Purpose

The central purpose of the WSU Foundation New Faculty Seed Grant Program is to encourage junior level faculty to develop research, creative or scholarly programs that provide the potential for extramural support. It is expected that these awards will provide experience in identifying, and submitting applications to, potential funding sources, and will provide preliminary data to support applications for extramural funding.

Eligibility

Researchers, scholars, and artists who have been appointed as assistant professors or above, or equivalent to assistant professors no earlier than May 16, 2001 are eligible to apply.

Types of Support

WSU Foundation New Faculty Seed Grant Program funds cannot be used for the following: Classified staff salaries, postdoctoral research associate salaries, graduate assistantships, publication of manuscripts, supplemental awards to existing projects, and/or conference support. Support 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; supplemental support for graduate student activities such as summer support, time-slip or supplies; consultant fee costs; and faculty salary support for one summer month. All requested support must be accompanied with a strong justification of how it would contribute to achievement of the purpose(s) of the project.

Terms and Conditions of Support

The total amount allocated for the competition is $150,000. Maximum individual awards will be $20,000. Applicants should be aware that review panels may recommend awards for amounts less than requested by individual applicants, depending on reviewers’ judgments regarding the appropriateness of specific budget items, and the desirability of distributing funds as widely as possible. The awards will be funded for a fifteen-month period beginning May 16, 2004. Normally no time extensions will be approved on these one-time only grants. Awardees will be required to (1) submit, to an extramural funding source, a proposal that is related to their seed grant topic no more then 18 months after the award period begins; and (2) attend a mandatory training workshop on grants administration, and the roles and responsibilities of a principal investigator.

Review Process

The proposals are evaluated by one of four peer review panels: (Biological and Health Sciences, Engineering and Physical Sciences, Arts and Humanities, and Social Sciences) consisting of three faculty whose expertise is consistent with the panel they represent plus one member from the Research and Arts Committee. Applications will be reviewed for completeness and then forwarded to the appropriate review panel. Each panel will submit the reviewed proposals to the Research and Arts Committee which will establish a list of awardees to be recommended to the WSU Foundation and the Vice Provost for Research for the final determination of awards. Awards will be announced by May 5, 2004.

The review panels’ recommendations will be based on originality, creative, scholarly or research significance of the proposed design; its feasibility; availability of adequate facilities; appropriateness of the proposed project to the seed grant program’s purpose; 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 (e.g., a faculty member in your college, but with a different specialty). 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. Those proposals which have been judged to represent the beginning of a sound, significant, and long-term project and which have solid potential for significant extramural funding will be given high priority.
Final Reports

A final report for the WSU Foundation New Faculty Seed Grant Program is required. This report will allow the university to evaluate the effectiveness of the program. The final report deadline is September 1, 2006, one year after the seed grant ends. The annual report will document any publications, presentations, exhibitions, media coverage, sales or marketing, projects, papers, grants or other accomplishments that resulted from the WSU Foundation New Faculty Seed Grant Program’s original support.

Submissions and Deadlines

Please submit the following:

All WSU Faculty

Original proposal and five copies plus any appendices are due at 5:00 p.m., Monday, March 22, 2004.

Hand Delivery: OGRD, Neill Hall, Room 423
Intercampus Mail: Zip 3140
First Class Mail: Nancy Shrope
WSU Foundation New Faculty Seed Grant Program
Washington State University
P. O. Box 643140
Pullman, WA 99164-3140

If you have questions concerning the guidelines, application or the proposal process, please contact Nancy Shrope (nshrope@wsu.edu) or Sean Lyons (slyons@wsu.edu) or 335-9661.
WSU Foundation New Faculty Seed Grant Program  
2004 Competition

Application Instructions

The instructions and the attached forms for the WSU Foundation 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 will be returned for revision or in extreme cases, rejected outright.

APPLICATION CHECKLIST  
(12-point font size only. Use plain language understandable to a scientific/faculty/artist outside your field.)

1. Cover Sheet
2. Non-Technical Summary (use the page provided)
3. 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
4. Bibliography (use the page provided plus two additional pages as needed)
5. Biographical Sketch (use the page provided plus one additional page as needed)
6. Budget and Justification (use the page provided and one additional page for the justification)

FORMAT AND PREPARATION

PART I: General Information. Project title should be brief, but descriptive. Also, include a short title (limit to 30 characters for computer abbreviation. Indicate the appropriate review panel for your proposal.

PART II: Assurances and University Commitments. Government compliances, use of central services, project location and facilities. If needed, an additional page may be included.

PART III: Current, Pending and Past Support. Use the page provided. If needed, an additional page may be included.

PART IV: Non-Technical Summary. Use the page provided. The Summary should be succinct, using plain language understandable to a scientific/faculty/artist outside your field, explaining what you want to do and how you will accomplish your objectives.

PART V: Proposal Narrative (five single-spaced pages). Direct the narrative to an educated lay audience (e.g., a faculty member in your college, but with a different specialty. Use plain language understandable to a scientific/faculty/artist outside your field. Entitle 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 of your project or the solution of the problem? 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 where 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.

