# **C:\Users\5002708745\Dropbox\RTP\2016\Scholarship\Mental Health Needs Assessment\SURVEY & RESOURCE CARDS\NSC_Logo_Color_Vrt.jpg2020-21 Sponsored Projects Seed Awards Program**

*Application Deadline – Monday, April 13, 2020, 5 p.m.*

**PURPOSE**

The Sponsored Projects Seed Awards Program assists academic and administrative faculty to pursue scholarship or creative activities that will facilitate meaningful advances in teaching, research, or creative endeavors on campus. We prioritize activities or projects that include students or align with potential external funding opportunities. Allowable expenses include data collection, supplies, organizing workshops for faculty or students, hiring grant writers and consultants, or other activities that put the faculty member in a better position to disseminate new knowledge and/or obtain external funding. Conference travel, release time, or overload pay are not allowable uses of Seed Award funds.

**GOALS**

1. Support scholarly, creative, or professional growth of the faculty.
2. Facilitate scholarly and creative efforts that involve students, thereby enhancing student learning, retention, and degree completion.
3. Encourage the incorporation of more innovative approaches to teaching and learning, research, creative activities, technology, and diversity.
4. Increase the chances of external support for scholarship, creative works, or teaching.

**ELIGIBILITY**

All full-time academic and administrative faculty are eligible to apply individually or as part of a team. Adjunct faculty may apply as part of a team with a full-time faculty member.

**FUNDING**

The Office of the Provost determines the total amount of funding available each year. Requests for Seed Awards may not exceed $2,000 per person, team, or project; the Office of the Provost retains the right to award less than the amount requested. Failure to present the funded work at a conference, submit a funding proposal to an external agency, or otherwise show evidence of scholarly or creative production may negatively affect future requests.

**PROPOSAL FORMAT**

Use the Application for Seed Grants at the end of this document. Your project description and budget justification cannot exceed three (3) single-spaced pages.

**PROPOSAL GUIDELINES**

1. Be clear and concise in the project description so faculty in other disciplines can understand your project. Evidence of the literature supporting your proposal can be minimal, but a few supporting sources should be provided.
2. Describe whether the project will involve scholarly or creative work with students and/or if the proposed work aligns with a particular external funding source (e.g., a particular agency or grant solicitation) that you are likely to pursue as a result of Seed Award funding.
3. Provide a detailed budget and expand how the availability of funds will lead to a publication or presentation of work and/or a more competitive external funding proposal.

**REVIEW PROCESS**

The Seed Awards Review Committee evaluates the quality of proposals based upon the attached *Proposal Evaluation Rubric.* The Vice Provost for Academic Initiatives appoints the Committee, consisting of faculty who do not have Seed Award applications under review. The Vice Provost informs the Committee of the total dollar amount available for Seed Grants. The Committee reviews all proposals and provides the Vice Provost with recommendations for allocating funds. The Vice Provost consults with the Business Office regarding allowable expenses before making final decisions and notifies applicants via email.

**AWARDS**

The Office of the Provost administers the funds; the Business Office works with recipients throughout the award period regarding policies and regulations related to expenses.

If we approve your application, your funds will be available after July 1, 2020, and you must fully spend them by May 15, 2021. Any funds unspent by this date revert to the Office of the Provost. You are responsible for tracking spending. If your expenses exceed the approved Seed Award amount, the excess expenses will be charged to your home department/unit.

**REPORTING RESULTS**

At the end of your award period, you are required to provide the Office of the Provost with a one-page summary of the outcomes of your Seed Award.

**Seed Awards Application**

(Limit: 3 single-spaced pages)

**Submission Instructions:** Delete the program information listed above and save this application (as a .doc, .docx, or pdf). Submit your application to Gwen.Sharp@nsc.edu by 5 p.m. on **Monday, April 13, 2020.**

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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 requested items and costs for your project):*

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

*Budget Justification:*

**Seed Awards Program**

*Proposal Evaluation Rubric*

Total Points = 50

|  |  |
| --- | --- |
| **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)** |
| * Objectives or project outcomes are realistic and attainable
* Activity plan or research design is clear, well-thought-out, and logical
* 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 Seed Awards Program

For example, the project: * + Enhances long-lasting scholarly, creative, or professional growth
	+ Incorporates innovative approaches to teaching and learning, research, creative activities, technology, or diversity
	+ Facilitates scholarly or creative activities that involve students
	+ Increases the chances of external funding support
 | /15 |
| **Budget Request & Justification (5 Points)** |
| * Budget request is sufficiently detailed
* Provides justification for costs
* 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** |