**2017 – 2018 Call for Proposals**

 **Seed Grant Awards Program**

*Fall 2017 Application Deadline – Monday, October 2, 2017*

*Spring 2018 Application Deadline – Monday, February 26, 2018*

**PURPOSE**

The purpose of the Provost-Sponsored Seed Grant Awards Program is to assist academic and administrative faculty in pursuing scholarship/creative activities that will facilitate meaningful advances in teaching, research, or service endeavors on campus. Seed awards are intended to support activities that put the faculty member in a better position to conduct their research or scholarly work with the intent to present or publish their work and/or apply for external funding. Scholarly activities that include undergraduates or are aligned with potential external funding opportunities will be given priority.

**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 only apply if part of a team with a full-time faculty member.

**Proposal Format**

Applicants are instructed to use the application at the end of the program solicitation. Please limit your project description and budget justification to **no more than three (3) pages.**

**proposal Guidelines**

1. Applicants should be clear and concise in the project description such that the proposal is understandable to a broad audience. Evidence in the literature that supports the proposal can be minimal, but a few supporting sources should be provided.
2. Applicants should describe whether the project will involve scholarly work with undergraduates and/or supports pursuit of external funding opportunities.
3. Applicants should detail the proposed expenditures as they align with the proposed activities and discuss how the support will lead to a publication/presentation of work and/or a more competitive grant proposal.
4. Faculty members may submit more than one request per year if each request supports a distinct project.

**FUNDING**

The Office of the Provost will determine the availability of indirect funding at the beginning of each academic year. Seed funding per individual will not exceed $2,000 per fiscal year. Use of funds are intended to support activities that put the faculty member in a better position to conduct their research or scholarly work with the intent to present or publish their work and/or apply for external funding. The Awards Committee retains the right to award an amount less than the requested amount, especially if the funds are not in the service of meeting the stated goals of the Seed Grant program. 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 within the 12-month timeframe may negatively impact future requests.

**ALLOWABLE COSTS**

The Office of the Provost awards the funds and the Office of the Controller administers the funds. Preliminary questions about use and payment of funds should be directed to the Vice Provost.

Upon notification of award, the faculty member should contact the Office of the Controller with as much advanced notice as possible to review the types of purchases that need to be made. Most processes require a minimum of two weeks but some may take four to six weeks for completion and processing of paperwork.

Awards may be used for:

1. **Paying participants** – The Office of the Controller will issue the faculty member a cash advance. Faculty will sign a promissory note acknowledging that they will document how funds were distributed (i.e., collecting student NSHE IDs and signatures). Any unused funds must be returned to the Office of the Controller before the end of the fiscal year (last day of June). Please note that gift cards or certificates cannot be purchased and used as participant payment/incentives.
2. **Hiring student workers** – The faculty member will work with the Office of Human Resources to complete a position description and list of qualifications to determine the student worker’s wage rate (typically $9.00 - $10.00/hour) and develop a position announcement. Students are limited to working 19.5 hours per week. To calculate your requested amount, compute # hours/week X approximate hourly rate X # of weeks. After computing your total wages, please add an additional 2.0% to account for student worker fringe benefits.
3. **Purchasing goods** (tangible objects such as supplies, equipment, materials) – For purchases under $500 from a single vendor, the faculty member’s administrative assistant shall purchase the goods using their procurement card and reconcile to the Seed Grant account. For purchases over $500 from a single vendor, the purchase will have to be made using a purchase order. To complete a purchase order, the vendor will be required to register through the Nevada System of Higher Education (NSHE) Supplier Registration system which solicits information about the company’s tax information and requires completion of a W-9. Upon submission of an invoice and confirmation of goods received, the vendor will be paid.
4. **Purchasing services** (intangible activity where someone performs work for you) – Any person performing services (e.g., guest speaker, contractor) will be paid either as an independent contractor or as an employee, as determined by forms processed by the Office of the Controller. Services cannot be purchased using a procurement card. Typically, individuals working anywhere within the NSHE system are processed as employees and will receive a letter of appointment (LOA) from the Office of Human Resources. Independent contractors will need to complete a W-9 form and will be paid by direct deposit or check. All paperwork must be processed before services are rendered; payment for completed services cannot be processed retroactively.

Awards may not be used for:

* conference travel
* release time
* faculty overload pay (e.g., stipend) or extra salary (e.g., summer salary)
* purchases of foreign goods or services

**ReportING of Results**

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

**Review Process**

The Sponsored Projects Seed Awards Program Committee shall evaluate the quality of the proposal based upon the *Proposal Evaluation Rubric* below*.* The Committee is appointed by the Vice Provost of Scholarship and Experiential Curriculum. The Committee shall include faculty representatives from each of the NSC schools. At the start of each review process, the Vice Provost will inform the Committee of the dollar amount to be allocated for seed grants. The Committee will meet to review faculty proposals. The Committee will provide the Vice Provost with recommendations for the allocation of funds, and the Vice Provost will forward the Committee recommendations along with her own recommendations to the Provost. The Provost will make a final decision and applicants will be notified in writing. In the event that a Committee member submits an application for funds, that member will recuse him or herself from evaluating his or her own application.

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| **Background & Significance (10 Points)** |
| * References background literature that supports merits of research design or project proposal
* Discusses impact or significance of the proposed project
 | /10 |
| **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, how does the project: * + Enhance long-lasting scholarly or professional growth of the faculty
	+ Incorporate innovative approaches to teaching and learning, research, technology, and diversity
	+ Facilitate scholarly efforts that involve undergraduates
	+ Increase the chances of external/grant support
 | /15 |
| **Budget Request & Justification (10 Points)** |
| * Provides detailed list of budget requests that support project that aligns with the goals of Seed program
* Provides sufficient justification for costs listed and explains how the estimated budget is reasonable and aligns with activities discussed in proposal
* Discusses other possible sources of funding and how project may be impacted by partial support
 | /10 |
| **TOTAL POINTS** | **/50** |

**2017 – 2018 Call for Proposals**

 **Seed Grant Application & Project Description**

*Fall 2017 Application Deadline – Monday, October 2, 2017*

*Spring 2018 Application Deadline – Monday, February 26, 2018*

**Submission Instructions:** Please delete the program information listed above and then save this application (.doc, .docx, or .pdf) using the file name **“201X\_SEED\_LastName.doc”**. Submissions are limited to no more than three single-spaced pages.

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

(10 points) Background & Significance of Project:

(15 points) Objectives & Proposed Activity Plan:

(15 points) Merits of Proposed Project:

Budget Request: Please list the requested items and associated costs for your project proposal. Before developing your budget, please be sure to review allowable costs and procedures for payment reviewed above.

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

(10 points) Budget Justification: