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 sustained professional development and extramural support. This program offers experience in identifying and submitting applications to potential funding sources, provides preliminary data to support applications for external funding, and enhances scholarly and creative activities. Proposals to this program are expected from a broad range of scholarly activities 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; society, communication and enterprise; and multi-disciplinary endeavors.

Eligibility

Researchers, scholars, and artists who have been appointed as assistant professors or equivalent no earlier than May 16, 2007 are considered new faculty and are encouraged to apply. Principal investigators (PI) who have been awarded external funding (excluding start-up funds) totaling more than $100,000 since this date are not eligible. PIs 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, data collection, training, educational purposes and/or presentations on research, creative or scholarly activities directly related to the proposed project
- Two months faculty summer salary
- Graduate assistantships
- Supplemental support for graduate student activities such as summer support, time-slip or supplies
- Travel to conferences or other conference support if directly related to proposed work
- Consultant fee costs

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, publication of manuscripts and journal subscriptions, supplemental awards to existing projects, commercial licenses and/or memberships.

Terms and Conditions of Support

- Total funding allocated for the competition in 2010 is $200,000.
- Allocations of program funds: WSU Office of Research.
- Individual awards will be up to a maximum of $25,000; 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 will be required of the PI.
- Protocols for human subjects, animals and/or biosafety activities do not need to be approved before the submission date, but must be reviewed and approved by the award start date.
- The awards will be funded for a 15-month period beginning May 16, 2010. Normally, a one-time only no-cost time extension request will be considered that has a strong justification.
- If the awardee leaves the university prior to the completion of the award, funding will be terminated.
- Awardees will be required to:
  1. Prepare and submit a proposal to an external funding source that is related to their seed grant topic no more than six (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. Submit a final report.
Review Process and Criteria

Complete applications will undergo preliminary review by the Office of Grants and Research Development, and then forwarded to the appropriate 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: Agriculture, Human & Natural Resource Sciences; Business; Communication; Education; Engineering and Architecture; Liberal Arts (humanities/social sciences, fine/performing arts); Nursing; Pharmacy; Sciences, and Veterinary Medicine. Reviewers’ names will not be released.

Panels are formed for the following areas: Agricultural Sciences; Arts and Fine Arts; Business; Education; Engineering; Health and Life Sciences; Humanities; Mathematics and Computer Sciences; Multi-disciplinary; Physical Sciences; and Social Sciences. Each proposal will be assigned one primary reviewer with the other panel members serving as secondary reviewers. Each group 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 and the panel’s recommendations will be forwarded to the Research and Arts Committee. The committee will then review and rank each recommended proposal after the panel representative has given a brief overview of the proposed work and the reviewers’ comments. The Research and Arts Committee’s funding recommendations will be forwarded to the Vice President for Research who will make the final determination and announce the 2010 awards.

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 program’s purpose; potential commercial applications; and appropriateness of the budget. Reviewers will consider the clarity of the proposals (the narrative’s language needs to be directed to an educated lay audience). For those PIs 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. 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 or portfolio development will be given highest priority.

Notification

Awards will be announced by May 1, 2010. Reviewers’ comments for both awarded and denied proposals will be provided to the PIs. Those awarded will be contacted to schedule the training workshop, and to prepare revised budgets and workscopes.

Final Report

By accepting this award the PI agrees to submit a final report to the Office of Research. This report will allow the university to evaluate the effectiveness of the program. The final report deadline is February 17, 2012. The report will document any publications, presentations, exhibitions, media coverage, sales or marketing, projects, papers, proposals/awards or other accomplishments that resulted from the New Faculty Seed Grant Program’s original support.

Questions

If you have any questions concerning the application/guidelines, proposal or review process, please contact Nancy Shrope (nshrope@wsu.edu) or Pam Kelley (pjkelley@wsu.edu).
Submission and Deadlines

NOTE: PRE-SUBMISSION REQUIREMENT:

A notice of intent must be sent to Pam Kelley (pjkelley@wsu.edu) by January 22, 2010. The notice needs to include the PI’s name and department; the proposal title, a brief description (one page limit) of the proposed workscope, and suggested emphasis area. For anyone wanting to submit a notice of intent after the above date, please contact Pam Kelley.

<table>
<thead>
<tr>
<th>Original proposal and four copies plus any appendices. An eREX must be prepared and sent by the proposal due date.</th>
<th>Hand Delivery: OGRD, Neill Hall, Room 423</th>
<th>Intercampus Mail: Zip 3140</th>
<th>First Class Mail: Nancy Shrope 2009 New Faculty Seed Grant Washington State University P. O. Box 643140 Pullman, WA 99164-3140</th>
</tr>
</thead>
</table>

Important Dates

- May 16, 2007: WSU appointment cut-off date
- October 29, 2009: Competition Announcement Released
- **January 22, 2010**: Notice of intent to OGRD
- March 5, 2010: Seed grant proposal due to OGRD
- May 7, 2010: Award Notifications
- May 12, 2010: Revised budget and workscope to OGRD
- **May 16, 2010**: Award begin date
- August 15, 2011: Award termination date
- **February 17, 2012**: Final Report due to OGRD
New Faculty Seed Grant Program
2010 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. eREX 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. Methodology and Assessment
   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
Only use 12-point font size. Use plain language understandable to a scientist/scholar/artist outside of your field; proposals have been rejected for failure to adhere to this guideline.