6. Future Funding Strategy. Describe the strategy you will pursue to solicit future external funding for this project and related projects. Indicate what sources of funding you will seek, and in what areas.

PART VI: Bibliography. Use the page provided plus two additional pages as needed.

PART VII: Biographical Sketch. Use the page provided plus one additional page as needed. Include no more than five recent publications.

PART VIII: Budget. Use the page provided. Contact OGRD or your department financial/budget manager if you need assistance in preparing the budget.

Object 00 (Salaries). Specify the rate of pay and the specific time period. The relevant category would be faculty support for one summer month in 2004 and/or 2005.

Object 01 (Wages). 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 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.

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.
Principal Investigator: ___________________________  Position Title: __________

WSU Identification No.: __________________________ Date of Initial WSU Appointment: ______

Phone No.: ___________ Fax No.: ___________ E-mail Address: ___________

Department/School: ___________________________ Zip Code: ___________

Chair/Director’s Name: __________________________ E-mail Address: ___________

Appropriate Dean’s Name: ______________________ E-mail Address: ___________

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PART I  General Information

Project Title: ____________________________________________

Short Title for Computer Abbreviation (30 Characters): ________________________________

Amount Requested: $ _____ Period of Support Requested: May 16, 2004 to August 15, 2005

Circle Appropriate Review Panel:
- Arts/Humanities
- Biological/Health Sciences
- Engineering/Physical Sciences
- Social Sciences

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PART II  Assurances and University Commitments

1. Assurances: The proposals must be reviewed by the appropriate university committee for human subjects, biosafety and animal subjects protocol considerations. Please provide IRB, MUA or IACUC protocol number if previously approved. Forms can be downloaded from the Research Compliance Office home page (http://www.wsu.edu/~compliance/).

   a. Will human subjects be involved?  Yes □ No □
      If so, complete and forward Memo No. 4 for the Human Subjects IRB to OGRD.

   b. Will recombinant DNA, carcinogens, mutagens or infectious diseases be involved?
      Yes □ No □
      If so, forward a completed MUA for the Biosafety Committee to OGRD.

   c. Will animals be involved?  Yes □ No □
      If so, complete and forward the Animal Subjects Approval Form to the LARC.

2. Has space been identified where this project will be conducted?  Yes □ No □
   If so, indicate the building and room. ________________________________

3. Will the project be conducted off any WSU campus?  Yes □ No □
   If so, indicate the location. ________________________________

4. Is more than one department, school, college or urban campus involved in the project?  Yes □ No □
   If so, indicate the units involved. ________________________________
PART III  Current, Pending, and Past Support

1. Give dates, project numbers and amounts of all other internal WSU or other institutional support (exclude start-up funds) you have received in the last three years.

2. Indicate agencies to whom you have applied for extramural support in the last three years. If you currently have significant external funding, or receive it during the review period for the Seed Grant program, what will be the role of the Seed Grant funding?

3. Indicate the awards of any extramural support you have received. Include the agency, title, amount and time period.

4. Has extramural support been solicited by you or a colleague for this project? Yes □ No □

   If so, where? __________________________________________________________

   What is the status of this request(s)? ______________________________________

   If a request has not been submitted, will it? Yes □ No □

5. Do you intend to publish or in other ways make public the results of this project? Yes □ No □

   If so, to what periodicals or to what venues do you intend to submit relevant project outcomes?

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 extramural funding source within 18 months after the funding period begins.

Principal Investigator’s Signature ___________________________ Date ___________________________

Chair/Director’s Signature ___________________________ Date ___________________________

Dean’s Signature ___________________________ Date ___________________________

Urban Campus Chancellor’s Signature ___________________________ Date ___________________________
PART IV  Non-Technical Summary

Non-Technical Summary. Use the space provided. The Summary should be succinct, using plain language understandable to a scientific/faculty/artist outside your field, explaining what you want to do and how you will do it.

PART V  Proposal Narrative

Proposal Narrative (five single-spaced pages). Direct the narrative using plain language understandable to a scientific/faculty/artist outside your field. Title each section and address the criteria as indicated in Part V of the application instructions.
PART VI Bibliography

Use the page provided plus two additional pages as needed.
PART VII  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.)

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE</th>
<th>YEAR</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
</table>

RESEARCH, 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.
Contact OGRD (335-9661) or your department financial/budget manager if you need assistance in preparing the budget. Refer to the Application Instructions to complete this section.

<table>
<thead>
<tr>
<th>Budget Objects</th>
<th>Amount</th>
<th>Description of Budget Item</th>
</tr>
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<tbody>
<tr>
<td>00 Salaries</td>
<td></td>
<td>(Do not calculate employee benefits.)</td>
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<tr>
<td>Object 00 Total</td>
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<tr>
<td>01 Wages</td>
<td></td>
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<tr>
<td>Object 01 Total</td>
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<tr>
<td>03 Supplies</td>
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<tr>
<td>Object 03 Total</td>
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<td>04 Travel</td>
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<td>Object 04 Total</td>
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<td>06 Equipment</td>
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<td>Object 06 Total</td>
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<td>Other</td>
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<tr>
<td>Other Total</td>
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</table>

**REQUESTED TOTAL**

**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.*