SEED GRANT APPLICATION
FY 2025 – 2026
Colorado State University Pueblo (CSU Pueblo)

DEADLINE: __March 14, 2025_____, at 5:00 p.m.
Do not exceed the specified section page limit. Complete the MS Word file, convert it to PDF, and send the PDF to csup_orsp@csupueblo.edu

Fonts should be no smaller than 12-point Times New Roman or similar font.
Follow All Instructions Closely!

Objectives: The objectives of the Faculty Seed Grant Program are to:

a) Provide initial funding for a newly conceived, well-defined and purposeful research, scholarly and/or creative activities that will lead directly to substantive dissemination of work in a peer-reviewed publication or other peer-reviewed intellectual or creative work.
b) Encourage applications that have the potential for external grant funding.
c) Support research and scholarly and creative opportunities for CSU Pueblo students with faculty mentors.

Eligibility and Restrictions:

Note: All Seed proposals MUST include funding for at least one undergraduate or graduate student. Submissions that do not include student researchers will not be reviewed or funded.

Faculty Eligibility: All tenure-track probationary and tenured academic and administrative Faculty of CSU Pueblo are eligible to apply for funding. A faculty member cannot submit more than one Seed proposal per grant cycle and is eligible to receive a maximum of two consecutive grants. Faculty who have never received a seed grant will receive a 5% increase in their earned score, meaning they will receive 5% more priority over those who have received a grant in the past. Applications that have the potential for external grant funding are particularly encouraged.

Student Eligibility: The student(s) must be in good academic standing and enrolled as continuing undergraduate or graduate student(s) during the research period.

Restrictions: Grant funds cannot be used by Faculty and students to pay for coursework toward obtaining an advanced degree (including thesis and dissertation), for taking refresher courses, for general travel experience or travel for presentations, or for travel when correspondence, telephone communication, fax, or e-mail would suffice. Seed Grants may not be used to support course development.

Final Product: The final report or dissemination product (e.g., external grant application, final manuscript for publication, etc.) must be submitted to the Provost through the Office of Sponsored Programs and is due September 30, 2026

Award Period: Seed Grants are awarded for a maximum period of one fiscal year: July 1st, 2025 – June 30th, 2026; all funds must be spent by June 30th, 2026.

Process of Proposal Evaluation:
- Applications that are incomplete or that do not follow the guidelines may not be evaluated.
- The proposal will be recommended for funding based on merit only regardless of college/school/department or rank

1. **Title of Proposal:**   Click here to enter text.

2. **Faculty Member/Principal Investigator:**

    Last Name: Click here to enter text.   First Name: Click here to enter text.
    Department/School: Click here to enter text.   College: Click here to enter text.

3. **Type of Project**

    A new area of research/creative activity for faculty member?   ☐ Yes   ☐ No
    Continuation research/creative activity for faculty member?   ☐ Yes   ☐ No
    Basic research____   Or   Applied research____
    Other (describe)

4. **Have you received a Seed grant in the past?**   ☐ Yes   ☐ No
5. **Have you received Seed grants in the last two years?**   ☐ Yes   ☐ No

6. **Protection Against Research Risks**

    a. Will human subjects be tested or interviewed?   ☐ Yes   ☐ No
        If yes, what is the status of IRB review? ☐ Complete   ☐ Document Enclosed   ☐ Pending   ☐ Not Submitted

        Please include the document if the IRB application has been completed or is pending.

    b. Will vertebrate animals be used?   ☐ Yes   ☐ No
        If yes, what is the status of IACUC review? ☐ Complete   ☐ Document Enclosed   ☐ Pending   ☐ Not Submitted

        Please include the document if the IACUC application has been completed or is pending.
        If yes, what animals (species) will be used, and how many?

    c. Are there other potential hazards to participants on the grant(e.g., carcinogens, pathogens, infectious materials, ionizing radiation)? Note: Biosafety Committee will review   ☐ Yes   ☐ No
        If yes, identify the nature of the hazards:

<div align="center">Proposals lacking signatures will not be reviewed.</div>

Deans and Chairs: *If the Faculty requests a budget for reassigned time, your signature below confirms eligibility.*

Faculty Member/Principal Investigator *Name: _____*   *Date: _____*

                                        Signature: _____

Department/School/Chair/Director *Name: _____*   *Date: _____*

                                        Signature: _____

Dean   *Name: _____*   *Date: _____*

                                        Signature: _____

Past Seed Grant (Do not exceed one page) _____

If you have received Seed grant(s) in the past, list the years of awards and your final products. Leave blank if there is none.

