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## Purpose

## Research Seed Grants (RSGs), awarded for amounts up to $10,000 from the Office of Research and Innovation, and are intended to enable research that seeds funding of extramural sponsored programs. The ORI encourages the use of RSG grants to support collaborative and interdisciplinary research. Funding Restrictions Funds from RSG may not be used for travel in pursuit of extramural funding or to workshops and conferences. In addition, certain items may not be paid for using these funds, for example, alcohol, tips and gratuities. Please reference the link [here](https://vpaa.unt.edu/sites/default/files/documents/page/2018/allowablecostmatrixunt.xlsx) for a breakdown of allowable expenses based on fund type. The RSGs may not request faculty summer salary or teaching release via buy-out. Only one RSG may be awarded to a faculty member each year.

## Eligibility

## To be eligible for the RSG the PI must be a faculty member that holds the academic rank of tenured-track Assistant Professor or tenured Associate/Full Professor, and be employed on a full-time basis in a permanent position. Permanent and temporary faculty appointees who hold the doctorate (or equivalent) may serve as CoPI. Preference will be given to proposals from tenured and tenure track faculty. Review Criteria

## The following criteria will be used to review proposals:

* Well-articulated and strong research project description. Project description is written with sufficient clarity and detail that an educated researcher can assess the application.
* Clear plan to collect preliminary data/results needed for a future sponsored project application.
* Project description states PI/CoPI expertise; when relevant describes the interdisciplinary component.
* A convincing plan to apply for external funding sources to further the research.
* A reasonable and itemized budget
* Broader impacts/significance of the research included in the project description

**Expectations and Outcomes**

* All proposals should contain a specific research plan and a specific plan for obtaining external funding.
* It is expected that external support will be submitted within one year of completion of the RSG.

## Submission Application includes the project description and forms within this document. Provide the application as one single .pdf file submitted to [IntramuralGrants@unt.edu](mailto:IntramuralGrants@unt.edu)

# Section I – APPLICANT INFORMATION: Applicant Name (PI, point of contact): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Applicant Name CoPI (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenure Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years at UNT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year latest degree completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Abstract for the proposed research that can be understood by a person not familiar with the specifics of your discipline (limit 200 words).**

# Section II – PROJECT BUDGET:

|  |  |
| --- | --- |
| **SALARIES & WAGES** | |
| Classified Salaries\* | $ |
| Wages \*\* | $ |
| **ITEMIZED COSTS\*\*\*** *(List each major category of cost, e.g., consumable supplies, equipment, postage, printing, research travel, professional fees)* | |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL** | $ |

|  |  |
| --- | --- |
| **\*** | For staff members paid a salary by the university, including salaried student research assistants |
| **\*\*** | For hourly, part-time employees, including hourly student research assistants. |
| **\*\*\*** | Funds may not be used for professional memberships or journal subscriptions. Funds from Research Seed Grants (RSG) may not be used for travel in pursuit of extramural funding or to workshops and conferences. State funds may not be used for certain items such as tips or alcohol, capital equipment,  ***or payment for services rendered prior to the approved grant.*** |

**Section III – PROJECT NARRATIVE:**

On the following (up to) three pages, provide a description of the project you intend to carry out. It is critical that this portion of the application be written in a manner so that someone outside your field will be able to understand the importance, approach, and follow-on funding plan of the project. TYPE THE NARRATIVE IN A 12 POINT FONT WITH ONE INCH MARGINS.

**Please utilize the following format/headings to organize the project description.**

1. **Background** (brief background, rationale for the study).
2. **PI/CoPI** expertise (brief description of your own and/or team’s relevant area of expertise)
3. **Research Description** (statement of the problem or gap within the field that will be researched and investigated, specific aims, approach, and/or objective of the study).
4. **Methods/Approach**: Methods and/or approach used for the research study.
5. **Broader Impacts/Significance** (brief description of the impact the research study can/will lead to)
6. **References** (an additional 1-page document is encouraged to list the relevant references to support statements within the project description)

**Section IV – PLANNED EXTERNAL FUNDING APPLICATIONS:**

State the external funding plan that will be implemented– describe how the proposed work will seed (or bridge to) external support, indicating as specifically as possible the funding opportunity and agency that will be or are being pursued. Provide information on the funding agency, program announcement or other relevant details to indicate sufficient thought has been put into preparing preliminary data needed for a sponsored project. It is expected that a proposal for external support will be submitted within one year of completion of the RSG, evidence of the potential for which must be described in the proposal. (1-page limit for this section)

# Section V – RESEARCH COMPLIANCE CHECKLIST: If your proposed project involves any of the following, please submit a copy of the approval letter or approval form from the relevant committee. If the proposal is selected, funding will not be released without the appropriate approvals. Check each box that applies to your project.

|  |  |  |
| --- | --- | --- |
| Yes | No | Use of **human subjects** in research. Website for the UNT Institutional Review Board (IRB): [http://research.unt.edu/faculty-resources/research-integrity-and-](http://research.unt.edu/faculty-resources/research-integrity-and-compliance/use-of-humans-in-reseaerch)  [compliance/use-of-humans-in-reseaerch](http://research.unt.edu/faculty-resources/research-integrity-and-compliance/use-of-humans-in-reseaerch) |
| Yes | No | Use of **live vertebrate animals** in research. Website for the UNT Institutional Animal Care and Use Committee (IACUC): [http://reserach.unt.edu/faculty-](http://reserach.unt.edu/faculty-resouces/research-integrity-and-compliance/use-animals-research-iacuc)  [resouces/research-integrity-and-compliance/use-animals-research-iacuc](http://reserach.unt.edu/faculty-resouces/research-integrity-and-compliance/use-animals-research-iacuc) |
| Yes | No | Use of **bio hazardous agents, human materials or recombinant DNA molecules** in research. Website for the UNT Institutional Biosafety Committee (IBC): [https://aits-conf.unt.edu/display/RMS/Institutional+Biosafety+Commitee](https://aits-conf.unt.edu/display/RMS/Institutional%2BBiosafety%2BCommitee) |
| Yes | No | Use of **radioactive materials, radiation producing devices, or lasers** in research. Website for the UNT Radiation Safety Committee (RSC): [https://aits-](https://aits-conf.unt.edu/display/RMS/Radiation%2BSafety%2BCommittee)  [conf.unt.edu/display/RMS/Radiation+Safety+Committee](https://aits-conf.unt.edu/display/RMS/Radiation%2BSafety%2BCommittee) |

# Section VI – SIGNATURES:

# PI Application Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# PI Application Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# *By signing the PI acknowledges that funding will be used as described in the proposal and if funded, PI will provide a project update one-year after funding. Refer to RSG Project update form for guidance.*

**FOR VPRI Office Use:**

RSG Reference Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Funds Granted:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ABA Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Chartstring: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**