

VSU Faculty Research Seed Grant (FRSG) Program Application Instructions

Applications that do not meet the requirements outlined in the FRSG Guidelines or the Instructions as outlined below, are incomplete or incorrect in any way, or part or all of the application is submitted past the deadline will not be considered for funding.

With exception of the forms provided, all proposal sections must be prepared in one of the following typefaces:

- Arial - 11 points or larger
- Times New Roman - 11 points or larger

A font size two (2) points smaller may be used for mathematical formulas or equations; figure, table or diagram captions; and when using a symbol font to insert Greek letters or special characters.

Use **1" margins** all around and **double space between paragraphs** (unless otherwise noted).

1. **APPLICATION COVER SHEET:** Download, complete, and sign the Application "Cover Sheet." Use the checklist to ensure that you have included all required sections of the proposal and have met formatting requirements.
2. **PROJECT NARRATIVE:** The Project Narrative is comprised of six (6) sections. Each section of the narrative should be separately identified. The maximum length of the Project Narrative is four (4) pages, single-spaced. A maximum length for some sections is suggested but is not mandatory. A Project Narrative that exceeds the four-page maximum for all sections combined will be ineligible for review. Please note that proposals may not be reviewed by specialists in your specific discipline. Care should be taken to write your proposal so that it can be understood by an educated general audience. Include the following sub-sections (with headers) in the Project Narrative:
 - A. **Project Summary (maximum one-half page suggested):** The Project Summary should be a self-contained description of the activity that would result if the proposal were funded. It should include a statement of the need for, or importance of, the proposed research/creative activity, project objective(s), a brief description of methods to be employed, and anticipated outcomes. The summary should be written in the third person and **should be understandable to an educated lay reader.** (Note that the Project Summary may be disseminated broadly if the project is funded.)
 - B. **Alignment with FRSG Goal and Objectives (maximum one-half page suggested):** Provide an explanation of how the proposed project aligns with the objectives of the Faculty Research Seed Grant Program as stated in the program guidelines. **Tenured faculty must clearly explain how the proposed project differs from their current research or creative program or otherwise meets eligibility requirements for established scholars.**
 - C. **Background and Objective(s):** Provide an overview of the research project or creative activity, including a clear statement of the problem/challenge, the objective(s) of the proposed project, and a brief review of the pertinent literature or state of the art.
 - D. **Intellectual Merit:** Provide a statement regarding the intellectual merit of the proposed activity. Intellectual merit may encompass the importance of the proposed activity to advancing knowledge and understanding within the field or across different fields; the extent to which the proposed activity suggests and explores creative and original concepts; the conception and organization of the proposed activity; and/or special access to resources.

E. **Project Plan:** Describe the methodology to be used to conduct this research or creative activity. Include a project timeline. (Note: Although funds must be spent by the close of the fiscal year in which they are awarded, the timeline may extend beyond expiration of funds.) The description should reflect the nature of the project. Quantitative and qualitative research projects should clearly describe the research design and the methods for acquiring and analyzing data. Creative projects, such as those in the humanities and fine arts, may include a description of the works to be examined, research sources (e.g., library and manuscript collections), and an appropriate plan for carrying out the work. If the proposed project is a collaboration, clearly describe the roles of the applicant and all collaborators.

F. **Anticipated Results:** Describe the anticipated results of the project and how they fit into any larger, long-term research or creative plan. Identify possible avenues of dissemination (i.e., journal, conference, or venue names) that meet standards for scholarship in the discipline and/or any possible sources of external support (i.e., sponsor name and program) that will be pursued to fund continuation, expansion, or next steps in the research/creative project or plan.

3. **REFERENCES CITED (no page limit):** Use the publishing conventions of the discipline. List only those references cited in the Project Narrative. If the document is available electronically, the website address also should be identified. **Do not include other bibliographic references.**

4. **BUDGET:** Provide a detailed budget using the downloadable “Budget Template.” Please review the FRSG Guidelines regarding allowability of costs before completing the budget. If a course release is requested, secure the department head’s signature where indicated. The budget total may not exceed the maximum award (\$5,000 for an individual or \$7,500 for a collaboration). The Committee understands that the FRSG award will rarely cover all the costs of a particular research or creative project; there is no need to quantify other costs associated with the project in the budget form.

5. **BUDGET JUSTIFICATION (maximum one page, single-spaced):** Justify the funding request in narrative form. Each individual line item request on the “Budget Template” must be fully explained and carefully justified.

