

## JUNIOR FACULTY SEED GRANTS IN STEM

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### Internal Grants & Awards

Office of Research

UNIVERSITY OF GEORGIA

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**Deadline:** February 28, 2018, 11:59 pm

#### Program Description

The goal of the Junior Faculty Seed Grants in STEM Program is to support and encourage the development of a strong program of research or scholarship by early-career faculty in the sciences and engineering. Grants are intended to fund pilot research that can be used to leverage extramural research grant opportunities. Proposals are solicited once per fiscal year.

Answers to frequently asked questions regarding this program can be accessed [here](#).

#### Eligibility

- Rank: Tenure-track Assistant Professor (Must be Assistant Professor at time of application and at time of funding, July 1.)
- No previous funding from the JFSG program
- Submission limited to one proposal per eligible individual per year
- No current award of substantial extramural funding:
  - Defined as that which is sufficient to launch a line of research/scholarship that will satisfy expectations thereof in the applicant's discipline per the research EFT
  - Requests for pre-certification of eligibility per this criterion are encouraged (see next section)

#### Pre-certification of eligibility

- Prepare a summary ( $\leq 1$  page) of currently available extramural funding, highlighting:
  - Research EFT and unit-specific expectations of research productivity for the applicant
  - Source of funding, dollar amount (original and remaining), duration of funding and end date
  - Major goals of funded project
  - Explanation of why, given overall expectations of research productivity, the available funding should not be deemed “substantive”
- Submit this explanation to [ovprip@uga.edu](mailto:ovprip@uga.edu) no later than January 15<sup>th</sup> of the application year

#### Review process and funding

- Proposals are peer reviewed by faculty committees. Click [here](#) for a comprehensive summary of evaluation criteria and procedures.
- Recommendations for funding are provided to Office of Research; final decisions are made by the Associate Vice President for Research, Director of Internal Grants and Awards.
- Funding is typically provided to successful applicants on the next July 1 for a duration of one year.

#### Required Proposal Content:

##### A. **Submission Form** (via the [online submission form](#))

1. PI name, rank, unit, email, initial year at UGA and EFT distribution

2. Title of project
3. Keywords (to guide assignment to appropriate reviewers and review committee)
4. Recommended faculty peer reviewer(s) (recommendations are considered by Office of Research but cannot be guaranteed, as review service is voluntary)
5. If applicable, summary of verdict from pre-certification of eligibility request
6. Compliance assurances
7. Budget amount requested
8. If applicable, summary of revisions made in response to review comments from a previous unfunded JFSG application
9. Brief descriptions of how support by the JFSG program will lead to extramural grant support and future plans for grant submission.
10. Certification that all reporting requirements will be met. (Click [here](#) for report timing and requirements.)

## **B. Proposal Components**

1. SHORT BIOGRAPHICAL SKETCH that includes education, job history, publications, funding history (internal and external) and internal and external grant proposal submission history. Use the NIH biosketch format (example [here](#)). For currently funded projects, give dollar amounts in addition to active dates. A personal statement is not required.
2. DETAILED BUDGET. (See *Budget Development* section for detailed instructions. [Budget template here.](#))
3. BUDGET JUSTIFICATION. (See *Budget Development* section for detailed instructions. [Sample here.](#))
4. SUPPORT LETTER. *1 page limit*. This should be completed by the applicant's mentor or department head and include:
  - a. Confirmation of applicant's eligibility (especially lack of substantial extramural funding).
  - b. Endorsement of the project and its significance.
  - c. If applicable, approval of course buyout for PI/co-PI (see Budget Development).
5. PROJECT SUMMARY. *2 page limit. Arial, size 12 font, 0.5" margins*. Using generalist language that can be understood by faculty peers outside of your research area, briefly describe the following in the order specified:
  - a. The proposed research question(s)
  - b. The significance of this research to the theory, methodology, practice or literature of the target field
  - c. Unique and innovative features of the proposed work
  - d. How this project will contribute to a significant program of research beyond JFSG support
  - e. Why the idea is appropriate for a seed grant program and not an external funding agency
6. RESEARCH PLAN. *4 page limit. Arial, size 12 font, 0.5" margins*. Organize this section as follows (using provided headings):
  - a. Introduction: provide relevant background information, including the significance of the problem and gaps in knowledge.
  - b. Importance of Proposed Work: identify relevant research questions and establish the merit and feasibility of the project. Describe how this area of research fits into (or should be incorporated into) UGA's research mission.
  - c. Specific Aims/Objectives: provide a detailed description of proposed work (preferably as a list of Specific Aims) and how/why the proposed approach is optimal to address the research question(s).
  - d. Methods: describe proposed methods and procedures, including relevant techniques, resources, and data collection instruments, facilities available to conduct the work, and a timetable.

- e. Expected Outcomes: describe the expected results and how successful completion of the proposed work will contribute to the field, advance knowledge, and provide a robust foundation for the applicant's research program.
- 7. DOCUMENTATION OF COMPLIANCE. *2 page limit. Arial, size 12 font, 0.5" margins.* All research carried out under the sponsorship of a JFSG is subject to all of the University's standing policies regarding research. In particular, proposers of projects involving human subjects, laboratory animals, biohazardous materials, recombinant DNA, etc., must obtain the necessary approvals before commencing work. Provide titles, approval dates, protocol numbers and brief summaries (≤200 words each) of all relevant protocols and projects. If approval is pending, indicate as such.
- 8. REFERENCES CITED (in Project Summary and Research Plan).

### **C. Budget Development**

Funding requests should not exceed \$15,000. Award amounts may be adjusted during the review and funding phases. Click [here](#) for a standard form that must be used for budget preparation. Only allowable expenses should be requested (see below). Inclusion of non-allowable expenses will automatically trigger budget reduction by the associated amount.

The appropriateness of the budget will be considered during the evaluation process. [Each line item must be justified](#) and confirmed to be unavailable through other sources. JFSGs are *not* intended to provide support for an ongoing research program that has developed to a level that justifies support from external agencies.

#### **1. ALLOWABLE EXPENSES**

- a. UGA personnel who are benefits eligible. Benefit costs MUST be included for all categories. (Check [here](#) for fringe benefit rates.) Allowable UGA personnel categories:
  - i. PI/Co-PI course release buyout in Academic Year or Summer (summer course buyout only allowed if the applicant has an instructional EFT in summer). This budget item must be developed in consultation with department or college's business manager for the correct course buyout and benefit amount. *Certification of this process is an essential element of the proposal cover letter (see item 4c in "Proposal Components").*
  - ii. Student Employees - graduate assistantships, training grant recipients, fellowships.
  - iii. Staff.
- b. Other personnel (non-UGA employees such as professionals, undergraduates and graduate students who are not eligible for Graduate Assistant Health Insurance). Benefit costs are not allowable for such personnel.
- c. Equipment essential for conduct of proposed research. Justification must outline why equipment was not covered by startup funds.
- d. Supplies/general expenses/honoraria.
- e. Travel that is integral to conduct of the proposed research.

#### **2. NON-ALLOWABLE EXPENSES**

- a. "Matching" funds for a submitted or imminent external proposal.
- b. Travel to attend a professional meeting, PI or Co-PI salary, and publication charges.
- c. Sole-source support of a student's thesis or dissertation completion.

### **Proposal Submission Instructions**

Proposals must be submitted via the online [proposal submission form](#) as one PDF file by the deadline. Save and return is not available. Clicking "Submit" is a final transmission of the proposal.

**Contact for questions:** [ovprip@uga.edu](mailto:ovprip@uga.edu)