PART I: Additional Information. Indicate the appropriate emphasis area 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 achieve 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. PIs 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. Methodology and Assessment. 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 attainment of objectives. Explain your assessment plan to determine outcome.

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, related projects, or ongoing portfolio development. 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 junior faculty level awards and scholarship opportunities. Describe potential strategies you will use to position yourself to receive an honor as those listed below:
      • American Council of Learned Societies (ACLS) Fellowships
      • Beckman Young Investigator awards
      • Burroughs Wellcome Fund Career Awards
      • Cottrell Scholars
      • Fulbright American Scholars
      • Howard Foundation, George A. & Eliza
      • MacArthur Foundation Fellowship
      • National Endowment for the Humanities (NEH) Fellowship
      • National Endowment for the Arts
      • 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
      • Wolf Foundation
      • W. T. Grant Foundation
   (c) For other potential funding sources please contact the Office of Grant and Research Development.

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.

PART VII: Budget. Contact OGRD or your unit’s financial/budget manager in preparing the budget. Use the OGRD Gateway budget spreadsheet. This spreadsheet will need to be initialed by the certified proposal budget manager in your area/unit. Transfer the budget figures into Part VII Budget page in the application packet.

Budget Categories.

Object 00 (Salaries). Two months faculty summer salaries, buy-out, graduate student and postdoctoral appointments are allowable. A very strongly presented justification on why summer salaries are required under extraordinary circumstances so the proposed work can be accomplished must be included. Clearly state base salary.

Object 01 (Wages). Wages are permitted. Clearly state wage.

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, data collection, training, educational purposes, related presentations or conferences. Check with a university approved travel agent or website for the most cost-effective travel to the PI’s destination.
Object 06 (Equipment). The PI’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 are an allowable cost.

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. Please be aware that the committee will consider your budget justification very carefully in an effort to maximize the number of beneficiaries to this program. Any items that appear non-critical will be at risk for reduced funding during the review process.

Revised Budget. If a proposal is awarded at less then the amount original requested, a revised budget and workscope needs to be submitted to the Research and Arts Committee. At this time, breakdown of the funding allocations will be reflected. Funds will not be released until these documents have been received.

PART VIII: Checklist to verify completeness of the proposal. The PI’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: Attachments: any appendixes, documents or other materials helping support the proposal.
New Faculty Seed Grant Program  
2010 Competition

**Additional Information**

Principal Investigator Name: __________________________________________

Position Title: __________________________ Date of Initial WSU Appointment: __________

Proposal Title: _______________________________________________________

Circle the emphasis area that closes reflects your project, not necessarily your discipline:

- Agriculture Sciences
- Arts/Fine Arts
- Business
- Education
- Engineering
- Health/Life Sciences
- Humanities
- Math/Computer Sciences
- Multidisciplinary
- Physical Sciences
- Social Sciences

**PART II  Non-Technical Summary**

Non-Technical Summary. Use the space provided, up to 300 words. The summary should be succinct, using *plain language understandable to a scientist/scholar/artist outside your field* (this will be used to confirm, the appropriate review panel for your proposal), explaining what you want to do and how you will do it.

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12-Line Publication Abstract (*Non-Technical Language* 10-12 point font only):

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**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.
PART IV  Current, Pending, and Past Support

1. List intramural funding (include start-up dollars) received at WSU up to the last three years: dates, project numbers, amounts awarded and identify what purpose these funds were dedicated for. Explain how the seed grant award would be used differently from this support; and would they somehow enhance your proposed work?

2. List extramural funding you have received up to the last three years while at WSU. If you currently have external funding, please explain what percentage of effort is being contributed to the project. If you are a co-PI please list the amount of your portion of the award.

3. As a PI, Co-PI, or collaborator have you received more than $100,000 total in extramural funding?

   Yes □  , No □

4. List extramural applications pending: date submitted, agency, title, amount and time period.

5. 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, where? ______________________________________________________________

6. 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.
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.

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<tr>
<th>Budget Object</th>
<th>Amount</th>
<th>Description of Budget Item</th>
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<td>Object 00 Total</td>
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<td>Object 01 Total</td>
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<td>03 Supplies</td>
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<td>Object 06 Total</td>
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<td>07 Benefits</td>
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<td>Object 07 Total</td>
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| Subtotals     | 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. Reviewers will require a very strongly presented justification on why summer salaries are required under extraordinary circumstances so the proposed work can be accomplished.
PART VIII Checklist and Agreement

Application Checklist

- [ ] eREX Form Completed and Signed by all Required Officials
  - Assurances and University Commitments Answered
- [ ] Additional Information Completed
  a. Date of Initial WSU Appointment
  b. Emphasis Area 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 Spreadsheet
- [ ] 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; to submit a proposal to an external funding source within 21 months after the funding period begins; and to submit a final report six months after the termination of the grant to the Research and Arts Committee.

Principal Investigator’s Signature ___________________________ Date ___________________________