Purpose

The central purpose of the New Faculty Seed Grant Program is to encourage junior level faculty to develop research, scholarly or creative programs that provide the potential for external support. It is expected that these awards 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 the presence of scholarly and creative activities.

Eligibility

Researchers, scholars, and artists who have been appointed as assistant professors or above or equivalent to assistant professors no earlier than May 16, 2002 are eligible to apply. Applicants who have been awarded external funding (excluding start up funds) totaling more than $500,000 since May 16, 2002 are not eligible.

Types of Support

The New Faculty Seed Grant Program funds cannot be used for the following: classified staff salaries, postdoctoral research associate salaries, to pay for publication of manuscripts and journal subscriptions, 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; graduate assistantships; 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, during the 15 month award period (The PI 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.

Terms and Conditions of Support

The total amount allocated for the competition is $150,000. Allocations of funds for the program are provided by the WSU Foundation and the Office of Research. WSU Foundation apportions two-thirds of the total amount with the remaining one-third being matched from the Office of Research. 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, 2005. The applicants will be required to submit Rex Form along with the proposal. Normally no-cost time extensions will not be approved on these one-time only grants. Awarded will be required to (1) submit to an external funding source, a proposal that is related to their seed grant topic no more then 18 months after the award period begins; (2) attend a mandatory training workshop on grants administration, and the roles and responsibilities of a principal investigator; (3) do a presentation; and (4) submit a final report.

Review Process and Criteria

The proposals will be evaluated by one of four peer review panels: (Biological and Health Sciences, Engineering and Physical Sciences, Arts and Humanities, Social Sciences) consisting of three faculty whose expertise is consistent with the panel they represent plus one member from the Research and Arts Committee. The review process consists of one primary reviewer with the other three serving as secondary reviewers. 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 that will identify the list of applicants to be recommended to the WSU Foundation for the final determination of awards. Awards will be announced by May 2, 2005.

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; 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, and how previous/currently supported project(s) are different from that proposed in this application. 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 external funding will be given high priority.
Final Report and Presentation

By accepting this award the PI agrees to submit a final report to the WSU Foundation and the Office of Research. This report will allow the university to evaluate the effectiveness of the program. The final report deadline is December 1, 2006 and will be published on a website. The PI will have an additional three months to submit a proposal to an external funding agency (See Terms and Conditions of Support). If the agency deadline is after December 1, please indicate on the final report, the agency, the program and the submission date. The PI is responsible for submitting a copy of the REX form at that time of submission to the Research and Arts Committee. The annual 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 PI will be expected to give a presentation to the WSU Foundation Trustees and/or the Office of Research.

Submission and Deadline

Please submit the following:

- All WSU Faculty

<table>
<thead>
<tr>
<th>Original proposal and five copies plus any appendices are due at 5:00 p.m., Monday, February 28, 2005 at OGRD</th>
</tr>
</thead>
</table>

Hand Delivery: OGRD, Neill Hall, Room 423
Intercampus Mail: Zip 3140
First Class Mail: Nancy Shrope or Sean Lyons
2005 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 Nancy Shrope (nshrope@wsu.edu) or Sean Lyons (slyons@wsu.edu) or 335-9661.
New Faculty Seed Grant Program
2005 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 will be returned for revision or in extreme cases, rejected outright.

APPLICATION
(12-point font size only. Use plain language understandable to a scientist/scholar/artist outside of your field.)

1. Cover Sheet
2. Non-Technical Abstract (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 as needed)
7. Checklist and Agreement

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 scientist/scholar/artist outside of 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. 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 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 unit’s financial/budget manager in preparing the budget and acquiring pre-submission approval.

**Budget Categories**

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 either 2005 or 2006. The PI may split the summer support for two weeks each between the two summer periods).

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 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 state funds and not from the WSU Foundation allocations. Benefits on salary and/or wages can not 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 required revised budget and workscope will be submitted to the Research and Arts Committee no later then June 15 (30 days after the start of the award period). These documents will be forwarded to the WSU Foundation.

PART IX: 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 X: Attach any appendixes, documents or other materials helping support the proposal.
New Faculty Seed Grant Program
2005 Competition

Cover Sheet

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: ______________

PART I General Information

Project Title: ______________________________________________________________________

Short Title for Computer Abbreviation (30 Characters): ________________________________

Amount Requested: $ ______ Period of Support Requested: May 16, 2005 to August 15, 2006

Circle the review panel that reflects the nature of your project, not necessarily your discipline area:

Biological/Health Sciences  Engineering/Physical Sciences  Arts/Humanities  Social Sciences

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 considerations. Forms can be downloaded from the Research Compliance Office’s home page (http://www.research-compliance.wsu.edu).

   a. Will human subjects be involved? Yes ☐ No ☐
      If yes, complete and forward Memo No. 4 for the Human Subjects IRB to the Research Compliance Office. If previously approved, the IRB No. is ______.

   b. Will recombinant DNA, carcinogens, mutagens or infectious diseases be involved?
      If yes, forward a completed MUA for the Biosafety Committee to the Research Compliance Office. If previously approved, the MUA No. is ______.

   c. Will animals be involved? Yes ☐ No ☐
      If yes, complete and forward the Animal Subjects Approval Form to the Research Compliance Office. If previously approved, the ASAF No. is ______.

2. Has space been identified where this project will be conducted? Yes ☐ No ☐
   If yes, indicate the building and room. ____________________________________________

3. Will the project be conducted off any WSU campus? Yes ☐ No ☐
   If yes, indicate the location. ____________________________________________________

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

1. Give dates, project numbers and amounts of all 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 external support 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. Indicate the awards of any external support you have received. Include the 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. Do you intend to publish or in other ways make public the results of this project? Yes ☐ No ☐
   If yes, to what periodicals or to what venues do you intend to submit relevant project outcomes?
   ____________________________________________________________________________
PART IV  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 V  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 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, 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 VIII  **Budget**

Contact OGRD (335-9661) or your unit’s financial/budget manager in preparing the budget and acquiring pre-submission approval. 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>
</thead>
<tbody>
<tr>
<td>00 Salaries</td>
<td></td>
<td>(Summer Salaries: one month only or two weeks for each summer period.)</td>
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<tr>
<td>Object 00 Total</td>
<td></td>
<td></td>
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<tr>
<td>01 Wages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Object 01 Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 Supplies</td>
<td></td>
<td></td>
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<tr>
<td>Object 03 Total</td>
<td></td>
<td></td>
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<tr>
<td>04 Travel</td>
<td></td>
<td></td>
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<tr>
<td>Object 04 Total</td>
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<td></td>
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<tr>
<td>06 Equipment</td>
<td></td>
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<tr>
<td>Object 06 Total</td>
<td></td>
<td></td>
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<tr>
<td>07 Benefits</td>
<td></td>
<td>(Benefit request can not exceed one-third of total amount requested.)</td>
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<tr>
<td>Object 07 Total</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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<tr>
<td>Other Total</td>
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</tbody>
</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.*
PART IX Checklist and Agreement

Application Checklist

- Cover Sheet Completed
  - Date of Initial WSU Appointment
  - Review Panel Circled
  - Assurances and University Commitments Answered
- Current and Pending Support Completed
- 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
- Bibliography Completed up to Three Pages
- Biographical Sketch Completed up to Two Pages
- Budget Completed
- Budget Justification Completed
- Copy of the Approved Initialed Budget
- REX Form Completed and Signed by all Required Officials
- 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

__________________________  __________________________
Chair/Director's Signature     Date

__________________________  __________________________
Dean's Signature     Date

__________________________  __________________________
Urban Campus Chancellor's Signature  Date