2006 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 future support external to the university. It is expected that 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, 2003 are considered new faculty and are encouraged to apply. Applicants who have been awarded external funding (excluding startup funds) totaling more than $500,000 since May 16, 2003 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
- faculty salary support for one summer month during the 15 month award period (The principal investigator may split the summer support for two weeks each between the two summers).

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, postdoctoral research associate salaries, publication of manuscripts and journal subscriptions, supplemental awards to existing projects, and/or conference support.

Terms and Conditions of Support

Total funding allocated for the competition in 2006 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 may be required of the applicant. The awards will be funded for a 15-month period beginning May 16, 2006. 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 then 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); and (4) submit a final report.
Review Process and Criteria

Applications will be reviewed for completeness 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 panel 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 member that was part of each review panel, and as a group identify the list of applicants to be recommended to the WSU Foundation for 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 will be given highest priority.

Notification

Awards will be announced by May 1, 2006. Reviewers’ comments for both awarded and denied proposals will be forwarded to the principal investigator with the notifications. Names of reviewers will not be released to applicants. Those awarded will be contacted separately to schedule the training workshop; and, if needed, 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 16, 2008 and will be published on an Office of Research website. If the agency submission deadline for the external funding proposal is after February 16, 2008, please indicate in the final report, the agency, the program and the submission date. The final 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 3, 2006 at OGRD.

<table>
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<tr>
<th>Original proposal and five copies plus any appendices are due at 5:00 p.m., Friday, February 3, 2006 at OGRD</th>
</tr>
</thead>
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Hand Delivery: OGRD, Neill Hall, Room 423
Intercampus Mail: Zip 3140
First Class Mail: Nancy Shrope or Anna-Melissa Lyons
2006 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 WSU Foundation can be directed to Karin Neuenschwander (karinn@wsu.edu) 509-335-6686. Questions related to the Office of Research can be directed to Nancy Shrope (nshrope@wsu.edu) or Anna-Melissa Lyons (amlyons@wsu.edu) at OGRD 509-335-9661.
New Faculty Seed Grant Program
2006 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
(12-point font size only. Use plain language understandable to a scientist/scholar/artist outside of your field.)

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 accomplish 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 were 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.

   (a) Describe the strategy you will pursue to solicit future external funding (federal and/or non-federal) for this project and related projects. 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
      • MacArthur Foundation Fellowship
      • National Endowment for the Humanities (NEH) Fellowship
      • 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
      • W. T. Grant Foundation

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. Include no more than ten recent publications.

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 can only be extended out of Foundation allocations and not from state funds. Specify the rate of pay and the specific time period. The relevant category would be faculty support for one summer month in either 2006 or 2007. (The principal investigator may split the summer support for two weeks each between the two summer periods).

Object 01 (Wages). Wages can only be extended out of Foundation allocations and not from state funds. Specify hours and rate of pay, and if employee will be a non-student or student (indicate if undergraduate or graduate student).
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 can only be expended out of Foundation allocations and not from state funds and not from the WSU Foundation allocations. Benefits on salary and/or wages cannot exceed one-third of your total requested amount.

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.

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 June 15. 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
2006 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. The summary should be succinct, using plain language understandable to a scientist/scholar/artist outside your field, 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 in the last three years: dates, project numbers and amounts (exclude start-up funds)

2. List extramural funding you have received in the last three years. *If you currently have significant external funding, or receive support during the review period for the Seed Grant Competition, what will be the role of the Seed Grant funding?*

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

4. 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?_________________________

5. 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?
   __________________________________________________________________________
   __________________________________________________________________________
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.)

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<th>INSTITUTION AND LOCATION</th>
<th>DEGREE</th>
<th>YEAR</th>
<th>FIELD OF STUDY</th>
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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.
PART VII  **Budget**

Contact OGRD (335-9661) or your department financial/budget manager if you need assistance in preparing the budget. Two-thirds of your budget must be allocated to the Foundation while the remaining one-third should be allocated to the Office of Research. Refer to the Application Instructions to complete this section.

<table>
<thead>
<tr>
<th>Budget Object</th>
<th>Foundation (17A) Funding Amount</th>
<th>Office of Research Funding Amount</th>
<th>Description of Budget Item</th>
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<td>07 Benefits (Benefit request can not exceed one-third of total amount requested.)*</td>
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<td>Other</td>
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**REQUESTED TOTAL**

*Salaries, Wages and Benefits may only be allocated to Foundation funding.

**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.*
BUDGET JUSTIFICATION: All requested budget items must be accompanied with a strong justification of how they will contribute to successful completion of the project.
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 18 months after the funding period begins. In addition, the investigator agrees to submit a final report and give a presentation to the WSU Foundation and/or the Office of Research.

Principal Investigator's Signature ___________________________ Date ___________________________