**College of Fine Arts Incentive Seed Grant Program Description**

Deadlines for submission to the Dean's Office: November 15 OR February 15

**Mission**:

* To support and encourage areas of research likely to generate extramural funding.
* To provide economic support to faculty members as they develop proposals for extramural funds that will support projects long-term.
* To raise the profile of research activities in the College of Fine Arts.

**Eligibility**:

* Only one proposal per applicant will be accepted in any application cycle.
* There are no restrictions on research collaborators, but information regarding collaborators must be included in the proposal.
* Proposals already submitted to an extramural agency or already reviewed and found noncompetitive by an extramural agency will not be accepted. However, the Committee and Dean will consider proposals previously submitted to an extramural agency that were declined on the basis of insufficient preliminary information if the PI submits an official letter from the agency specifically stating the deficiency or absence of preliminary information and has a plan for resubmission.
* If an application is unsuccessful in the CFA, the CFA will accept a revised proposal once. Revised proposals must indicate changes from previous proposals and responses to reviewer comments.
* Preference will be given to proposals that: (1) have a high potential for extramural funding, (2) have significant merit in creative & scholarly arts research, and/or (3) build cross-disciplinary research partnerships.

**Budget Maximums**:

The maximum budget is $5,000. Allocation of seed 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. The budget is intended to provide support necessary to make a project competitive for either a University Incentive Seed Grant or external funding. The CFA Incentive Seed Grant is not intended to fund an entire project.

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

**Review Criteria**:

Proposals will be evaluated using the following criteria:

* Does the project have a high chance of receiving a University Incentive Seed Grant or 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?
* Does the applicant have the experience necessary to carry out the project?
* Are the significance and merit of the research clearly conveyed?
* Are the goals and expected results clear and are they reasonable, given the resources available?
* Are the project methods outlined and do they reflect the goals stated in the proposal?
* Will the project strengthen the national and/or international reputation of the CFA and/or will the project benefit the CFA long-term?

**Proposal** (please include the following):

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
* Abstract (approximately half of one page)

1. Project Description: 2-3 pages

* General background and significance of the research
* Specific goals and anticipated results
* Discussion of project methods

1. Summary of changes and response to reviewers’ comments (resubmissions only): 1 page
2. Bibliography: 1 page
3. 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?

1. CFA Incentive Seed Grant budget:

* The budget must not exceed the relevant maximum of $5,000.
* Please include clear line items.
* Briefly explain how this budget will help your project be “fundable” by an external agency.

1. Current & Pending Support: List all grants received or applied for in the past 5 years, including from the University or CFA.
2. CV of the PI and CV or resume of any collaborator(s
3. Letter of support from a colleague qualified to speak to the quality and fundability of the research project (this should not be a collaborator on the project)

**Reporting Requirement**:

Within one year of completion of this phase of the project, successful applicants must submit at least one proposal for extramural funding and provide a copy of this proposal to the CFA as the final report for the Incentive Seed Grant. PIs must submit final reports prior to making an application to support a new project with another Incentive Seed Grant.

**Funds Availability**:

Funds will be transferred to the faculty member's home department/school and be available within one month after notification of the award. Funds not used within 2 years of receipt must be returned to the College unless the PI applies for an extension.

**Submission**:

Please submit your proposal as an electronic PDF by 5:00 p.m. on the due date to the Associate Dean for Research, Sydney Cheek-O’Donnell ([cheek.odonnell@utah.edu](mailto:cheek.odonnell@utah.edu)).

**Questions?**

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