**PSH Office of Research and Outreach seed GRANT funding**

**Guidelines and Application Forms**

**(revised 09/24/18)**

1. **Introduction**

The intent of the seed grant program is to provide limited funding to explore new research project areas and develop preliminary data in preparation for an application for external funding. As such, established collaborative teams who already have funding on related projects will not likely be funded under this solicitation. In addition, students on the proposed research project are encouraged, with the expectation that their involvement will provide appropriate creative and educational experiences.

1. **Eligibility**

* All Penn State Harrisburg full-time faculty are eligible to apply for these seed grants.
* Priority for funding will be: pre-tenure faculty, then tenured faculty, then fixed-term faculty.
* Faculty who receive seed grants will not be eligible for additional funding from the Office of Research and Outreach again for up to 5 years unless otherwise stated.
* A faculty member may not be Principal Investigator (PI) or Co-PI on more than one active seed grant at any time.
* Only one type of seed funding application per faculty will be considered in a particular round.
* Faculty will not receive more than one RCG or INT award for any specific research project.
* Projects are meant to be for 1 year duration or less.

1. **Deadlines**

**Fall Competition:**

Submit to the School Director for review & signature – 2nd Friday of October

Submit to Office of Research and Outreach – 4th Friday of October

**Spring Competition:**

Submit to the School Director for review & signature– 2nd Friday of February

Submit to Office of Research and Outreach – 4th Friday of February

This process reflects the dual roles the School Directors play in the grant submission process. The first deadline provides a mentoring opportunity in the proposal process, though earlier submission will enhance the ability of the school director to provide constructive feedback. The School Director will then function as a 4th reviewer of the proposal.

1. **Types of Seed Grants**
2. **Research Council Grants (RCGs) – $7,500 maximum funding**
3. Junior Faculty RCG(less than 5 years with PSU)

* Intended for full-time faculty hired within the last 5 years.
* Faculty must not have received funding from an RCG in the last 5 years, and
* If partnering with a senior faculty member, the senior faculty member role in the project must be clearly outlined to differentiate if the project falls within a junior faculty RCG or a senior level faculty RCG. Please feel free to submit questions to [ORO@psu.edu](mailto:ORO@psu.edu) regarding these types of partnerships.
* Must have measurable progress.

1. Senior Faculty RCG (more than 5 years with PSU).

* Limited number will be considered.
* Faculty must not have received funding from an RCG in the last 5 years, and
* Must establish that there is a need for reviving one’s career or a major shift in contribution to one’s discipline.
* The School Director must remark on the role of this grant to the faculty member’s career trajectory and should have supplied funding to this faculty member prior to this application or be willing to partner in supporting this award.
* Must have measurable progress.

*Travel Allowances*: Travel is permitted; however, international travel allowance is limited to $1,000.

1. **Interdisciplinary Grants (INTs) - $10,000 maximum funding**

* Research that crosses disciplinary boundaries in scenarios including:
  + Involves two or more Penn State Harrisburg faculty or from other campuses that represent at least two different disciplines.
* **If the faculty investigators are within the same School or the same program, strong justification of the separate disciplines is required.**

*Travel Allowances*: Travel is permitted; however, international travel allowance is limited to $1,000.

1. **Planning Grants (PLAs) - $2,000 maximum funding**

* Intended as short-term travel grants to bring potential research collaborators together so that research and funding applications can be discussed more easily.
* Supports either Penn State Harrisburg faculty to go to another site or the costs of bringing potential collaborating faculty to Penn State Harrisburg.
* Funds to support travel to conferences will not be considered, though these funds could be used to extend a stay at a conference site for a meeting with the collaborator(s).

