College of Computing Research Seed Grant Program

**Full Proposal Deadline *(due by midnight):***

October 7, 2024

# Announcement of Awards and Starting Date:

Notifications Date: October 15, 2024

Starting Date: November 1, 2024

**Submission website**:

**TBD**

# SUMMARY OF PROGRAM REQUIREMENTS

**Synopsis:**

The goal of this College of Computing (CoC) research seed grant program is to enhance a supportive and collaborative research environment for CoC faculty. This includes facilitating the:

* Development of faculty expertise and ideas in areas that are relevant to external collaborators and funding sources and benefiting our industry and government partners, students, and faculty.
* Formation and collaboration of Working Group Focus Areas in order to identify and attract large external research funds

A key mechanism for developing faculty expertise and ideas that can be leveraged to secure external support is the CoC Research Seed Funding Grants Program. Grants for up to $30,000 per proposal can be applied for through this program, with **the goal of developing and submitting research grant proposals to external funding agencies**. **The external proposal must be submitted within 18 months from the award start date of the seed funding grant. We encourage the PIs to submit proposals in programs relevant to our GVSU mission such as NSF REU, CRII, ERI, CAREER, PFI, etc.** Research seed grant requests can only be submitted by members of the faculty of the CoC at GVSU.

Any relevant research areas within CoC are considered within this solicitation but **we strongly encourage collaborative proposals between members of CoC to form research teams for relevant external funding opportunities.**

# Contact:

Robert Adams, Professor and Associate Dean for Graduate Studies

# Proposal Categories and Award Information

**Estimated Number of Awards:** Up to 6 awards per academic year.

**Anticipated Funding Amount:** Up to $180,000 is expected to be available to support research seed grant projects in FY 2024-2025 (maximum of $30,000 per project). The actual number of projects funded will depend on the scale, scope, and quality of the proposals submitted and the availability of funds. Awards and future funding levels are subject to the availability of funds.

# Eligibility Information Principal Investigator (PI):

The PI must be a faculty member of the CoC and can only participate in two seed funded projects simultaneously. A faculty member can only be PI on one funded project at a time, but could be simultaneously be a co-PI on another project.

# Limit on Number of Proposals per PI:

Given that a faculty member can only be involved in two active seed grant projects simultaneously, the maximum number of proposals that can be submitted by a PI is two (one as a PI and one as a co-PI).

# Proposal Preparation and Submission Instructions

**Full Proposals:** The full proposal shall be submitted only through the electronic system, by the stated deadline. The format for proposal sections is to have 1 inch margins and be typed using a standard font type with a 12-point font size. Each proposal must include the following sections:

1. **Executive Summary (300 words):** The Executive Summary should make a compelling case for the project. The summary should be informative to persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate lay reader. Write a clear description of the project, stating the motivation, objectives, methodology, deliverables, the fundamental barriers, impact and prospects for external funding.
2. **Technical Description (maximum 3 pages):** The project description must contain sections listed below and is limited to 3 pages, including all figures, tables, and charts. The project description should be prepared with reference to the review criteria and the guidance provided in this solicitation.
   1. Motivation: Background and statement of the opportunity/problem being addressed
   2. Significance of the proposed work
      * For translational research proposals: Industry relevance (letter of support can be included in the Appendix)
      * For fundamental research proposals: Literature search demonstrating need/uniqueness
   3. Technical approach (tasks and methodology)
   4. Schedule (Gantt chart with a duration of one year)
3. **Justification of the need for the research seed grant funding for the success of the external proposal (500 words or less)**
4. **Relationship of the proposed project to current project(s) (300 words or less)**
5. **Plans for obtaining external funding (300 words or less):**
   1. Name of organization
   2. Prior contact
   3. Targeted sponsor(s) and anticipated proposal submission date(s)
   4. Anticipated direct cost
   5. Plan for promoting the work to funding source(s)

# Required Resources (300 words or less):

* 1. Resources available and needed for completing the preliminary (seed) investigation
  2. Resources for completing the project if externally funded and plan for obtaining them

# Budget and Budget Justification (maximum of 1 page):

1. **Usage:** The requested funds may be used to support the following research-related activities:
   * Travel: (transportation, lodging, etc.) to meet with program directors or external research collaborators.
   * **Wages for graduate or undergraduate students hired to collect preliminary data or perform preliminary experiments.**
   * Specialized accessories for existing equipment that are required for the success of the project (i.e. special attachments or fixtures) with proper justification.
   * Software, if the need can be clearly tied to the project and there is no other software that can be used to perform the preliminary study.
   * Materials for specimen preparation and testing.
   * Testing supplies and consumables for the proposed activities.
   * There are no indirect costs because this uses internal funding.
2. **Limitations:** Seed funding grants ***cannot*** be used for:
   * Matching funds for existing or new proposals
   * Compensation of faculty time/effort. A one-semester 3-credit course release will automatically be given to the PI. It does not need to be a part of the budget. The semester for the course release may depend on teaching needs, as determined by the dean’s office.
   * Travel to conferences and workshops. Faculty professional development funds (supported by CSCE and FTLC funds) are to be used for conference travel.
   * Standard equipment
   * Computer/hardware /software for routine use
   * Office equipment-telephone installations, photocopy machines
   * Equipment maintenance costs
   * Tuition support. GA stipends can be a part of the grant. GA tuition is covered by the Financial Aid office.
   * Requests for small amounts more appropriately handled at the department level
   * Projects that are primarily instructional
   * Funds covering reduced external awards
   * Retroactive funding, costs overruns or disallowances
   * Page or reprint costs of articles in professional journals

# Appendices:

* 1. Research Team qualifications and roles/responsibilities (maximum 1 page)
  2. Literature cited
  3. Letter(s) of Support
  4. Investigator funding and publication record. (Prior publications in the proposed area of investigation are not a requirement for funding.) For each investigator (maximum 1 page each), provide:
     + A list of external funding received over the past 5 years with source and amount
     + A list of relevant publications over the past 5 years

# Proposals Evaluation:

Proposals that meet the proposal preparation requirements will be designated for review.

The goal of this research seed grant program is to both stimulate collaborative research activities between faculty and external collaborators around a new line of inquiry and to leverage the results of the research to secure external support for continued investigation. Therefore, all proposals are evaluated using criteria that reflect these priorities.

The criteria for selecting the supported seed funding requests include the following: Applications will be evaluated by an Ad Hoc Committee of faculty or experts in the related research areas on or outside of the campus using the following criteria:

* Significance and merit - relevance of the planned proposal to the above four specific areas, merit and feasibility of the plan for preparation and submission of an external proposal, appropriateness of the processes and criteria for organizing the proposal writing and selecting/attracting/integrating additional partners (if any)
* Collaborations - potential for new and sustained collaborations across disciplines, departments and colleges on campus and with the broader community, appropriateness of the proposed work to the experience level of the PI and the team; appropriateness of the team members’ qualifications and experience to their suggested roles; and strength of the research team
* **Potential for securing external funding** – possibility of submitting at least one competitive grant application to an external funder (federal agency, foundation, industry, etc.) for continuing or expanding the research collaboration initiated under this campus grant

**Reporting Requirements at Project Completion**

* + A final report must be submitted within 30 days of project end date, which must include:
    - Summary of the project activities, status of the proposal submission to an external funding organization
    - Financial report comparing the proposed and actual budget
  + Future CoC Grants funding is contingent upon the acceptance of the final report