GCCIS Dean’s Office

Seed Funding

**Request for Proposals**

**Applications Due: November 1, 2013**

Again this year, some college funds are available to support the research and scholarly activities of GCCIS faculty. The AY 2013/14 funding is for support of research that will lead to new proposals for external funding to expand these efforts. The seed-funding program will be administered through the Dean’s office and awards will be made on a competitive basis, based on short proposals and peer review.

There will be two major types of award.

**Early Stage Research Award:** This award is for new avenues of investigation i.e. early stage research that has clear merit and potential to succeed but is not yet ready for development into an external grant application. For example, the funds may be used to generate preliminary data for future grant solicitations and to produce publications in order to demonstrate expertise and successful research outcomes. A proposal for external funding is not expected at the end of the one-year award period but it is reasonable to assume that successful projects will lead to proposals in the following year (see 2nd report).

**Proposal Development Award:** This award will support more mature research and scholarship. It is intended to support work that is not currently funded but has produced publications and is almost proposal-ready. There is an expectation that at least one proposal for external funding will be submitted by the end of the one-year award period. This second type may be a request for renewed funding of an ongoing project that was supported by a seed funding award last year. In this case, there must be clear evidence of sufficient progress to warrant additional funding.

**Budget Requirements:** The primary use of these funds is to support undergraduate, M.S., and Ph.D. students through stipends and/or hourly support. A typical award should be in the neighborhood of one student, part-time during the academic year and possibly full-time during the summer (e.g., $5-15K). The funds can be used to hire an undergraduate for a co-op experience, provided that it is a research co-op. Limited funding may be available for other expenses such as payments to study participants, very limited equipment or software, or other necessities for the proposed research. Joint proposals, involving multiple faculty and students, are welcome and can have correspondingly higher budgets.

**Reporting Requirements:** Faculty who receive awards will be required to provide documentation of publication, proposal development, and funding outcomes (deadlines are provided below). The minimum documentation is in the form of two reports. The first report will be submitted near the end of the funding period and will summarize the results of the activities that were supported. This report will be one page or less, but it may be accompanied by manuscripts or external proposals that have been submitted or will be submitted in the near future. The second report, one year later, will be an update on the outcomes of the funded activities and is expected to include information about efforts to obtain external funding.

**Application Process**

To apply, by November 1, 2013, you must provide a proposal that is no more than 3 pages in length. References should be included and will not be included in the 3-page limit. The proposal should briefly highlight the importance of the issue, what specifically would be done during the project period including student roles, your relevant experience (for the Early Stage Research Award it is not expected that you have produced results directly related to this project, only that you are prepared to do so), anticipated outcomes including potential publication venues, and specific opportunities for external funding you anticipate being able to pursue as a result of this work. If requesting renewed funding based on a seed funding award from last year, an additional requirement is to include the report of award activities and outcomes following the report guidelines for last year’s awards (in this case, it would be a copy of the original October 15, 2013 first report for last year’s awards).

Proposals should include a very brief budget (the Dean's office can provide assistance if requested). Proposals should be submitted as a PDF document via email, to Lauren Shields. [lxsics@rit.edu](mailto:lxsics@rit.edu)

**Review Criteria**

Both types of proposals will be evaluated based on strengths/weaknesses of the following:

**A. Significance.** Has the applicant clearly identified and defined a specific research problem or question? To what extent is the intended project significant?

**B. Feasibility/Scope.** Can the activities be completed successfully within time and budget?

**C. Quality of Writing.** Is the application clearly written?

**D. Student Involvement.** Are student roles defined and will they provide valuable research experiences?

**E. Funding Potential.** Have specific sources/programs of future external funding been identified?

The proposals will be reviewed by an *ad hoc* committee, selected with input from Chairs/Directors, and chaired by the Associate Dean for Research & Scholarship. This committee will make recommendations regarding funding. In general, the goal will be to fund projects at the level requested as long as the requested funds are reasonable. Recommendations for partial funding will necessitate a revised proposal clarifying how the new budget would change the scope of the proposed activities.

**Important Dates**

Submit Proposals November 1, 2013

Proposal Review November-December, 2013

Award Period January 2, 2014-December 15, 2014

Report 1 October 15, 2014

Report 2 October 15, 2015