1. **Faculty research grants to collaborate with Institute of State and Regional Affairs (ISRA) (FCIs) - $1,000 maximum funding**

* Intended to be a partnership between the Office of Research and Outreach and ISRA to offer services to faculty piloting research projects with an eye to the development of larger project proposals for external support. Services include survey research support, data acquisition, data analysis or computer mapping/spatial analysis.
* These funds can also be combined with one of the other seed grant programs, as appropriate.
* ISRA is comprised of five Centers that provide a variety of research services and expertise:
  + The Pennsylvania State Data Center (<https://pasdc.hbg.psu.edu>)
  + The Center for Survey Research (<https://csr.hbg.psu.edu>)
  + The Economic Development Research and Training Center (<https://bedcpa.org>)
  + The Center for Geographic Information Services (<http://cgis.hbg.psu.edu>) , and
  + The Information Technology Center (<https://itc.hbg.psu.edu>).
* Faculty interested in considering an FCI should discuss their project ideas with the appropriate Center contact prior to seeking funding support.
* Centers are then expected to be included in external grant proposals for larger projects on supported research and to be acknowledged in releases/presentations/publications on the research.

1. **Submission of Applications**

* Submit one signed paper copy and e-mail one signed copy to ORO. E-mailed copy must be a mirror image of the paper copy.
* **Incomplete submissions or submissions marked “draft” will not be reviewed**. Please be aware that because it takes time to review a submission, faculty may not receive notice of the rejection with enough time to make changes and resubmit. It is therefore recommended to participate in the pre-review process discussed below in the Pre-review/Compliance section of this solicitation.
* **Complete** submission packets include **ALL** of the following:
  1. Title Page (formal attached)
  2. Table of Contents
  3. Abstract (one page)
  4. Response to prior critiques (if applicable, one page)
  5. Research Narrative (5 pages total)
     + Background of Project (including concise literature review)
     + Specific Objectives
     + Methodology (including statistical or other evaluation)
     + Significance of proposed work
     + Timeline for project activities
     + Format-Single spaced, Times, size 11 point font minimum

1. Bibliography/References cited
2. Potential for Further Work- 1 page
3. Budget (PI must make appointment with ORO ASAP to complete- see format attached)
4. Budget Justification- 1 page
5. PSU Internal Approval Form (IAF) (To be completed during budget meeting with ORO staff.)

**Additional Required Attachments**

* + Brief curriculum vitae (2-3 pages maximum) of principal investigator and of co-investigators if applicable including last name, position, education, honors and awards, major professional accomplishments, publications and presentations.
  + **If** applying for an INT or PLA award, please include CV(s) of collaborator(s).
  + List of prior and pending funding (agency, title, $ direct/$ indirect requested, funding period): Please list prior/pending support for this/other projects, including any internal PSU funding (Prior RCG awards are also to be listed).
  + **If** applying for an FCI award, a letter of collaboration from the appropriate director from ISRA describing their scope of work. If applying for an INT award, a multi-PI plan describing the different duties for all the researchers on the project.
  + Concise plan for seeking competitive external funding to continue the project including specific links to funding calls/announcements.
  + If any applicant has previously received a seed grant, a paragraph describing results from the previous award including a list of resulting grant applications and presentations or publications.
* **Pre-review/Compliance Check**

The Office of Research and Outreach reserves the right to reject any proposal that does not meet the required format and/or content requested. Though not required, it is recommended that proposals be submitted to ORO for pre-review two weeks prior to the deadline in order to allow enough time for feedback to the PI, revisions by PI and resubmission. A pre-review is not a review of proposal content. Consistent with similar federal calls for proposals, a pre-review will look for page numbers, required sections, font, etc. Assistance with concept development for submission as a seed grant proposal should begin no less than four (4) months in advance of deadlines. Please be aware:

* + The pre-review may require up to three days to return comments to the PI.
  + It is the responsibility of the PI to coordinate the pre-review with remaining deadlines.
  + Questions regarding requirements and/or concept development should be directed to ORO at ORO@psu.edu.

Questions regarding this solicitation should be directed to staff at [ORO@psu.edu](mailto:ORO@psu.edu). Please indicate “seed funding question” in the subject line.

1. **Seed Fund Reporting:**

If given an award, faculty are expected to comply with the following reporting requirements. If they do not, they will be considered noncompliant which could result in a request of return of the funds provided as well as a denial of future financial support by the Office of Research and Outreach.

* **Final Report – required**.

Within 30 days of project period end date:

* + - PI must report on the measurable progress indicators including any publications or presentations.
    - PI must identify grant funding for continued funding of project.

It is expected that the PI will do a presentation for the faculty and staff at Penn State Harrisburg at the invitation of the Office of Research and Outreach within 2 years of the project’s completion.

*Modifications and/or Extensions*:

* Modification of use of funds or project scope
  + Must be requested **before** project scope changes direction from original proposal and a minimum of 60 days prior to the end of the funding period. Request should include:
    - Indication of funds remaining and how they will be used
    - supporting statement from school director
    - Status report with statement of need for modification in funds or project scope
* Extension of the project past the initial end date
  + Must be requested a **minimum** of 60 days prior to the end of the funding period and include:
    - Indication of funds remaining and how they will be used
    - Supporting statement from school director
    - Status report with statement of need for extension
  + Will NOT be extended more than 6 months from the original end date.

*Acknowledgments*

* Presentations and publications **must** acknowledge the support of the Office of Research and Outreach by including the following:
  + “This project was funded in part by a grant from the Office of Research and Outreach at Penn State Harrisburg.”

1. **Review of Proposals**

This seed grant program is not only to provide the resources necessary to grow an idea into a larger research proposal, but also to provide hands-on grantsmanship training to PIs. As such, the review process has been designed in line with national sponsor processes. Participation as a reviewer, following a rubric to justify a score and defending the score in a group peer review process heightens the awareness of how important it is for a PI to follow instructions on how and what information should be presented in a proposal. Sharing the resulting observations of the proposal with the PI through a critique and final score is intended to strengthen the PI’s proposal strategy going forward.

1. **Review Panel**

Though there are no guarantees, if a PI would like to suggest a reviewer for their proposal, it can be submitted to [ORO@psu.edu](mailto:ORO@psu.edu) with:

* “seed grant reviewer recommendation” in the subject line
* the name of the project, the PI and a persuasive supporting statement should be included in the body of the e-mail.

Review will be multidisciplinary and consist of no less than four (4) reviews including:

* One faculty member trained in the discipline related to the proposal discipline or an expert in the same field as PI
* One faculty member from the School of the PI
* One faculty member from another School at Penn State Harrisburg
* School Director

Reviewers are given access to their assigned proposals and a rubric. They are asked for a summary critique of the project and to determine a score for each of the following factors based on completeness and clarity:

1. Approach/Methodology
2. Feasibility considering:
   1. Timeframe
   2. PI experience
   3. Budget
3. Plan to seek external funding

TIPS for addressing a multidisciplinary review panel:

* **Present the project ideas in lay language** avoiding jargon as much as possible.
* Include a broad view of the significance of the project rather than assume that reviewers will know what you are thinking.

The primary determinant of whether a proposal is funded is the average of the reviewers’ scores. However, if a single poor score from one reviewer results in an unfundable score, the Associate Dean for Research and Outreach will carefully evaluate whether that poor score should “stand,” based on evaluation of whether the critiques from that reviewer match the score and whether the comments include reasonable issues for revision. Lastly, the recommendations of the reviewers are advisory to the Associate Dean for Research and Outreach for a final decision.

Feedback from reviewers should be considered an insight into how a project might be viewed by others, how to better describe a research idea and advocate for its support as well as how to respond to a critique. Reviewers also gain insight into how a proposal may be looked at from the other side of the table when adhering to a scoring rubric not of their design. The Associate Dean for Research and Outreach will convey the reviewer critiques to the PI. For projects that were declined funding, the PI will be invited to revise and resubmit at a later date. This is a learning process. The **Associate Dean for Research and Outreach is always available to coach faculty in processing and responding to critiques** of their grant proposals in order to provide the most effective revision for re-consideration in a subsequent competition.

Faculty who would like to participate in an internal review panel should send an e-mail to the Associate Dean for Research and Outreach.

