

Grant Writers' Boot Camp 2020

Research Seed Funding Request for Proposals

Purpose. This program provides seed funding to support researchers in efforts to develop their research agendas and position themselves for external funding.

Eligibility. Eligibility for seed funding awards is restricted to RIT researchers whose appointment includes expectations for sponsored research. You must attend the 2020 Grant Writers' Boot Camp to be eligible for seed funding.

Awards. A limited number of proposals will be funded by the Office of the Vice President for Research. Awards are for single investigators in the amount of \$5,000 for a period of one year.

Deadline. Proposals are due by 5:00 p.m. on December 2, 2019. To submit a proposal visit our website at <https://www.rit.edu/research/srs/node/1721>

Proposal Format. Use a font size no smaller than 11 point and one inch margins. Include items A through E in a single pdf file using the following naming convention: **[PI last name]_[College acronym]_GWBC20.pdf**.

- A. Cover sheet.** Include a cover sheet with the project title, name of the investigator, position title, department and college, and email address.
- B. Project Narrative.** The project narrative may be up to four pages long and should be written in plain language for reviewers who are not specialists in your field. The narrative should contain the following sections:
 - a. Abstract.** Provide 1) an overview of the activity and a statement about the objectives and methods to be employed, 2) a statement on the intellectual or scientific merit of the proposed activity to advance knowledge and solve problems, 3) a statement on the relevance of the proposed activity to society and potential benefits of project outcomes. Suggested length: one half page.
 - b. Goals and Objectives.** This section should 1) describe the research question or problem to be addressed, 2) describe how addressing this question or problem will help the applicant to establish a research agenda and enable successful applications for external funding, and 3) provide the background and context of how this project relates to any larger efforts of the applicant as applicable.
 - c. Scope of Work.** This section should include the following, as appropriate: a description of the proposed activities with a timeline, including preliminary supporting data where relevant, specific objectives, methods and procedures to be used, and expected significance of the results. If applicable, describe any proposed educational activities and how they integrate with research activities.
 - d. External Funding.** This section should 1) describe the proposer's current and pending support, if any, and 2) identify specific external funding programs the proposer will apply to as a result of the seed funding. This section should also describe how the scope of work will improve the proposer's ability to win external funding.
- C. Additional Required Documents.** These are not included in the four page narrative limit.

- a. **References.** Include up to one page of relevant references.
- b. **Budget and Justification.** Include a budget for \$5,000 for the following allowable costs:
 - i. **Students.** Include any student assistants, noting the hours and the hourly rate used in your department.
 - ii. **Equipment and Supplies.** Identify items to be purchased and their purpose and the cost of each item. Seed funds may not be used to purchase laptop computers.
 - iii. **Travel.** Describe the purpose of any travel and identify the destination, airfare/mileage costs, lodging, meals, and other costs.
 - iv. **Other Costs.** Include any costs that do not fit in the above categories, with a description.
 - v. **Indirect Costs** are not to be included.
 - vi. **Unallowable Costs.** This program will not fund PI salary. Reasonableness of the budget is a review criterion.
- D. **Biosketch.** Provide a 2 page biosketch in the format used by NSF, NIH or other sponsor as appropriate to the proposer's area of research.
- E. **Dean's endorsement.** Provide a letter from your dean approving your participation in the boot camp and affirming support of your proposal should an award be made. The letter may also describe any college-based support for your development as a researcher.

Proposal Routing Form. Completed and signed proposal routing forms are required for all proposals. Please work with your SRS representative to complete this form.

Grant Writers' Boot Camp. We look forward to seeing you at the Grant Writers' Boot Camp at 8:00 a.m. on January 7 and 8 in 87-1600. We will start with breakfast at 8:00 a.m. and the program will begin at 8:30 a.m. The program ends at 4:30 p.m. on both days. You will receive a final agenda after registration. You can expect to spend time discussing your proposal with colleagues and you will also participate in a peer review session. As a part of the program, you will be reading and commenting on others' proposals.

Awards. The number of seed funding awards is subject to availability of funds. Following boot camp, your proposal will be reviewed by a panel of selected faculty. Funding decisions will be announced in February. Awards will run from May 1, 2020 through August 30, 2021.