# RESEARCH SEED GRANTS

# 2023-2024

# OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND INNOVATION

***Note: RFP updated November 28, 2023***

## OVERVIEW & PROGRAM GOALS

OVPRI Research Seed Grants are designed to support faculty in acquiring preliminary data and developing a competitive proposal for significant external funding. A clear justification of funding need (e.g., mid-career research transition, new research collaboration, etc.) is required, as is a specific target(s) for funding opportunities.

Two tracks are available: Track 1 provides up to 1 year of funding (up to $25,000) for a single PI (or, in some instances, research teams) seeking to submit an application for external funding that is at the level of a typical single investigator awards or standard research grant. Track 2 awards provide up to 2 years of funding (up to $50,000), with the aim of submitting a large-scale and/or institutional proposal to an external funder. For example, a Track 1 project may target NIH R01, NSF single investigator research grant, IES research grant, NEH collaborative research grant, etc. A Track 2 proposal should pursue one or more funding opportunities that are at a level higher than a traditional single investigator-initiated research grant for their discipline (i.e., multi-project or center grant, major collaborative research project). Appropriate external funding targets must reflect strong return on investment of seed funds.

Faculty are expected to submit at least one external proposal related to the seed grant within six months of project completion. Additional outcomes, such as publications, conference presentations, and student mentorship are expected as appropriate for the discipline.

## TIMELINE

| **Dates** | **Item Due** |
| --- | --- |
| November 1, 2023 – January 12, 2024 | Research Development Services staff are available to review drafts before submission. |
| **January 14, 2024, by 11:59 pm** | **Application deadline** |
| Mid-February 2024 | Proposal review |
| Early April 2024 | Faculty applicants notified of the funding decision |
| July 1, 2024 – June 30, 2025 (Track 1)  July 1, 2024 – June 30, 2026 (Track 2) | Project period: projects cannot begin until after July 1 |
| 30 days after project end date | Final report deadline |

Table 1 - Timeline

## ELIGIBILITY

**Eligible Principal Investigators (PIs):** Eligible PIs are tenure-track faculty and career research faculty with the classification of *research associate*, *research professor, research scientist, research engineer, principal research scientist,* *or librarian* with 0.50+ FTE appointments during the academic year of the research award.

**Ineligible PIs:**

* Faculty who received an OVPRI Research Seed Grant within the past 3 award cycles
* Emeritus, retired, courtesy, visiting, instructor, and pro-tem faculty, as well as postdoctoral scholars
* Recipients of any competitive award from the Office of the Vice President for Research and Innovation who have not submitted a final report for their prior award(s)

Note: Faculty who are ineligible to serve as PI/Co-PI may serve as key personnel on a project team.

Faculty are only permitted to serve as the PI or Co-PI on one application per cycle. Applicants may serve as collaborators or team members on additional proposals.

## BUDGET & USE OF FUNDS

**Track 1 Awards:** 12-month project, up to $25,000

**Track 2 Awards:** 24-month project, up to $50,000

**Allowable Costs:** Funds may be used for costs necessary to plan and execute the proposed research project (consistent with university and state rules) including:

* Travel, which may include funds to support a planning workshop or faculty retreat, to host a distinguished speaker who will help you initiate your project, to visit key resources and/or archives, or to visit a program officer to discuss your project.
* Equipment
* Materials and supplies
* Contractual services
* Salary for career research faculty, graduate students, undergraduates, and/or technical personnel under the supervision of the principal investigator.
  + *Note 1:*If you plan to hire graduate employees, please include only their salary and OPE in your budget. The GE tuition, insurance, and fees will be contributed by the OVPRI, at the College of Arts and Sciences rates, to maximize funds available for your work. If your unit has higher tuition/fee rates, please include the supplemental amount under “OTHER” on the budget template.
  + *Note 2:*The R&R Budget template used for your submission automatically calculates and auto-populates cells for GE tuition, fees, and insurance. *Please work with your budget/grant administrator to ensure your budget only includes salary and Other Payroll Expenses for GEs.*
* Other direct costs: core/shared user facility use, speaker stipend, etc.
* Faculty summer stipend and/or course release (as per departmental policies and guidelines)

**Unallowable Costs:**

* Replacing current funding from another internal or external source
* Renovation, remodeling, or alteration of research laboratories or core/shared facilities

## APPLICATION COMPONENTS

**Application:** The Research Seed Grant applications must be submitted using the online submission form.

1. [***Application Form (online)***](https://app.smartsheet.com/b/form/3ec06b1b31ea435f8b2daa7d2974cb4b)**:**
   * + 1. Provide basic information in the form’s text boxes. (Note that the form cannot be saved part way through.)
2. ***Proposal Documents:***(single-spaced text, Times New Roman font in 11-point or larger, and 1” margins).
   * + 1. **Abstract** (250 words or less): A summary of the project goals and activities. Please write on a separate page from the Narrative.
       2. **Proposal Narrative** (3-page limit): Use the [Project Narrative TEMPLATE](#narrativetemplate) at end of this document to complete this component of the application.
       3. **References Cited** (no page limit)
       4. **Biographical Sketch or CV** (5-page limit): All PIs should submit a Biographical Sketch or CV. While there is no specific format, you are encouraged to use the format associated with the funding agency to which you would typically apply (e.g., NSF, NIH, NEH, etc.).
       5. **Current and Pending Support** (no page limit): For each PI, use the [Current and Pending TEMPLATE](#CurrentPending) at end of this document to list any current and/or pending funding for any research project at UO, whether or not related to the proposed project.
       6. **Budget:** Use the "R&R 1 to 5 Year Detailed Budget" Excel template on the Sponsored Projects Forms [webpage](https://research.uoregon.edu/forms/sponsored-projects-forms#Budget%20Templates).
          1. *Note 1:* internal awards do not require indirect (F&A) costs. Please set that cell in the template to 0.
          2. *Note 2:* If you are including graduate employees, see the *Budget & Use of Funds* section above for details on how to budget for these personnel.
       7. **Budget Justification:** Use the [Budget Justification TEMPLATE](#_Budget_Justification_TEMPLATE) at the end of this document to complete this component of the application.
       8. [**Unit Head Approval Form**](https://research.uoregon.edu/sites/default/files/2023-08/Unit%20Head%20approval%20fillable_all.pdf)**:** Scanned copy or e-signature confirming your unit head approves of the proposed application, including the budget. **NOTE: If the signature is digital, the PDF cannot be combined with the rest of the application (combining erases the digital signature). With digital signatures, please upload the Unit Head Approval Form separately from the application PDF.**

**Submission Instructions:** Complete all components of the application and combine them into a single PDF *in the order listed above*, with each component on its own page. Save with the naming convention *[Contact PI Last Name]\_FY 24 Research Seed Grant*.

1. Fill out the basic information in the online application form.
2. Upload the complete PDF. **NOTE: If the Unit Head Approval Form has a digital/ e-signature, the PDF cannot be combined with the rest of the application, but rather must be uploaded separately (combining erases the digital signature).**
3. Submit the form.
4. Each PI may complete the demographic survey described below (optional).

[***Optional Demographic Survey (online)***](https://app.smartsheet.com/b/form/b6eda4d487654b5794adfa2e0d0054dd)***:*** The OVPRI is committed to creating an environment that fosters sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and racial and ethnic backgrounds present in our community. The application form includes a section to disclose demographic information aimed at assessing the success of our activities towards this goal. Response to these questions is entirely optional and is not considered in award decisions. This information will not be seen by the review committee, but rather used by OVPRI leadership to ensure our internal granting programs are inclusive and equitable and serve diverse populations at UO. We welcome submission of this information from all PIs on the project.

## REVIEW PROCESS & CRITERIA

RDS will conduct an initial review of applications to ensure that proposals comply with all guidelines. A faculty review panel, convened by RDS, will conduct a peer review to evaluate the grant proposals and recommend proposals for funding to the Vice President for Research and Innovation who makes the final funding decisions, and will inform applicants of their funding status.

**Criteria:** See an example of the [review sheet](https://app.smartsheet.com/b/form/950c69a03c6648c5bfde49f2115627ef) as used by the review committee when scoring proposals.

1. *Research Project*: Weighted 30%
   1. How clearly does the applicant describe the research problems or questions? Does the applicant specify a gap in the research to be addressed?
   2. Is the project’s significance well-articulated? Does the project have intellectual merit?
2. *Research Approach*: Weighted 30%
   1. How clearly does the project describe the overall project aim and/or goals?
   2. Is the methodology clearly articulated and appropriate to the proposed project?
   3. For multiple PI applications, are the roles and responsibilities of the team members clearly described and well-justified?
   4. Do the research activities proposed enhance the competitiveness of the project for external funding?
3. *Researcher or Research Team*: Weighted 10%
   1. Does the researcher/research team possess the appropriate qualifications and experience to accomplish the proposed research objectives?
   2. Does the researcher/research team provide evidence of past success in obtaining external research funding?
   3. How does the proposed research align with the researcher/ team members’ long-term research agendas?
4. *External Funding Strategy*: Weighted 25%
   1. Does the researcher/research team clearly identify an external funding mechanism or program to which they intend to apply?
   2. Does the proposed research align with the funding mechanism and the funding priorities of the external sponsor(s)?
   3. Does the application describe a feasible and appropriate strategy for preparing and submitting a proposal for external funding?
   4. If applicable based on funding targets, do the proposed strategies for developing a competitive broader impacts plan, plans for enhancing diverse perspectives, or other funder-specified expectations for advancing diversity, equity, and inclusion position the team for success? Are the future plans well-conceptualized?
5. *Timeline and Budget:* Weighted 5%
   1. Does the applicant describe a realistic timeline to accomplish research goals and proposal development activities?
   2. Is the budget well-justified? Will the budget support the development and implementation of the project?