**II. Forms and Required Documents**

**PENN STATE HARRISBURG Office of Research and Outreach**

**SEED Grant program COMPETITION**

**Fall Year \_\_\_\_\_\_(ORO Deadline 4th Friday in October) or**

**Spring Year \_\_\_\_\_\_ (ORO Deadline 4th Friday in February)**

# Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Which type of Seed grant: (check)

\_\_\_RCG- for new faculty

\_\_\_RCG-Senior- for faculty beyond 5 years since hiring

\_\_\_INT- for new collaborative research

\_\_\_PLA- travel for planning new grant activities

\_\_\_FCI- for new collaborations with ISRA (can be combined with one of the other types of funding)

New Proposal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revised Proposal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many students will work on the project? \_\_\_\_\_\_Undergraduate \_\_\_\_\_\_Graduate

### SIGNATURE OF PIs and SCHOOL DIRECTORS

In the event that this grant proposal is funded, I agree to render an accounting of all expenditures under this grant, surrender all unexpended funds, and submit a final report to the ORO on the results of the research. Publications describing the results will acknowledge funding from all Penn State Harrisburg Office of Research and Outreach. I also understand that I must fulfill all compliance issues, including securing approval for the use of Human Participants (if using human subjects, including narratives or surveys) or Animal Subjects, prior to initiating work on the project:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal Investigator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Co-Investigator (if appropriate) Date

## In addition to the above, my signature also indicates that I received the advance version of the grant by the School Director’s deadline below.

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## School Director Date

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## TABLE OF CONTENTS

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1. Title Page (see form) 1
2. Table of Contents 2
3. Abstract (limit to one page) 3
4. Response to Prior Critiques (if applicable; limited to 1 page; size 11 font) 4
5. Research Narrative (limited to 5 pages total; size 11 font minimum size)
   * + Background of Project (including concise literature review)
     + Specific Objectives
     + Methodology (including statistical or other evaluation)
     + Significance of proposed work
     + Timeline for project activities

F. Bibliography \_\_\_\_\_\_\_\_\_\_\_

G. Potential for further work \_\_\_\_\_\_\_\_\_\_\_

H. Required Attachments

1. Timeline for Project Activities
2. Brief curriculum vitae (2-3 pages maximum) of principal investigator and of co-investigators if included. List name, position, education, honors and awards, major professional accomplishments, and publications and presentations. If applying for an INT or PLA award, please include CV(s) of collaborator(s).
3. List of prior and pending funding (agency, title, $ direct/$ indirect requested, funding period): Please list prior/pending support for this/other projects, including any internal PSU funding (Prior RCG awards are to be listed below).
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5. Prior ORO Seed grant Awards: paragraph detailing the progress achieved and list of resulting grant applications and presentations or publications.
6. Concise plan for seeking competitive external funding to continue the project.

I. Budget (see form) \_\_\_\_\_\_\_\_\_\_\_\_\_

J. Budget Justification (one page) \_\_\_\_\_\_\_\_\_\_\_\_\_

K. PSU Internal Approval Form (IAF)

A complete & signed IAF must be included with this submission to ORO

## ABSTRACT OF PROJECT: (limited to 1 page)

**RESEARCH NARRATIVE**

The Research Narrative must be organized to include the following sections:

(1) Background of Project (including a concise review of relevant literature),

(2) Specific Objectives

(3) Methodology to be followed (including statistical or other analytic measures)

(4) Significance of the proposed work.

(5) Timeline for project activities

Remember to avoid jargon or discipline specific language and provide a high level view of the significance of the work.

\*\*FIVE page limit, Times 11pt font minimum size. - Proposals with narratives greater than 5 pages may be returned without review.

**Budget for single source of funds (i.e. ORO) with Justification\***

* Budget Limits: Research Council Grant (RCG) $7500; Interdisciplinary Grant (INT) $10,000; Planning grant (PLA) $2000 and Faculty grant to support collaborations with ISRA (FCI) $1000. Less funds can be requested as appropriate.
* Kelly Allen (kaa39[@psu.edu](mailto:cqm5@psu.edu); ext 6684) is available to discuss budget questions.