Abstract (Do not exceed one page)

State your project's broad objectives and specific aims. Describe concisely the research design and methods for achieving these goals. The abstract is meant to serve as a succinct and accurate description of the proposed work.

Co-Principal Investigator(s)/Other Key Personnel (Optional)

Name	Organization/Department	Role on Project

Undergraduate/Graduate Student Researcher(s) (Mandatory)

Name	Major/Est. Year of Graduation	Role on Project

Inclusion of student(s) is required. If the student's Name is still not confirmed, write TBD.

Background/Introduction to Problem/Project (Do not exceed two pages)

Background/Introduction to Problem/Project (continuation)

Research Plan/Plan of Activities/Potential for External Funding (Do not exceed three pages)

Include a project description, including specific objectives and significance, methods, procedures, specific activities, and potential for external funding. A projected timeline/schedule is required. Include preliminary studies and the current status of the project.

Research Plan/Plan of Activities (continuation)

Research Plan/Plan of Activities (continuation)

Student Involvement in Project and Specific Mentoring Activities and Outcomes (Do not exceed one page)

Budget (Do not exceed $10,000 in total costs)

The maximum award for a Seed award will not exceed $10,000, and the funding requested should be consistent with academic disciplines and related costs of carrying out scholarly work. The budget justification must include a narrative section that accounts for expenses associated with the specific research-related activities proposed in each budget category (personnel, equipment/supplies, travel, other). Allowed costs include Faculty academic semester reassigned time, stipend/summer salary, student support (undergraduate or graduate), appropriate supplies or equipment, library resources, publication charges, submission fees, and other related expenses for professional dissemination.

Travel can be requested to access information necessary to perform the research. (NOTE: general conference-related travel is NOT an allowable expense, nor is travel for presentations).

Eligibility for reassigned time for research (scholarly and creative activity) is based upon the criteria established by the Office of the Provost. Reassigned time for academic semesters is limited to 6 credit hours over two semesters or 3 credit hours for a single semester. The replacement costs must be included using a credit-hour basis within the budget, and the Department Chair, the Dean, and the Provost must approve the proposal. If the replacement personnel is/are a full-time instructional employee(s), appropriate fringe benefits must be budgeted in the proposal.

A Seed award cannot exceed $10,000 regardless of the number of Faculty involved. Stipends/summer salaries are limited to $10,000 (including fringe benefits) for all personnel on the grant application. Only full-time, tenure-track probationary, or tenured Faculty on 9-month contracts are eligible for stipend/summer salary requests. At least one student (undergraduate or graduate) is required to be included. There is no maximum number of students that can be included in the projects. Faculty on 11- or 12-month contracts cannot apply for summer stipends. The stipend/summer salary will provide for time and effort outside of the standard 9-month contract and thus will be payable over the summer months.

Faculty Reassigned Time Costs

Semester	Credit Hours	Replacement Rate ($ per cr hr.)	Budget ($)
Ex. Fall 2025	3.0	$735 per credit for MA $835 per credit for PhD	$2845.68 (includes fringes)
		Total Cost	

Faculty Summer Pay

Name (please note: IBS is equal to the amount listed on your contract. Typically this is for a 9 month contract. You can earn no more than 3 months of your 9 month salary as Summer Pay)	IBS	Fringe Benefits 31.7%	Budget ($)
Name	$60,000 ($6,666.67 per month)	$2,080	$8,746.67 (3 months of summer pay)
		Total Cost	

Student and Non-Student Personnel		Dollar amount request (USD) (omit cents)		
Name	Role on Project	Salary	Fringe Benefits (1.2%)	Budget ($)
			Total Cost	

Equipment (itemize) $

Supplies (itemize) $

Travel $

Other expenses (itemize) $

Total Costs for Project (not to exceed $10,000**)** $

Budget Justification (Do not exceed one page)

Provide a detailed explanation for the specific budget items requested by category.