If software, computer equipment, or small equipment items such as audio recorders, cameras, and the like are requested, attach additional documentation that the requested items are not available for use from IT, Media Services, and/or the department, as appropriate. For a major (\geq \$3,000) equipment request, attach an additional page, signed by the department head, that explains why the department cannot provide the equipment and why a request for equipment pool funds is not appropriate. These documentation/justification materials do not count in page limits.

*Applicants are advised that the reviewers rely heavily on the Budget Justification when making decisions about funding. **Explanations that are cursory or justifications that are weak can result in proposal rejection or substantial reduction of award amount.***

6. **BIOSKETCH:** Provide a biographical sketch (**maximum two pages**). For collaborative proposals, include a biosketch for each person. The biosketch should include the following.

A. **Professional Preparation:** Provide a list of undergraduate and graduate education and post-doctoral training. For undergraduate and graduate education, provide institution name, major, degree, and year. For post-doctoral training, indicate institution, area, and inclusive dates (years).

B. **Appointments:** List, in reverse chronological order, all academic/professional appointments beginning with the current appointment.

C. Scholarly Works and Related Activities:

1. Scholarly Works Most Closely Related to Proposed Project: List up to, but no more than, five (5) peer-reviewed publications, invited presentations, books or book chapters, juried exhibitions, performances, patents, copyrights, software systems developed, or other scholarly activities most closely related to the proposed project.
2. Other Significant Scholarly Works: List up to, but no more than, five (5) other significant scholarly works, whether or not related to the proposed project.
3. Related Activities: List up to, but no more than, five (5) activities that relate to the proposed project.

For publications, use the publishing conventions of your discipline. If the document is available electronically, the URL should be identified. List only those unpublished manuscripts that have been submitted or accepted for publication (along with anticipated date of publication).

- 7. OTHER RESEARCH/CREATIVE ACTIVITY SUPPORT SOUGHT AND RECEIVED:** Use the downloadable “Other Research/Creative Activity Support Sought and Received” form to report both internal and external requests for financial assistance to support your research or creative endeavors during the past five (5) years. Instructions are included at the top of the form. For collaborative proposals, include a form for each person. Use additional pages as necessary. If you have not sought internal or external funding in the past five(5) years, enter your name in the form and check the box to the right.

Do not omit this form; failure to include it will render your proposal ineligible for review.

- 8. FACILITIES, EQUIPMENT, AND OTHER RESOURCES (maximum 1 page, single-spaced):** Describe the non-FRSG funded institutional and external resources that will be used in the conduct of this project. Resources may include office, laboratory, or studio space; use of equipment; student research assistance; supplies and materials; travel support; photocopying services; computer equipment and software; access to university archives or collections; etc.

Do not omit this explanation; failure to include it will render your proposal ineligible for review.

Appendices, letters of support/collaboration, and other supplementary documents are not permitted and, if attached, will not be forwarded to the reviewers for consideration. All pertinent information for review must be contained within the application sections described above.

Submission Instructions:

Proposals must be received by the Office of Sponsored Programs & Research Administration no later than 5:00 P.M. on the deadline. *Late or partial submissions will not be considered.* No exceptions will be made. Proposals may be submitted in one of two ways:

1. A **single-sided hardcopy** of the proposal, with required signatures included, may be submitted to OSPRA in Converse Hall, Suite 3100. Applicants are encouraged to hand-deliver the proposal rather than using campus mail, as no exceptions will be made for misplaced mail and/or late delivery. Please ensure that the OSPRA staff person receiving your submission notes on your proposal the date and time received.
2. A scanned proposal may be submitted electronically as a single PDF attachment to an email and sent to **FRSG@valdosta.edu**. (Note that the “sent” electronic time stamp will be used to determine if the submission deadline is met.) The proposal must be signed and assembled in order with each page properly oriented, and the document must be legible. Software for managing PDF files, such as Adobe Acrobat Pro, may be required. Adobe Acrobat Pro is available for a nominal cost from the VSU Division of Information Technology.

Please note; all signatures must be included on the electronically submitted Application.

Applications received electronically without signatures at the time of submission will not be considered.

IMPORTANT FINAL REMINDER

Please review your proposal carefully before submission to ensure that you have met all the content and formatting requirements and that it is written for an educated lay audience. Incomplete information or failure to follow formatting requirements and page limits will disqualify your proposal from consideration.