Faculty Development Seed Grant

The primary purpose of the Faculty Development Seed Grant is to provide financial support for new and innovative projects, which have the potential to yield external funding. Maximum amount funded will be $15,000.00 and based on available funding each quarter. *Those eligible for funding are tenured and tenure-track faculty, and full-time lecturers. Teams are also encouraged to submit a proposal; however, the principle investigator must be tenured or tenure-track faculty member, or full-time lecturer and his/her department willing to accept responsibility for the project.* Extra consideration will be given to projects that collaborate between colleagues and/or departments.

Please note that expenses not originally included as part of the application or overages in cost of travel or conference expense will not be reimbursed by the CTRE.

Project Eligibility
The Faculty Development Seed Grant should be used to support projects that will yield a proposal suitable for external funding. These projects should be well structured, feasible given spending and time limitations, and vetted through appropriate review committees.

Budgeted expenditures for the project must adhere to university and state purchasing guidelines in terms of what can be supported by the grant. (***Applicants must check with Sponsored Programs for official policies and procedures for spending.***)

Application Process
All applicants are required to submit the application cover page, department acceptance form, a well-written proposal, and a copy of the Institutional Review Board's, Institutional Animal Care and Use Committee's, or appropriate approval of the project, if applicable. The proposal should be no longer than ten pages and follow an outline similar to the one below. (***No names should be included in the proposal.***)
- o Background and significance (Literature Review)
- o Hypothesis and specific aims
- o Research design and methodology
- o Timeline and outcomes
- o Budget itemization

The Faculty Development Seed Grant applications are due by 5:00 P.M. on July 1, September 1, December 15, and February 15. Applications should be delivered to the CTRE in Library Room 318 or via email in PDF format to ctre@csu.edu. ***All supporting documentation must accompany application.*** Late applications may be considered during the next review process. Awardees will be notified by the Director of funds awarded.

Review Process
Applications will be reviewed by the Director of the CTRE for completeness. Members from the Research Excellence subcommittee of the CTRE (faculty) Advisory Board will complete a blind review to evaluate and rank the applications. For highly specialized applications, individuals with expertise in the relevant field may be invited to serve on the review committee.

The proposals will be evaluated on the following criteria:
- o The presentation of the proposal (completeness, readability, etc.)
- o The literature supports the need for the project
- o The methodology is appropriate for the desired outcomes
- o The goals, objectives, and outcomes are measurable and attainable

- o The feasibility of project completion in a timely fashion
- o The project will make a significant contribution to the field in question
- o The budget is clear and appears likely to meet the deadlines for spending
- o The likelihood of the project yielding external funding

Requirements of Faculty Development Seed Grant Recipients

Recipients must meet with the Office Administrator or Director of the CTRE to review the necessary paperwork. If the necessary paperwork is not received by the deadlines as stated in this description, the money will be reallocated to other individuals or move to the next review process.

Awards will be in the form of a budget transfer to the department's account indicated on the Department Acceptance Form. It is the responsibility of the grant recipient and the department chair to use the money to support the project as indicated in the approved budget. All funding received through the grant must be spent or encumbered by June 1.

The grant recipient will need to submit a report on the progress of the project and spending at the beginning of each quarter that is signed by the department chair. By August 30, the grant recipient will submit a final report outlining the results obtained and plans for applying for external funding. Within twelve (12) months after completion of the project, the grant recipient is expected to have submitted a proposal for external funding. Failure to submit this report will result in ineligibility for future awards. In addition, recipients will be asked to share with the campus community their experience through a CTRE sponsored event and/or the annual Provost's Colloquium.

Appeal Process

Applicants not receiving a Faculty Development Seed Grant may submit an appeal in writing to the Director. If the applicant is not satisfied with the decision of the Director, they may submit an appeal in writing to the CTRE-Advisory Board. If an applicant is not satisfied with the decision of the CTRE-Advisory Board, a written appeal may be submitted to the Dean of Library and Instruction Services. Decision of the Dean of Library and Instruction Services is final.

Open Access Publishing Fund

The Chicago State University Center for Teaching and Research Excellence Open Access Publishing Fund seeks to advance the use of open access as a means of distributing the research and creative work of the Chicago State University community by providing financial support to cover the fees charged for open access publication. To learn more about this funding opportunity, refer to the CTRE website's Grants page under "Open Access Publishing Fund."

Further Information

All grant applicants – whether first-time or otherwise – are encouraged to contact the CTRE Director and/or Administrative Assistant with questions or requests for additional information on the grant application process.

Questions regarding the grant application process must be submitted in writing/email to the Director of the CTRE and/or the CTRE Administrative Assistant.

CTRE Faculty Development Seed Grant Application Cover Page

General Information:

Name: _____

Please Check One:

Full-time Faculty ☐ Full-time Lecturer ☐

Terminal Contract: Yes ☐ No ☐ Contract Expiration Date:_____

Department: _____

Email: _____

Office Location: _____ Extension: _____

CSU ID#: _____

Department Account # (for transfer of funds to purchase equipment, supplies, etc.)
_____

Have you been awarded a Faculty Development Seed Grant in the past? ___Yes ___No
If so, in what year was your most recent award from the CTRE? _____

Proposal Information:
Title of Activity/Proposal:

Total Funds requested in proposal (Please note limits in RFP): $_____USD

Proposal Document:
All applicants are required to submit this application cover page, department acceptance form, a well-written proposal, and a copy of the Institutional Review Board's or Institutional Animal Care and Use Committee's approval of the project, if applicable.

The proposal should be no longer than ten (10) pages and follow an outline similar to the one below.

No names should be included in the proposal.
- o Background and significance (Literature Review)
- o Hypothesis and specific aims
- o Research design and methodology
- o Time line and outcomes
- o Budget itemization

Signature (all required):

Signature of Applicant	Date	Signature of Applicant	Date
Signature of Department Chair (for acceptance of funds)	Date	Signature of Dean	Date

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<div align="center">**CTRE Faculty Development Seed Grant Department Acceptance**</div>

Faculty Information:

Faculty Member Name(s): _____

Department: _____

Department Chair's Name: _____

Proposal Information

Title of Activity/Proposal: _____

_____

Total funds requested in proposal (Please note limits in RFP): $_____USD

Acceptance of Grant Requirements:
Awards will be in the form of a budget transfer to the department's account.
- o Funding is available for transfer to either appropriated or non-appropriated accounts depending on department and project needs.
- o It is the responsibility of the grant recipient and his/her department chair to use the money to support the project as indicated in the approved budget.
- o All funding received through the grant must be spent or encumbered by June 1.
- o The grant recipient will need to submit a report on the progress of the project and spending at the beginning of each quarter that is signed by the department chair. By August 30, the grant recipient will need to submit a final report outlining the results obtained and plans for applying for external funding.

Departmental Account Information
Please indicate the account information for the budget transfer, should the proposal indicated above be selected to receive a Faculty Development Seed Grant.

Org# _____Org Title Account Type _____ Account Type Title Amount _____
Org# _____Org Title Account Type _____ Account Type Title Amount _____

Signatures (all required):

Signature of Applicant	Date	Signature of Applicant	Date
Signature of Department Chair (for acceptance of funds)	Date	Signature of Dean	Date

The Faculty Development Seed Grant applications are due by 5:00 P.M. on July 1, September 1, December 15, and February 15. All documentation must be received by the deadlines listed. Submit application to the CTRE in Library 318 or email as a PDF to ctre@csu.edu

Revised 16 January 2014