**Project Dates:**

*SALARIES, WAGES, AND FRINGE:*

**Salaries (Category I)**

Important note regarding faculty time: Faculty CANNOT be paid from these funds

---Salaried Staff $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wages (Category II)**

---Grad. Assistant (based on stipend table; must include tuition) $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wages (Category III)**

---Hourly Wage Staff, Graduate & Undergraduate Students $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wages (Category V)**

---Postdoc $\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_\_\_ (total salaries & wages)

**Fringe** (see Kelly Allen for rates)

Category I @ 38.97% $\_\_ \_\_\_\_\_\_

Category II @ 14.74% $\_\_\_\_\_\_\_\_\_\_\_\_\_

Category III @ 7.81% $\_\_\_\_\_\_\_\_\_\_\_\_\_

Category V @ 25.34%$**\_\_\_\_\_\_\_\_\_\_\_\_\_**

**$\_\_\_\_\_\_\_\_\_\_\_\_\_** (total fringe)

**$\_\_\_\_\_\_\_\_\_\_\_\_\_** (total salaries, wages, fringe)

*Supplies and Materials:* $\_\_\_\_\_\_\_\_\_\_\_\_\_ (total supplies & materials)

**Telephone, Printing, Mailing**  $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Computers/Software** $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment** $\_\_\_\_\_\_\_\_\_\_\_\_\_

*TRAVEL* (no conference travel from these funds) $\_\_\_\_\_\_\_\_\_\_\_\_\_ (total travel)

Note: International travel limited to $1000 of the award

**Other**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_ (total other)

**Total Grant $ Requested** $\_\_\_\_\_\_\_\_\_\_\_\_\_

* There are NO INDIRECT COSTS for these internal funds

\*Please provide details and justification for each line item in a separate budget justification document (limit one page); please include details of duties, time on project, and anticipated rate for salaries and wages.  
\* For the INT grants, it should be clarified in the justification what costs will be used by each school/college/faculty involved.

**Budget Form if multiple sources of funds with Justification\***

* Budget Limits: Research Council Grant (RCG) $7500; Interdisciplinary Grant (INT) $10,000; Planning grant (PLA) $2000 and Faculty grant to support collaborations with ISRA (FCI) $1000. Less funds can be requested as appropriate.
* Kelly Allen (kaa39[@psu.edu](mailto:cqm5@psu.edu); ext 6684) is available to discuss budget questions.

|  |  |  |
| --- | --- | --- |
|  | Support requested from Office of Research and Outreach | Support provided from other sources  (i.e. Schools or external sources) |
| *SALARIES, WAGES, AND FRINGE:*  **Salaries (Category I)**  ---Salaried Staff |  |  |
| **Wages (Category II)**  ---Grad. Assistant (based on stipend table; must include tuition) |  |  |
| **Wages (Category III)**  ---Hourly Wage Staff, Graduate & Undergraduate Students |  |  |
| **Wages (Category V)**  ---Postdoc |  |  |
| **Total Salaries and Wages** |  |  |
| **Fringe** (see Kelly Allen for rates)  Category I @ 38.97% (of salary/wage) |  |  |
| Category II @ 14.74% |  |  |
| Category III @ 7.81% |  |  |
| Category V @ 25.34% |  |  |
| **Total Fringe** |  |  |
| **Total Salaries/Wages and Fringe** |  |  |
| *Supplies and Materials:* |  |  |
| **Telephone, Printing, Mailing** |  |  |
| **Computers/Software** |  |  |
| **Equipment** |  |  |
| *TRAVEL* (no conference travel from these funds)  Note: International travel limited to $1000 of the award |  |  |
| **Other costs- identify** |  |  |
| **Total Funds Requested/Provided from other sources** |  |  |

* There are NO INDIRECT COSTS for these internal funds

\*Please provide details and justification for each line item in a separate budget justification document (limit one page); please include details of duties, time on project, and anticipated rate for salaries and wages.  
  
\* For the INT grants, it should be clarified in the justification what costs will be used by each school/college/faculty involved.

**BUDGET JUSTIFICATION- Limit 1 page**