Faculty Seed Grant

The primary purpose of the Faculty Seed Grant is to provide financial support for new and innovative projects, which have the potential to yield external funding. Maximum amount funded is 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.

Project Eligibility

The Faculty 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 in non-technical language (accessible to non-specialists), 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.

- Background and significance (Literature Review)
- Hypothesis and specific aims
- Research design and methodology
- Timeline and outcomes
- Budget itemization

All applications must be submitted electronically to ctre@csu.edu.

Review Process

Applications will be reviewed by the Director of the CTRE for completeness. CTRE Advisory Board will review to evaluate and rank the applications. For highly specialized applications, individuals with expertise in the relevant field may be invited to review.

The proposals will be evaluated on the following criteria:

- The presentation of the proposal (completeness, readability, etc.)
- The literature supports the need for the project
• The methodology is appropriate for the desired outcomes
• The goals, objectives, and outcomes are measurable and attainable
• The feasibility of project completion in a timely fashion
• The project will make a significant contribution to the field in question
• The budget is clear and appears likely to meet the deadlines for spending
• The likelihood of the project yielding external funding

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.

By September 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 in a CTRE sponsored event such as Provost’s Colloquium through a poster session, video or other manner of presentation.

**Appeal Process**

Applicants not receiving a Faculty 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.

**CTRE Grant Training**

All grant applicants are highly encouraged to attend a CTRE Grant Training Workshop (whether first-time applicant or not) prior to submitting an application. Any application received without the applicant attending the training will be denied. Consult the CTRE website at www.csu.edu/ctre/grants for information on times, dates, and locations of these training sessions.

*Questions regarding the grant application process must be submitted in writing/email to the Director of the CTRE.*
CTRE Faculty 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: ____________________________ Office: ______________________________
Email: __________________________________ Phone: ______________________________
CSU ID#: __________________________________________________________________
Department Account # (for transfer of funds): ______________________________________

Have you been awarded a Faculty 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 in non-technical language, 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.

- Background and significance (Literature Review)
- Hypothesis and specific aims
- Research design and methodology
- Time line and outcomes
- Budget itemization

Signatures:
Signature of Applicant/Date __________________ Signature of Applicant/Date __________________

Signature of Department Chair/Date __________________ Signature of Dean Date (for acceptance of funds)

Applications and supporting documents must be submitted as a PDF to ctre@csu.edu.

Commented [s1]: Add page numbers and footer for updated date and initials. Did we eliminate the amount of the seed grant?