1 and Dec. 1. All funds must be expended prior to the end of the current fiscal year.³

Content of the Application

All requests must include the following (not to exceed 3 pages single-spaced, font no smaller than 11 pt. Times New Roman, 1 inch margins):

- a brief description of the applicant's or applicants' research program
- a description of the proposed research investigation. The description should provide reviewers with a clear idea of the importance, nature and scope of the proposed work and how it will be assessed and evaluated
- plans for seeking specific external support based on the findings of the proposed pilot study. Proposals that identify specific funding agencies, specific funding programs, and demonstrate consistency between the proposed project and the criteria of those funding programs will be preferred.

Budgetary details must also be attached and each item should be briefly justified in terms of the proposed work (not to exceed 1 page). Please indicate the total budget for this project, funding support from the department(s), and sources of funds (if any) beyond what is being requested from this award and the CHS department(s) involved. The budget should relate clearly to the proposed research investigation. The application should also include a brief curriculum vita (not to exceed 2 pages) for each investigator.

All of these components should be combined into a single word document in the following order:

³ Note: For planning purposes the fiscal year ends June 30, but university accounting regulations require spending to be complete by late May / early June. Check with your departmental accounting staff for specific typical dates.

- Title page containing title of the project, the list of PIs, and the total amount requested.
- Three page project description.
 - a brief description of the applicant's or applicants' research program
 - a description of the proposed research investigation
 - plans for seeking specific external support based on the findings of the proposed pilot study. Proposals that identify specific funding agencies, specific funding programs, and demonstrate consistency between the proposal project and the criteria of those funding programs will be preferred.
- Budgetary details (1 page)⁴
- Curriculum Vitae of all PIs (2 page limit per PI or coPI)

Evaluation Criteria

Some of the criteria referees may use in evaluating your application include:

- Degree of interdisciplinary collaboration within the college (projects without interdisciplinary / CHS interdepartmental collaboration will not be funded.)
- Scientific/scholarly quality of the proposed work and the proposal.
- Potential of the proposal to lead to significant extramural funding.
- Potential of the PI to attract significant extramural funding long-term.
- Adequacy of budget for proposed scope of work.
- Adherence to application guidelines.
- New collaborations receive preference.

Funded investigators will be expected to either develop a proposal for further funding directed at a specific agency or a report of the findings from their pilot study (5 pages maximum).

Completed applications should be submitted to Associate Dean for Research and Graduate Education in E262 Lago by **5 pm. Sept.30**. Submit 10 paper copies. An electronic copy in Word format should be submitted to Jennifer Poorman, jpoorman@iastate.edu

⁴ The program cannot increase an individual's salary. If salary is requested for individuals on appointment, it must be at a time in which they are not currently employed full time during normal business days (e.g. summer salary for individual on B-base). Weekend days do not count as "unemployed days". If salary is requested for a time in which the individual is receiving a full time salary, it will be a salary "buyout" and funding will go to the unit paying the salary. Budget requests for salary must specify the time period during with the salary will be paid, the number of work units (e.g. hours, days, weeks, months, percent of B-Base salary as appropriate) that will be paid, and the pay rate based on the individual's current salary. Address questions to the Sponsored Program Coordinator in the Associate Dean for Research and Graduate Education Office.