## REPORTING

A final report is required and due to Research Development Services no later than one month (30 days) after the conclusion of funding. RDS will supply awardees a link to the final report form in the last quarter of their project.

## INQUIRIES

Questions about the program’s application or submission process may be directed to Research Development Services, [rds@uoregon.edu](mailto:rds@uoregon.edu).

Project Narrative

(3-page limit, delete blue text)

**Research Project**

* Clearly describe the research problems or questions addressed by the project, being sure to specify a gap in the research to be addressed.
* Describe the project’s significance, including a discussion of its intellectual merit.

**Research Approach**

* Describe the overall project aim and/or goals.
* Clearly articulate your methodology.
* [As applicable] Describe and justify the roles and responsibilities of the team members.
* Explain how the research activities proposed enhance the competitiveness of the project for external funding.

**Researcher or Research Team**

* Describe how the researcher/ research team members possess the appropriate qualifications and experience to accomplish the proposed research objectives.
* Describe the researcher/ research team members past success in obtaining external research funding.
* Explain how the proposed research aligns with the researcher/ team members’ long-term research agendas.

**External Funding Strategy**

* Identify an external funding mechanism or program to which you intend to apply and explain how the proposed research aligns with the funding mechanism and the funding priorities of the external sponsor(s).
* Please specify if the intended funding target(s) require a broader impacts plan, plans for enhancing diverse perspectives, or other funder-specified expectations for advancing diversity, equity, and inclusion position. If so, please describe (at a high level) your proposed approach for these critical activities.
* Be sure to describe an appropriate strategy for preparing and submitting a proposal for external funding.

Current and Pending Support

(no page limit, delete blue text)

For the PIs, please provide a list of current and/or pending funding for any research project at UO, whether or not related to the proposed project. Include any awards you have received from the University of Oregon (excluding start-up funds), as well as external awards. No page limit enforced, so please expand sections as necessary.

***NOTE: You may submit the NIH or NSF Current and Pending Support generated by SciENcv in lieu of this template.***

**Name**:

Current Funding

Funding Source:

Project Title:

Project Period:

Total Award Amount:

Does this project overlap with the proposed work?

Funding Source:

Project Title:

Project Period:

Total Award Amount:

Does this project overlap with the proposed work?

Pending Funding

Funding Source:

Project Title:

Project Period:

Total Award Amount:

Does this project overlap with the proposed work?

Funding Source:

Project Title:

Project Period:

Total Award Amount:

Does this project overlap with the proposed work?

Budget Justification   
(no page limit, delete blue text)

Describe each budget line item listed in the budget template, breaking out costs by unit as applicable. Giving clear details will help the reviewers understand the reasonableness of your request. No page limit enforced, so please expand sections as necessary.

***NOTE: Your department/unit head must approve the budget with the fillable PDF linked in the Application Components section above***

**Personnel**

In this section describe the effort from career research faculty, graduate students, undergraduates, and/or technical personnel under the supervision of the principal investigator, as well as faculty summer stipend and/or course release (as per departmental policies and guidelines).

*Principal Investigator Support*

Detail requested course release and/or summer stipend effort. NOTE: Please follow school/college/unit guidelines. Departments must approve the budget request.

*Technical/NTTF Salary*

Provide the names of the faculty and other personnel for which funding is requested, as well as a brief description of % effort and role/responsibility.

*Graduate Student*

Provide the number and % FTE of graduate student(s).

*Undergraduate Student*

Provide the number of student hours anticipated.

**GE tuition/fees/ insurance**

**Outside Collaborators/Consultants**

**Equipment (stand-alone pieces over $5K)**

**Materials & Supplies**

When anticipated, the proposal budget justification must indicate the general types of expendable materials and supplies required.

**Travel**

Travel activities must be specified, itemized, and justified by destination and cost. Funds may be requested for fieldwork, attendance at meetings and conferences, and other travel associated with the proposed work, including subsistence.

**Other Direct Costs**

E.g., core/shared user facility use, speaker stipend, publication/documentation/dissemination costs, computer services, etc.