Biographical Sketch (Do not exceed one page)

Position Title:

Professional Preparation (Education)

Institution	Location	Major/Area of Study	Degree	Year

Appointments

Position	Institution/Location	From	To

Products (Do not exceed two pages)

List (i) up to five products most closely related to the proposed project and (ii) up to five other significant products, whether or not related to the proposed project. Acceptable products must be citable and accessible, including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Only the list of ten will be used to review the proposal. Each product must include complete citation information including (where applicable and practicable) names of all authors, publication date or release, title, title of enclosing work such as journal or book, volume, issue, pages, website, and URL or other Persistent Identifier.

   i.) Most Closely Related to the Proposed Project

ii.) Other Significant Products, Whether or Not Related to the Proposed Project

Synergistic Activities (Do not exceed one page)

Please list up to five distinct examples that demonstrate the broader impact of the applicant's professional and scholarly activities that focus on the integration and transfer of knowledge and its creation. Examples may include, among others, innovations in teaching and training; contributions to the science of learning; development and/or refinement of research tools; computation methodologies and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in STEM; and service to the scientific and engineering community outside of the individual's immediate organization.

Other Support – Current and Pending (Do not exceed two pages)

List all current, pending, and future grant funding (internal and external) in which you are/will be listed as key personnel. Please note any funding that has resulted from previous Seed funding. Use additional form pages at the end as needed.

Active/Pending/Future (note as A=active, P=pending and F=future)

Source/Agency	
Grant Program	
Title	
Description of Project	
Role on Project	
Budget ($) **Current year**	
Total grant period	
Dates of Award	

Source/Agency	
Grant Program	
Title	
Description of Project	
Role on Project	
Budget ($) **Current year**	
Total grant period	
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Source/Agency	
Grant Program	
Title	
Description of Project	
Role on Project	
Budget ($) **Current year**	
Total grant period	
Dates of Award	

Plans for Final Product (Do not exceed one page)

Seed Grant projects are expected to yield a product. Products might include submission of an application for external funding or a plan for doing so, a peer-reviewed publication, or creative work. Please describe the planned final product(s) derived from the support provided through the requested Seed Grant award. Please include all available information/details (e.g., targeted journal and expected submission timeline, funding agency and program, exhibition information, or performance timeline)

Additional Information

RCR Training: Applicants must be up-to-date with their CSU Pueblo Citi IRB training (https://about.citiprogram.org/), Responsible Conduct of Research, and Research Conflicts of Interest as appropriate. Refer to the ORSP website for more information about required compliance training coursework. https://www.csupueblo.edu/research-and-sponsored-programs/compliance-and-review-boards/index.html

Institutional Review Boards: The applicant is responsible for being up to date on CITI related IRB training, and submitting a copy of the proposal to the appropriate Board when applicable. Refer to the website for contacts and inquiries Colorado State University-Pueblo Compliance and Review Boards.

> (1) Research involving human subjects must be reviewed and approved by the Institutional Review Board (IRB, Human Subjects Committee) ***before the start of any spending on the project***,

> (2) Research involving animal subjects must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) ***before the start of any spending on the project***,

> (3) Research involving recombinant DNA, infectious, or hazardous materials must be reviewed and approved by the Institutional Biosafety Committee.

Extensions: Project extensions will only be considered in exceptional circumstances. Requests must be accompanied by an appropriate justification and a substantive Progress Report that demonstrates appropriate time and effort for the award period. Requests should be submitted to the Provost via the Office of Research & Sponsored Programs two months before grant period expires.

Final Products: Submissions of final products are due no later than 90 days from the expiration date of the grant period. Dissemination products must be submitted to the Provost through the Office of Research & Sponsored Programs, which will provide a summary report to the faculty member's chair and dean regarding the fulfillment of program requirements and outcome of the project, per program objectives. If you reapply for the Seed grant, the prior final products must be on file with the ORSP. The report should include the title, the budget allotted and expended, any reassigned time awarded, and a description and documentation of efforts, accomplishments, problems, etc. A note should be made of any external funding sought and a copy of any proposals submitted.

