# **C:\Users\5002708745\Dropbox\RTP\2016\Scholarship\Mental Health Needs Assessment\SURVEY & RESOURCE CARDS\NSC_Logo_Color_Vrt.jpg2018-19 Sponsored Projects Seed Awards Program**

*Application Deadline – Monday, October 1, 2018, 5 p.m.*

**PURPOSE**

The Sponsored Projects Seed Awards Program assists academic and administrative faculty in pursuing scholarship or creative activities that will facilitate meaningful advances in teaching or research endeavors on campus. Scholarly activities that include undergraduates or are aligned with potential external funding opportunities are given priority. Seed Awards may be used for data collection, supplies, organization of workshops for faculty or students, publication expenses, hiring grant writers and consultants, or other activity that puts the faculty member in a better position to disseminate new knowledge and/or obtain external funding. Awards may not be used for conference travel, release time, or overload pay.

**GOALS**

1. Support long-lasting scholarly or professional growth of the faculty.
2. Facilitate scholarly efforts that involve undergraduates, thereby enhancing student learning, completion, and retention.
3. Encourage the incorporation of more innovative approaches to teaching and learning, research, technology, and diversity.
4. Increase the chances of external support for scholarship, creative works, or more effective teaching, the benefits of which are felt by the faculty, the students, and the entire campus.

**ELIGIBILITY**

All full-time tenured, tenure-track, or lecturer faculty on a recurring contract and administrative faculty on a continuing contract are eligible to apply either individually or as part of a team. Part-time faculty may apply as part of a team with a full-time faculty member.

**FUNDING**

Funding is based on availability of indirect funds and will be determined by the Office of the Provost at the beginning of each academic year. Seed funding per individual or project may not exceed $2,000. The Sponsored Projects Seed Awards Program Committee retains the right to award an amount less than that requested. Given that the program is designed to promote scholarly and creative activity, failure to present scholarly/creative work at a conference or submit a grant proposal to an external agency may negatively impact future requests.

**PROPOSAL FORMAT**

Use the Application for Sponsored Projects Seed Awards Program at the end of this document. Limit your project description and budget justification to no more than three (3) single-spaced pages.

**PROPOSAL GUIDELINES**

1. Be clear and concise in the project description so your proposal is understandable to a broad audience. Evidence in the literature supporting the proposal can be minimal, but a few supporting sources should be provided.
2. Describe whether the project will involve scholarly work with undergraduates and/or if the work proposed aligns with a particular external funding source (provide the agency and grant solicitation) that you envision pursuing as a result of seed-grant funding.
3. Detail the proposed budget and the extent to which the availability of funds will lead to a publication/presentation of work and/or a more competitive grant proposal.

**REVIEW PROCESS**

The Sponsored Projects Seed Awards Program Committee evaluates the quality of proposals based upon the attached *Proposal Evaluation Rubric.* The Committee is appointed by the Associate Vice Provost for Academic Initiatives. The Committee shall include faculty representatives from each of the NSC schools. The Vice Provost informs the Committee of the dollar amount to be allocated for Seed grants. The Committee meets to review faculty proposals and provide the Vice Provost with recommendations for the allocation of funds. The Vice Provost forwards the Committee recommendations along with her own recommendations to the Provost. The Provost makes final decisions and applicants are notified in writing. In the event that a Committee member submits an application for funds, that member will be recused from evaluating their own application.

**AWARDS**

The Office of the Provost administers the funds and the Office of Post Awards will work with recipients throughout the duration of the award period.

All funds must be spent by June 1st of the academic year in which the award is received. Unspent funds revert to the Office of the Provost. PIs are responsible for tracking spending. Any amount spent over the awarded amount will be charged back to the PIs home department.

**REPORT OF RESULTS**

Faculty who receive seed funds will be required to provide the Office of the Provost and the Committee with a one-page summary of the outcome of their award usage within 10 months after award receipt.

**Sponsored Projects Seed Awards Application**

*Application & Project Description*

(Page Limit: No more than 3 single-spaced pages)

**Submission Instructions:** Delete the program information listed above and save this application (.doc, .docx, or pdf) using the file name **“2017\_SEED\_LastName.doc”**. Submit your application to Gwen.Sharp@nsc.edu by 5 p.m. on **Monday, October 1st, 2018.**

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| --- | --- |
| **Name:** |  |
| **Email:** |  |
| **School/Department:** |  |
| **Student Name(s):**(if applicable) |  |
| **Project Title:** |  |

Background & Significance of Project:

Objectives & Proposed Activity Plan:

Merits of Proposed Project:

Budget Request: List the requested items and associated costs for your project proposal.

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| --- | --- | --- | --- |
| **Requested Items** | **Unit Cost** | **Quantity** | **Total Cost** |
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| **Total Requested** |  |  |  |

Budget Justification:

**Sponsored Projects Seed Awards Program**

*Proposal Evaluation Rubric*

Total Points = 50

(Please include the blank rubric with your proposal)

|  |  |
| --- | --- |
| **Faculty Name:** |  |
| **Project Title:** |  |

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| --- |
| **Background & Significance (15 Points)** |
| * References background literature that supports merits of research design or project proposal
* Discusses impact or significance of the proposed project
 | /15 |
| **Objectives & Activity Plan (15 Points)** |
| * Presents objectives or project outcomes that seem realistic and attainable
* Presents well-thought-out and logical activity plan or research design
* Includes a proposed timeline for completion and/or plan for assessment, if applicable
 | /15 |
| **Project Merit (15 Points)** |
| * Discusses how the proposed project will meet the goals of the Sponsored Projects Seed Awards Program.

For example, the project: * + Enhances long-lasting scholarly or professional growth of the faculty
	+ Incorporates innovative approaches to teaching and learning, research, technology, and diversity
	+ Facilitates scholarly efforts that involve undergraduates
	+ Increases the chances of external/grant support
 | /15 |
| **Budget Request & Justification (5 Points)** |
| * Provides detailed list of budget requests
* Provides justification for costs listed
* Discusses how the estimated budget is reasonable and supports the proposal and its outcomes
* Discusses other possible sources of funding and how project may be impacted by partial support
 | /5 |
| **TOTAL POINTS** | **/50** |