

# **Penn State Behrend Chancellor's Sponsored Research Seed Grant Program**

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**This program was developed as part of the Research and Outreach Committee's planning efforts. Grants from the Chancellor's Sponsored Research Seed Grant Program are intended to support activities that will lead to increased sponsored funding.**

## **USE OF FUNDS:**

- Travel to sponsors, collections, potential collaborators etc.
- Establishment of faculty-research teams.
- Proof-of-concept activities.
- Proposal development; e.g., grant consultant, editing assistance.
- Professional development related to sponsored-research funding; e.g., grant-writing workshop, sponsor / solicitation identification.
- Release time to pursue sponsored-research funding.
- Augmentation of scholarly activity funds.
- Special, short-term student research assistants.

## **ELIGIBILITY:**

- Applicant must be a full-time member of the Penn State Behrend faculty.
- Limit of one grant per faculty member per semester.
- Applicants must have submitted activity reports for any previous initiatives funded by the program.

## **CRITERIA:**

- Scholarly merit.
- Projects must have some recognized outcomes related to the intention of the fund; i.e., lead to grant applications and increased sponsored research.
- Progress and outcomes from previous seed grants.
- Maximum request of \$2,500 per semester.
- Some level of matching funds is encouraged, but not required.

## **PROCESS:**

- Proposals may be submitted at any time.
- Complete page two of this form and submit it (with your proposal) to your respective school director via e-mail. Please see proposal format instructions on page two.
- Schools directors will review the proposals as they are received and will determine which proposals will be forwarded to the Research Office and will notify you via e-mail.
- Financial support for projects is contingent on availability of funds.
- Proposals will be reviewed by Research Office staff.

## **REPORTING:**

- A final report, including a summary of results is due within six months of the award date.

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*The purpose of this program is to encourage and support faculty member sponsored research opportunities. Please forward a completed request form to your respective school director for approval. Recommended projects from each school should be forwarded to the Chancellor's Office for consideration. Seed grant funds are limited and will be granted through a collegewide competitive process based on relation to the schools' and college's research objectives.*

<b>Applicant First Name</b>	<b>Applicant Last Name</b>	<b>School</b>
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**PROPOSAL FORMAT AND SUBMISSION:**

- Send the application and proposal to your school director via e-mail.
- Proposal should include:
  - Title Section:** Include Penn State Behrend Chancellor's Sponsored Research Seed Grant Program, title of proposed activity, your name, school affiliation, and date.
  - Funding Justification:** Maximum of three double-spaced pages. Include an abstract (<200 words), background information (including outcomes of previous grants from the program), objectives, potential outcomes and/or deliverables, likelihood to result in sponsored funding, and general significance to your research progress.
  - Budget:** Provide any supporting information for your anticipated expenditures. Funds must be expended within six months of the award date.

**Amount Requested**

Item #	Line Item Description	Amount
1		
2		
3		
4		
5		
	<b>TOTAL</b>	

**School Director Signature**