



## Internal Grants & Awards

Office of Research

UNIVERSITY OF GEORGIA

Internal Grants & Awards | 145 Paul D. Coverdell Building, Athens, GA 30602 | [ovprip@uga.edu](mailto:ovprip@uga.edu)

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## Faculty Seed Grants in the Sciences and Engineering (*Social Sciences, Life Sciences and Physical Sciences*)

- Deadline: Wednesday, March 1, 2023 at 11:59 pm
- Program Contact: Office of Research Internal Grants - [ovprip@uga.edu](mailto:ovprip@uga.edu)
- **Detailed guidelines below. Updated January 2023.**
- [Proposal Submission Form via UGA's InfoReady Portal](#)
- [Budget Template](#)
- [Budget Justification Sample](#)
- [FAQs - Review, Award and Reporting Information](#)

### Program Description

The goal of the Faculty Seed Grants in the Sciences and Engineering is to enable faculty to launch new, promising lines of research for which resources are currently not available. Grants are intended to fund pilot research that will generate preliminary data to leverage extramural research grant opportunities and contribute to a sustainable program of research or scholarship. Basic and applied research in the social, life, physical, and engineering sciences are eligible for funding through this program.

### Eligibility

- All faculty (tenure-track and non-tenure track) with research EFT are eligible.
- Submission limited to one proposal per eligible individual per year.
- Any faculty member that received an FSG within the last three years is not eligible.
- Availability of additional funds:
  - Applicants may not have access to more than \$25,000 in institutional or discretionary research funding (e.g. Start-up, Salary returns or IDC returns) in the award year.
  - Tenured applicants may not have received more than \$50,000 in institutional research support in the past three years (e.g. bridge funding or other matching funds).
  - An applicant that currently has extramural funding must clearly explain why that funding cannot be used for the proposed work, and how the proposed project represents a distinct, new direction.
- FSGs are *not* intended to provide support for an ongoing research program that has developed to a level that justifies support from external agencies.

### Budget

- Maximum request: \$25,000.
- The appropriateness of the budget will be considered during the evaluation process.
- Award amounts may be adjusted during the review and funding phases.
- See the Budget Development section below for budget details.

### Review process and funding

- Proposals are peer reviewed by discipline-focused faculty committees.

- The scientific merit and potential to lead to a new, sustained research program will be the primary evaluation criteria by which reviewers rank applications and make funding recommendations.
- Reviewers will also comment on the appropriateness of the budget and availability of existing resources. The availability of other funds may be considered in final funding decisions.
- Preference may be given to fund proposals from assistant professors.
- The committee's recommendations for funding are provided to the 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** ([submitted via the UGA InfoReady online submission form](#)):

**A. Submission Form**

1. PI name, rank, unit, email, initial year at UGA and EFT distribution
2. Title of project
3. General discipline category of proposal
4. Keywords (to guide assignment to appropriate reviewers and review committee)
5. Recommended faculty peer reviewer(s) (Limit of 3. Recommendations must be at rank of Associate Professor/Associate Research Scientist or higher. Do not recommend supervisors or collaborators as reviewers. Recommendations are considered by Office of Research but cannot be guaranteed, as review service is voluntary.)
6. Budget amount requested.
7. Summary of compliance assurances and information. Please list the compliance area required. If no compliance is needed, please write "No compliance needed." If compliance approval is pending, indicate as such and, if awarded, the PI is responsible for obtaining applicable compliance approvals before funding.
8. Description of how support by the FSG program will lead to extramural grant support for the new research area. List specific mechanisms and plans for future grant submission.
9. Certification that all compliance and reporting requirements will be met. (Click [here](#) for report timing and requirements.)

**B. Proposal Components**

1. BIOGRAPHICAL SKETCH that includes education, job history, publications, funding history (internal and external) and internal and external grant proposal submission history. Use one of the following formats: [NIH biosketch format](#), [NSF biosketch format](#), [SciENCv](#). For currently funded projects, give dollar amounts in addition to active dates. A personal statement is not required.
2. BUDGET SUMMARY. (See *Budget Development* section for detailed instructions. [Budget template here.](#))
3. DETAILED 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 department head and include:
  - a. Confirmation of the applicant's eligibility (especially history of institutional research support and current availability of funds).
  - 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. *1 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

- c. Unique and innovative features of the proposed work
  - d. How this project will contribute to a new significant program of research beyond the term of the seed grant support
6. RESEARCH PLAN. *3 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 or capacity.
  - b. Importance of Proposed Work: identify relevant research questions and establish the merit and feasibility of the project. Describe how this area of research addresses a critical need or problem.
  - c. Specific Aims/Objectives: provide a detailed description of proposed work and how/why the proposed approach is optimal to address the research question(s).
  - d. Approach: 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 new research program.
7. REFERENCES CITED (does not count toward page limit).

### **Budget Development Guidance**

- Click [here](#) for a standard form that must be used for budget preparation.
  - Each line item must be justified in a separate document, see sample justification [here](#).
  - Only allowable expenses should be requested (see below). Inclusion of non-allowable expenses will automatically trigger budget reduction by the associated amount.
1. ALLOWABLE EXPENSES
    - a. Personnel support
      - i. Research Staff salary and benefits. Benefit costs MUST be included for all categories. (Check [here](#) for fringe benefit rates.)
      - ii. Graduate assistantship and other trainees. Benefit costs MUST be included for all categories. (Check [here](#) for fringe benefit rates.)
      - iii. 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.
      - iv. 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").*
    - b. Equipment essential for conduct of proposed research. For Assistant Professors, justification must explain why equipment was not covered by startup funds.
    - c. Supplies/general expenses/honoraria.
    - d. Travel that is integral to conduct of the proposed research and travel to meet program officer.
  2. NON-ALLOWABLE EXPENSES
    - a. PI or Co-PI salary
    - b. Sole-source support of a student's thesis or dissertation completion.

- c. "Matching" funds for a submitted or imminent external proposal.
- d. Travel to attend a professional meeting

**Proposal Submission Instructions**

Proposals must be submitted via the [UGA InfoReady online submission form](#) by the deadline.