

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. Grant awards are based on available funding.

Applicant Eligibility

Only tenured or tenure-track faculty, and full-time lecturers are eligible to apply for this grant. Teams are also encouraged to submit a proposal; however, the principal investigator must be a 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 awards must 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), supporting documents 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. Incomplete applications missing any of the requirements listed above will not be considered for review.

Review Process

Applications will initially be reviewed by the Director of the CTRE for completeness. Complete applications will then be sent to the CTRE Advisory Board for evaluation and ranking. For highly specialized applications, individuals with expertise in the relevant field may be invited to review. Completed 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 likely impact on furthering the mission, vision, core values, or strategic plan of the Department, College, or University
- The budget is clear and appears likely to meet the deadlines for spending
- The likelihood of the project yielding external funding
- Overall organization and clarity of writing

Grant awards will be disbursed 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 required to review the CTRE Grant Application Tutorial on Moodle. Consult the CTRE website at www.csu.edu/ctre/grants for information on 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:

Tenured Faculty _____ Tenure-Track Faculty _____ Full-time Lecturer _____

Department: _____ Office: _____

Email: _____ Phone: _____

CSU ID#: _____

Department Account # (for transfer of funds): _____

I acknowledge that I reviewed the CTRE Grant Application Tutorial: ___ Yes. ___ No

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 a well-written proposal in non-technical language with following additional documents: application cover page, department acceptance form, supporting documents 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.