Grant Writers' Boot Camp 2027

Research Seed Funding Request for Proposals

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Grant Writers' Boot Camp 2027

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Program Description.

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

Eligibility Information.

Eligibility for seed funding awards is restricted to RIT researchers whose appointment includes expectations for sponsored research and have attended the 2027 Grant Writers' Boot Camp (GWBC). After completion of the 2027 GWBC researchers are required to provide a final version and an approved proposal record in Novelution to be eligible for seed funding.

Award Information.

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 up to $10,000 for a project period of one year.

Due Date.

Proposal documents are due by 12:00 p.m. on Wednesday, December 9, 2026.

Proposal Preparation and Submission Instructions.

Pre-Registration and Submission of the NOIS:

Prior to upload of your proposal documents the following will need to be completed by November 16th, in RIT's grant management system, Novelution:

- Create a **New Proposal Record** (instructions found HERE)
- Project title must start with "**GWBC2027:** __" followed by a concise title that conveys the primary purpose of the proposal. Using the "GWBC2027" prefix is necessary to confirm your pre-registration for the Grant Writer's Boot Camp.
- Submit **Notice of Intent to Submit** (NOIS) (instructions found HERE)
    a. Due November 16th
    b. Add any dietary restrictions or if you require interpreting services in the *Additional Comments* Box at the end of the NOIS.
- Release of Salary Information for Sponsored Research in Workday (instructions found HERE).
- Submitting a NOIS pre-registers you for the Grant Writer's Boot Camp and provides you with a proposal record number.

Registration and Seed Funding Proposal Upload Instructions:

To register and upload your proposal all components of the Proposal Sections will need to be completed by December 9th, 2026, in Novelution. Please make sure you navigate to the proposal record created during pre-registration. IMPORTANT - *at this stage you are only uploading your proposal documents. You are not submitting for Internal Review.*

Proposal Format. Use a font size no smaller than 11 point and one-inch margins.

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Proposal Sections:

Screening and Compliance Questions.

Complete all Screening and Compliance questions asked in the proposal record in Novelution. Instructions on how the complete this section the can be found HERE.

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. A single pdf file using the following naming convention: *[PI last name]_[College acronym]_GWBC2027.pdf* is required. Upload the Project Narrative to "Draft Scope of Work / Project Narrative / Research Strategy / Project Description" under the **Research Content and Other Proposal Documents** section in Novelution.

The narrative should contain the following sections:

1. **Cover sheet**. Include a cover sheet with the project title, name of the investigator, position title, department and college, and email address. Cover sheet is required and is not included in the four-page Project Narrative limit.

2. **Summary**. Suggested length a half page. Provide the following:
   - **a.** an overview of the activity and a statement about the objectives and methods to be employed,
   - **b.** a statement on the intellectual or scientific merit of the proposed activity to advance knowledge and solve problems, and
   - **c.** a statement on the relevance of the proposed activity to society and potential benefits of project outcomes

3. **Scope of Work**. Suggested length: no more than two-and-a-half pages. This section aligns with these three review criteria: 1) Significance, 2) Methodology, and 3) Broader Impacts. This section should include the following, as appropriate:
   - **a.** research question or problem to be addressed and specific objectives,
   - **b.** the expected significance and preliminary data if applicable,
   - **c.** approach, method, and timeline of activities,
   - **d.** broader impacts

4. **Research Agenda**. This section should 1) identify specific external funding programs the proposer will apply to as a result of the seed funding, 2) describe how addressing the research question or problem will help you 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 as applicable. This section aligns with the review criteria: Investigator. *Suggested length: no more than one page.*

5. **References**. Include up to one page of relevant references. References are required and are not included in the four-page Project Narrative limit.

Budget and Justification.

Use the *GWBC Budget Template* HERE to develop your budget and the *Budget Justification Non-Federal Template* HERE for your justification. Amend as appropriate. Upload the Budget and Budget Justification to the "Other Proposal Documents" within the **Research Content and Other Proposal Documents**

section in Novelution. Later, it will be uploaded to the correct location by the assigned SRS pre-award representative. Include with your submission a budget and justification for the following allowable costs:

- **Students**. Include any student assistants, noting the hours and the hourly rate used in your department.
- **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 computers.
- **Travel**. Describe the purpose of any travel and identify the destination, airfare/mileage costs, lodging, meals, and other costs. Only domestic travel allowed.
- **Other Costs**. Include costs that do not fit in the above categories, with a description.
- **Indirect Costs.** Are not to be included.
- **Unallowable Costs**. This program will not fund PI salary, tuition remission, nor international travel. Reasonableness of the budget is a review criterion.

RIT Community Abstract**.**

A non-confidential, non-technical description of the work to be conducted at RIT. *1000-character limit (spaces included).* Include this in the "RIT Community Abstract" within the **Research Content and Other Proposal Documents** section in Novelution.

Personnel**.**

Upload your Biosketch in the **Personnel** section by clicking the pencil icon under Action. Provide a biosketch in a similar format used by NSF, NIH, or other sponsor as appropriate to the proposer's area of research. A compliant Biosketch can be prepared via https://www.ncbi.nlm.nih.gov/sciencv/ . Helpful information on how to access and utilize the portal can be found via this link: https://www.ncbi.nlm.nih.gov/sciencv/help/

Department Chair/School Head Commitment Letter**.**

A letter of endorsement from your Department Chair/School Head is required as a part of participation in the RFP and Grant Writer's Boot Camp. Under "Letter of Commitment Type" in the **Research Content and Other Proposal Documents** section select "Nonstandard letter of commitment to be signed". Then upload the required Department/School Commitment Letter. Letters must follow the format indicated in the template letter HERE.

Pitch Competition Instructions.

The Pitch Competition provides faculty the opportunity to communicate their research clearly and persuasively to a broad audience. Winners will receive $500 in seed funding.
Pitch Guidelines:

- **Audience:** Present as though you are speaking to a potential collaborator whose expertise would completement your project e.g. faculty from different institutions, consultants, RIT faculty from different department.
- **Accessibility:** Use clear, nontechnical language appropriate for individuals with a general science background. Limit discipline-specific terminology and jargon.

- **Slides:** Presentations are limited to five slides. Image, graphics, and creative presentation approaches are encouraged. Must address research goals, potential impact to society/field, and any gaps in knowledge in the area of research that you intend to fill.
- **Time:** You only have five minutes to present. Presentations that run beyond the time allotted will be notified during presentation to stop.

Competition Format:

- **Group Stage:** You will first present within an assigned small group. Each group will select one presentation to advance to the Finals.
- **Finals:** Selected presenters will deliver their pitches before the judging panel on Day Two of the program. You may update your slides based on the feedback from your small group and what was learned from the presentation "Pitch Your Idea in 5 minutes or less".

Upload to Proposal Record in Novelution:
You may use the Project Pitch Slide template HERE to develop your slides. The template includes an introduction slide with brief instructions, that should be deleted upon submission. A single PowerPoint file with the naming convention of: *[PI last name]_[College acronym]_ProjectPitch.ppt* is required.

Project Pitch Slides will be uploaded to "Other Proposal Documents" under the **Research Content and Other Proposal Documents** section in Novelution.

Review Period.

After you have uploaded all seed funding proposal components and before the Grant Writer's Boot Camp program in January (review period: December 9th - January 7th) your proposal will be assigned to a PreAward Representative to confirm all documents meet the requirements. Then your proposal documents will be compiled into a single PDF and shared with a small group of GWBC reviewers who will read and provide feedback based on the *Seed Funding Review Criteria.* During Grant Writer's Boot Camp you will meet in-person with your small group of reviewers to have a conversation on the feedback received.

Revise and Submit for Internal Review.

After Grant Writer's Boot Camp, you will have a chance to revise your proposal documents based on feedback received. You will upload the new proposal documents in Novelution under your proposal record and email your PreAward representative that this step is complete. Your PreAward representative will confirm and ask you to submit for Internal Review. Once Internal Review is complete your proposal will be processed through Sponsored Research Services. You will hear back during Notification of the Award.

Notification of the Award.

The number of seed funding awards is subject to the quality of proposals received. Funding decisions will be announced in April. Awards are expected to run from June 1, 2027, through May 31, 2027.

Terms and Conditions.

A grant to an external sponsor must be submitted by the end of the project period. The Seed Funding proposal record in Novelution will be linked to the external funding proposal record to confirm this term

has been met. If an external grant is not submitted the PIs department/school will be responsible for any funds expended.

Contact. Any questions please email preaward@rit.edu.