Dissemination: As appropriate, the final product should be submitted for inclusion in the Colorado State University-Pueblo Digital Repository. The repository provides an open-access showcase of research, scholarship, and creative works of Colorado State University-Pueblo faculty, staff, and students. The purpose of the repository is to promote and make accessible the intellectual output of the University to local, national, and international communities. For more information, contact the Digital Repository Administrator at 719-549-2714.

Equipment/Materials, Intellectual Property, and Related Rights and Restrictions: Title to all permanent materials and equipment purchased with Seed Grant funds rests with the University per CSU-System policy. Policies related to intellectual property, payments, royalties, or other fees resulting from research or other scholarly or creative activities supported totally or in part with funds obtained from a Seed Grant can be found in the CSU Pueblo Faculty Handbook. Sharing arrangements must be negotiated with the Provost.

Seed Grant Review and Selection Committee: Seed Grant proposals will be reviewed and evaluated by the members of the Scholarly Activities Board unless otherwise directed by the Provost. The Review and Selection Committee will make recommendations for funding of the eligible grant proposals to the Provost. The Provost will make final decisions on awards.

If SAB member(s) apply for a Seed Grant, they will recuse themselves from discussing and reviewing their proposals.

> Review Inquires: Faculty members should address review inquiries to the Office of Research and Sponsored Programs at CSUP_ORSP@CSUPUEBLO.EDU.

> Award Inquiries: Faculty members can address award inquiries regarding funding to the Office of Research and Sponsored Programs at CSUP_ORSP@CSUPUEBLO.EDU.

<u>Post Award Responsibilities:</u> Faculty members awarded Seed Grant funding will be provided funds in an individual cost center

(account) for which they will have cost center responsibility for all purchases and expenditures. Faculty are responsible for seeking and obtaining training from the grants accountant, purchasing director, and/or HR director if they are unaware of institutional policies and procedures for using University resources to purchase supplies/equipment, travel, and hiring students and professionals, etc.

If there is a positive balance of funds in the cost center upon completion of a Seed Grant project, those funds will revert to the Provost. If there is a negative balance of funds in the Seed Grant cost center upon project completion, the faculty member's department will be responsible for covering any over expenditures.

<u>Employment Termination</u>: If a faculty member awarded a Seed Grant is terminated with the University within the award period, the Seed Grant will end on the date of employment termination.

<u>Disclaimer Regarding Program Funding:</u> Due to the volatile budget environment of Colorado public higher education and variable F&A acquired via externally sponsored projects, the funds available for the CSU Pueblo Seed Grant Program may be variable. Funding of CSU Pueblo Faculty Seed Grants will be contingent upon available resources.

Rubric for Proposal Evaluation

(Please Do Not Write on This Page. For the Scholarly Activity Board Use)

Applicant Name: _____

Evaluated By:_____

Eligibility Check:

Faculty eligibility met?	☐ Yes	☐ No
Student eligibility met?	☐ Yes	☐ No
The form is filled up with all appropriate information and signatures	☐ Yes	☐ No
Prior Seed products on file (if any) ☐ Not Applicable ☐ Yes	☐ No	

Comment (if any):

Evaluation

	Category	Comments	Score	Out of
1	The abstract clearly states broad objectives and specific aims.			10
2	Background/Introduction to Problem/Project (the merit of the proposal)			20
3	a) Research Plan/ Plan of Activities			20
	b) Potential for External Funding			10
4	Timeline			4
5	Student Involvement in Project and Specific Mentoring Activities and Outcomes			15
6	Budget Appropriate and Justified			7
7	Biographical Sketch – Faculty qualified for the research			6
8	Product Description and Plans for Final Product			8
Total				100
Adjusted for Faculty who never received a Seed grant				X
Faculty who have never received a Seed grant will receive a 5% increase in their earned score. The revised score adjusts for 5% priority.				

Comments to be included in the feedback: