Research Incentive Seed Grant Program Description

Deadlines for submission: November 15 OR February 15

Mission:
- To encourage and support areas of research* likely to generate extramural funding.
- To raise the profile of research in the arts.

Eligibility:
- Tenure-line faculty and career-line faculty are eligible to apply.
- Faculty must be in residence at the University of Utah to be considered funding.
- Only one proposal per applicant will be accepted in a single application cycle.
- Applicants who have received a Research Incentive Seed Grant within the past three years are ineligible to apply.
- Applicants who already have significant start-up funds, cash reserves, or are seeking gap funding to bridge support between external grants or contracts are not eligible.
- Proposals already submitted to an extramural agency or already reviewed and found noncompetitive by an extramural agency will only be considered if the proposals were declined on the basis of insufficient preliminary information. In this case, the PI must (1) submit an official letter from the agency specifically stating the deficiency or absence of preliminary information and (2) indicate how a Research Incentive Seed Grant will help address the stated deficiencies.
- The CFA will accept a revised proposal once. Revised proposals must indicate changes from previous proposals and responses to reviewer comments.

Budget Maximums:

The maximum award request is $7,500 except in rare circumstances (speak to the Associate Dean for Research if you require more than the maximum to seed your project). This award is intended to provide the support necessary to make a project competitive for external funding. It is not intended to fund an entire project, start to finish. Allocation of funding will take into consideration the anticipated budget sought from an external agency, including factors such as support for student research assistants, total dollar amount of direct costs, and F&A that might be returned to the University.

* Research is understood as the plurality of rigorous and innovative research methods encompassing both creative practice-based inquiry and scholarly inquiry to develop and transfer new knowledge.
**Budget Restrictions:**
Grant funds **cannot** be used for: faculty salaries (summer or academic year); travel that is not directly related to project research (e.g., conferences cannot be supported by this grant); funding to purchase society/group memberships; consultants; or office equipment (including computers) unless specifically justified.

We strongly recommend that applicants discuss proposals with the Associate Dean for Research prior to submission.

**Review Criteria:**
Proposals will be evaluated using the following criteria:
- Are the significance and merit of the research clearly conveyed?
- Are the goals and expected results for this phase of the project clear and are they reasonable, given available resources and limited timeline (i.e., a maximum of **one year** from start of project)?
- Are the project methods outlined and do they reflect the goals stated in the proposal?
- Does the applicant or project team have the experience/expertise necessary to carry out the project within a year?
- Does the project have a high chance of receiving extramural support once proposed steps toward completion are taken (e.g., gathering preliminary data or conducting feasibility study)?
- Have extramural opportunities been identified and are they reasonable?
- Will the project strengthen the national and/or international reputation of the University and/or will the project benefit the University long-term?
- Preference will be given to proposals for projects that: (1) have a high potential for extramural funding, (2) have significant merit in arts research, and/or (3) build cross-disciplinary collaboration.

**Application Instructions**
Please upload to the InfoReady competition space the following items:

1. **Title page:** 1 page
   - Project title
   - Date of submission
   - PI name, title/rank, and department affiliation
   - Name, title/rank, and affiliation of any collaborators
   - Total dollar amount requested
   - Proposed project start and end dates (cannot exceed one year)
   - Abstract (up to 250 words)
2. **Project Description:** 2-3 pages
   - General background and significance of the research
   - Specific goals and anticipated results
   - Discussion of project methods
3. **Summary of changes** and response to reviewers’ comments (resubmissions only): 1 page

4. **Bibliography**: 1 page

5. **Plan for extramural support**: 1-2 pages
   - Provide a specific plan for development of an extramural proposal, including answers to the following questions:
     - From which extramural programs will you seek support (e.g., NEA Art Works, NEH)? Please include deadlines.
     - If you have not yet identified specific extramural funding opportunities, which potential funding programs will you monitor for RFP announcements and on what basis do you assume they will likely announce RFPs relevant to your project in the near future?
     - Why do you anticipate that this research will leverage external support?
     - Who will read and comment on your proposal before it is submitted for external funding?

6. **Current & Pending Support**: List all grants received or applied for in the past 5 years, including from the University or CFA (do not include Dean’s Travel Fund awards)

7. **CV of the PI** and CV or resume of any collaborator(s)

8. **Completed Budget Form**:
   - The budget must not exceed the maximum of $7,500, unless approved in advance by the Associate Dean for Research.
   - Please include clear line items for all expenditures (see budget restrictions above).
   - Briefly explain how this budget will help your project become “fundable” by an external agency.

**Submission**

Please submit your proposal via the InfoReady competition space by 5:00 p.m. on the due date: [https://utah.infoready4.com/](https://utah.infoready4.com/). Look for the “CFA Research Incentive Seed Grant.”

**Funds Availability**

Principal investigators recommended for funding by the College and approved by the VPR will be required to submit a project summary/abstract and detailed budget through InfoReady in order to receive project funding. Seed funds can then be accessed by creating a project DSS in eProposal (speak to the Associate Dean for Research to get help with this).

**Reporting Requirement**

PIs must submit project reports to the VPR within three months of the project end date. Submission is via InfoReady.

**Questions?**

Please contact Associate Dean for Research, Sydney Cheek-O’Donnell (cheek.odonnell@utah.edu) for assistance with your proposal.