

APPLICATION FORM

College of Education Research Incentive Seed Grants (RISG)

The College of Education is requesting applications for the RISG program. The RISG is for original work and will provide a \$3000 stipend to the PI after writing and submitting an external grant proposal, seeking funding at or above \$75,000/year over three years or comparable. There are 5 grants, \$3000 each, spread over the spring and falls terms.

- ❑ Recipients are expected to submit an external grant application in the amount of \$75,000 per year or \$225,000 for three years minimum. All grants will be submitted through the Office of the VP for Research and Graduate Studies and the College of Education must be the institution & College to receive the indirect funds. The application for funding must be made within 18 months of the time that the RISG was awarded. A faculty member in the COE may only submit one application during each proposal call. Assuming strong project justification, multiple faculty members may collaborate together and submit ONE application, the total requested will still be \$3000 with the understanding that the value of the external grant will increase proportionately.
- ❑ The applications are due in the Dean’s Office by 5 PM on January 12th for spring and Sept 14th for fall. The awards will be announced approximately three weeks after the deadline for submission. The deadlines for submission of external grants are 18 months after the RISG was awarded. Funds are awarded through the Dean’s office to the faculty after the grant has been submitted to the external funding agency.
- ❑ A copy of the completed external grant application must be submitted to the Dean’s Office at the time of the external grant submission. Failure to meet the deadline for grant submission will disqualify the applicant from future COE RISG awards for a period of three years.
- ❑ In addition to this signed APPLICATION FORM, the application will include:
 - Project Overview, (two pages single space max.) including the following sections: 1) rationale and significance of the project, 2)* brief overview of the methods that will lead to specific outcomes (please list them) that you expect should you receive and execute an external grant, 3) list potential funding sources and explain why they would be a “good match” for your project, 4) Justify your preparedness to undertake this project and speculate on how this will advance your research agenda.
 - Copy of your Curriculum Vitae
- ❑ Applications are reviewed by the COE Research Committee and selected expert(s) from the various departments as needed to further the committee’s understanding concerning specific content as revealed in an application. The award will be given through the Dean’s Office.
 - Evaluation will be based on four criteria: 1) likelihood of funding, 2) feasibility of proposed project (i.e. time, space, support, collaboration), 3) whether investigator has the experience to execute the project, 4) specific opportunities for undergraduate and graduate students to work on the project.
 - Each application will be scored, maximum points for each of the above criteria (1-15 points, 2-15 points, 3-6 points, 4 4 points for a 40 point total). The process will involve an initial ranking via blind review, discussion and final ranking. Only projects with a likelihood of funding will be awarded. On those occasions when an “expert” is contacted he/she will score the application in question per the instructions above. NOTE: COE Research Committee members will not participate in the review of their own proposals.

Investigator		Title	Dept.	email	Off: phone/fax
					/
Tenure Status	Years @ FAU	FAU Address			
Project Title:					
Amount Requested: \$3000;					

Signature of Applicant

Date

Signature of Dept. Chair

Date

Format for submission: Proposals must single-spaced, using Times or Times New Roman font, size no smaller than 12 point; 1-inch margins; tables and figure legends can be in 10 point.

Project Summary: Maximum one (1) page. Include the title of the project and name the principal investigator(s), co-PIs, and other contributors. Provide a statement of the objectives and methods to be employed that demonstrate how this funding would lead to a successful grant application. Proposals must be clear, of high quality, and be designed to develop a project or provide preliminary data for one or more extramural grant proposals.

Provide a specific start date and end date of the proposed seed grant project.

Narrative: Maximum four (4) pages. Include the following sections (with section headers):

- A. **Introduction and Background:** Provide an overview of the research project, including a clear statement of the problem/challenge and the objectives of the proposed project. Describe the background of the project, including a review of the appropriate literature in the field. Succinctly describe the specific aims of the project, and briefly describe any preliminary results, if applicable.
- B. **Intellectual Merit:** Provide a statement regarding the intellectual merit of the proposed activity. Intellectual merit can encompass the importance of the proposed activity to advancing knowledge and understanding within the field or across different fields; the qualifications of the applicant(s) to conduct the research based on prior work; the extent to which the proposed activity suggests and explores original concepts; and the conception and organization of the proposed activity. Projects with community collaborative or multi-discipline teams will receive greater consideration, as will projects with opportunities for undergraduate or graduate students participation.
- C. **Project Plan:** Provide a brief description of the methodology to be used to conduct this research. Include a project timeline and the research related staff needed to complete the project. Research projects that are experimental in nature should describe the design of the experiment(s) and the methods for acquiring and analyzing the data. Non-experimental projects should include a description of the work to be done, the available resources to conduct the research, and a plan for carrying it out. Provide some examples of what is expected of the timeline—IRB's, data collection, projects that provide opportunities for undergraduate or graduate students participation will receive greater merit. (Provide how the money will be used—equipment, supplies, stipend, travel, course release). Budget page.
- D. **Anticipated Results:** Describe the anticipated results of the project and how they fit into any larger, long-term research plan. Identify the avenues of dissemination that meet standards for scholarship in the discipline. Describe the sources of external support that will be pursued to fund continuation and expansion of the proposed research. Cite specific funding agencies and programs, as well as time lines, due dates and potential funding amounts. A grant submission of at least \$75,000/year is required at the completion of this seed grant and must be run through FAU's sponsored research department.
- E. **Critical Issues:** Address critical issues, if any, that could interfere with the deliverables of the proposed project.
- F. **References:** Use the publishing citation conventions of the discipline for each reference cited in the narrative. (APA is preferred)

Budget and Resources: Maximum two (2) pages. Include the following sections:

- A. **Budget:** Before completing the budget, please carefully review the sections on allowable and non-allowable expenses in your RFA.
- B. **Budget Justification:** Justify the funding request in narrative form. Each line item on the budget must be fully explained and justified.
- C. **Institutional Resources:** Describe the resources currently available to conduct this research. Your grant submission should be submitted to the COE Research Committee One month before the grant submission date for an internal review.

D. **Biosketch:** Maximum of one (1) page for the principal investigator. An additional single biosketch page can be added for each Co-PI on Collaborative proposals.

Submission of appendices, letters of support, and other supplementary documents will not be permitted. All information must be contained within the application sections described above. All materials should be in a word document and submitted electronically.

Submission instructions: Proposals must be submitted **by 5 p.m. on January 12, ~~2015~~2016**. Late submissions will not be accepted and will be returned without review. Proposals must be sent electronically to a [link on the COE website for submission](#) in order to be considered for funding.